

How to administer the A.C.E. online Diagnostic test to your child

1. Log into [A.C.E. Diagnostic Test \(acediagnostictest.com\)](https://www.acediagnostictest.com)
(<https://www.acediagnostictest.com/diagnostictest/>)
2. Click on the **REGISTER** button
3. Fill in all blanks with a red * (*)
4. For email address, type in your own email address
5. Click on the radio button for: “Parent using this to test my child”
6. Click on **Add Account Information**

You will be sent to the following page:

Welcome to the aceconnect Diagnostic Test

Your account has been added! Please read the instructions below.

- Students who are ready to enter **Kindergarten or Level 1** should not take this test. Use the [ABCs Pretest](#) to determine which reading program is appropriate for these students.
- A desktop or laptop with audio capabilities is recommended for administering the test. Tablets and mobile phones are not recommended as they may cause inaccurate test results.
- Each student taking the online diagnostic test must be registered. To register a student, click on the “Students and Reports” menu button.
- To begin testing, click the “Take Diagnostic Test” menu button to display the student list. Highlight the student, and click the “Select Student” button to display the testing options. Select the subject and beginning level and click “Continue.” Students in high school should begin 60 PACEs (five years) below grade level. All other levels (2-8) should begin testing 36 PACEs (three years) below grade level. Verify the testing information and click the “Begin Testing” button.
- After each 45 minutes (30 minutes for younger children) of testing, give the student a 10- to 15-minute break with refreshments. His progress will be saved when he clicks the “Exit Test” button. He may resume the test by clicking the “Go Back to Test” button.
- Encourage the student to answer the questions without guessing. If the student does not know the answer to the question, he should skip the question and go to the next one. When a student says he can work no further, ask him to skip that section and try the problems on the next two sections. When the student is skipping most of the

problems, the testing is complete. To end the test, click the “Exit Diagnostic Test” button and then click “Finish Test.”

- Site administrators may log in to view student test results. Click the “Students and Reports” menu button, highlight the student, then click the “Student Reports” button. Select “View/Print” to see results of completed tests; then click “Print Report” if a hard copy is desired. Test results may also be emailed to the address in the student profile. To email the report to additional recipients, change the email address in the student profile.
- Very important: **DO NOT** prescribe PACEs above the student’s chronological grade level. (Refer to the [PACE Conversion Chart](#).)
- For problems concerning the online diagnostic test, contact A.C.E. Technical Support at 615-612-5288 or TechnicalSupport@aceschooloftomorrow.com.
- For questions concerning how to administer the test, contact A.C.E. Customer Service at 1-800-925-7777 or CustomerService@aceschooloftomorrow.com.

7. Next, register your child. Each child to be tested must be registered separately. Click on the **Students and Reports tab at the top**

8. Click **Add Student**

9. Fill in all blanks with a red * (*)

10. Email results to: Office@shilohunited.org

11. Click on **Add Student**

12. At the top of the page, click: **Take Diagnostic Test**

13. Highlight the child to be tested and click **Select Student**

14. **Select Subject and click “Choose Level”**

15. Please read **Diagnostic Testing Tips to choose proper starting level. (The online diagnostic test automatically selects a level based upon the child’s grade level that was entered previously - #9 above)**

16. Click **Continue**

17. Click **Begin Testing**

18. Continue Testing until questions are too difficult, then click **Exit Diagnostic Test**

19. Choose either **Continue this test later or **Finish Test**. You can also choose **Go back to Test****

20. Continue this routine until all four tests – Math, English, Word Building and reading have been taken.