Agenda
Kentucky ACT Test Administration Training

1. Program Specifics and KDE Information
2. Testing Facilities
3. Testing Staff
4. Test Materials Shipments
5. Pretest Activities
6. Test Day Activities
7. Success for You and Your Students
8. Preparing for Makeup Testing
9. Packing and Returning Materials
10. Resources and Contact Information
ACT Test Administration Training

State and District Testing
Kentucky Program Specifics
The ACT

• A college admissions exam

• Accepted by all public two-year and four-year institutions

• Kentucky State Testing
  • The ACT (no writing)

• ACT hosts a website for Kentucky testing info:
  • act.org/actstateanddistricttesting/kentucky
# 2017 Test Dates

<table>
<thead>
<tr>
<th>Administration</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>The ACT Standard Time Initial Test Date</td>
<td>March 21, 2017</td>
</tr>
<tr>
<td>The ACT Standard Time Makeup Test Date</td>
<td>April 19, 2017</td>
</tr>
<tr>
<td>The ACT Accommodations Testing Window</td>
<td>March 21 – April 4, 2017</td>
</tr>
</tbody>
</table>
Students Eligible to Test

• All Grade 11 students in Kentucky

• Must be classified as Grade 11 in Infinite Campus by March 21

• Homebound or hospitalized due to medical condition:
  • Apply through the Test Accessibility and Accommodations online system
  
  • Questions -- Contact ACT:
    • Call: 800.553.6244 ext. 1788, or
    • E-mail: ACTStateAccoms@act.org

• Students in Early Graduate Program
Early Graduates

• Approved *Early Graduation Intent Form*

• May take the ACT assessment once for Kentucky state testing
  – Early Graduates not listed as Grade 11 will not receive the label resulting in the need to bubble answer folder

• State ID information must be on answer folder

• Test Coordinator will need to include the number of Early Graduates along with regular Grade 11 students in the online enrollment count

• Resources:
  
  [http://education.ky.gov/educational/AL/earlygrad/Pages/default.aspx](http://education.ky.gov/educational/AL/earlygrad/Pages/default.aspx)
Infinite Campus Review

- Review the Infinite Campus (IC) system prior to March administration to make sure each student is assigned to correct grade level
- KDE uses IC to verify rosters
- Errors in IC cause greater cleanup problems later in the year
- Be proactive
Student Data Review and Rosters (SDRR)

- SDRR application

- District staff create and verify the ACT accountability rosters in the spring
Accommodations Deadlines

*ACT-Approved Test Accommodations* receipt deadline:
  - February 17, 2017

*Late Accommodations Consideration window*
  - February 18 thru March 17, 2017

- Applicable only to:
  - Students new to the school or newly classified as Grade11
  - Students who have newly identified disability
  - Students with medical emergencies, or sudden medical onset
  - Transfer students with previously approved accommodations from another school in KY
Receiving Materials

Receiving Dates

- Secure and non-secure materials arrive as one shipment the week of March 6-10, 2017

- Secure and non-secure makeup materials arrive as one shipment the week of April 10-14, 2017
Block K on the ACT Answer Document

- Block K to send reports to home high school
  - Accuracy is important for correct reporting
  - Only to be used if student is testing at a site other than where their score is to be reported
  - Testing staff grid the ACT High School code of the home high school in Block K
  - Block K is only for ACT Reports not used for school accountability
  - School accountability is a function within SDRR
Block U – Barcode Labels

• Barcode labels arrive along with other materials

• Labels include the KY State Assigned ID

• Students testing without a barcode label are to have their student code gridded in Block U
ACT Calculator Policy

- ACT’s policy applies to all ACT testing, including in-school State administrations

- Updated policy can be found on actstudent.org
  - [http://www.actstudent.org/faq/calculator.html](http://www.actstudent.org/faq/calculator.html)
  - Calculators with built-in CAS functions are prohibited
  - Some calculators are permitted, but only if CAS functionality, programs have been removed

- It is the examinee’s responsibility to know if their calculator is permitted for ACT testing
Test Security

• Do what is right and follow **all** rules in administering the tests.

• School observations will take place.

• KDE conducts investigations into allegations of wrongdoing.

• Scores can lowered; educators can face employment consequences.

• Forensic analysis is conducted on completed tests.
Return Shipping

- **Return Shipping Dates**
  - Initial Material Pickup on March 22, 2017
  - Makeup material pickup on April 20, 2017
  - Keep materials secure until pick up.

- **Carrier: FedEx (pre-scheduled)**
  - Call ACT Customer Service immediately if FedEx does not pick up test materials by close of business on the designated pick up date
The ACT Benchmarks in ACT Reports

- ACT Reports will be based on ACT benchmarks.
- Percentage of students meeting benchmarks for Reading and Science in 2013 or before cannot be compared to 2014 and beyond.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Previous ACT Benchmarks</th>
<th>ACT Benchmarks*</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>18</td>
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</tr>
<tr>
<td>Mathematics</td>
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<td>22</td>
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<tr>
<td>Reading</td>
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<td>22</td>
</tr>
<tr>
<td>Science</td>
<td>24</td>
<td>23</td>
</tr>
</tbody>
</table>

* ACT benchmarks effective August 2013
2017 Reporting

We’re going green!

- District High School Profile Report
  - College Readiness Standards Report

- High School Profile Report
CPE Benchmarks

ACT Benchmarks as set by The Council on Postsecondary Education (CPE)

<table>
<thead>
<tr>
<th>Subject</th>
<th>CPE: The ACT Score Benchmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>18</td>
</tr>
<tr>
<td>Mathematics</td>
<td>19</td>
</tr>
<tr>
<td>Reading</td>
<td>20</td>
</tr>
</tbody>
</table>
College and Career Readiness

• **College Ready**: Benchmarks on ACT, KYOTE

• **Career Ready**:
  • Academic (ASVAB or WorkKeys) and
  • Technical (KOSSA or Industry Certificate)

• Note: ACT Compass® assessment is no longer available from the Kentucky Department of Education.
Fee Waivers for National Testing

• Availability:
  • Limited number

• Eligibility:
  • Economically disadvantaged students

• Fee waiver covers:
  • 1 Registration fee
  • 1 high school report
  • Up to 4 reports to colleges of choice
  • Access to ACT Online Prep

• [https://www.act.org/content/dam/act/unsecured/documents/FeeWaiver.pdf](https://www.act.org/content/dam/act/unsecured/documents/FeeWaiver.pdf)
State Contact Information

- KDE ACT Website:
  - [http://education.ky.gov/AA/Assessments/Pages/ACT.aspx](http://education.ky.gov/AA/Assessments/Pages/ACT.aspx)

Office of Assessment and Accountability

- Jennifer Larkins
  - [Jennifer.Larkins@education.ky.gov](mailto:Jennifer.Larkins@education.ky.gov)
- Kathy Moore
  - [Kathy.Moore@education.ky.gov](mailto:Kathy.Moore@education.ky.gov)
ACT Test Administration Training

State and District Testing
Introductions
State and District Testing: 2016-2017

- We listened to what the states told us to initiate changes
  - Changes to the test date schedules
  - Controlling district and school information
  - Streamlining the Establishment process
- Some of these changes are still under development
- This session – what we can share
- Future information
  - Review the Manuals
  - Emails notices
  - Video training webcasts
ACT Test Administration Training

State and District Testing
Online Ordering Portal
Online Ordering

• Participation status and student quantities
  – Similar to last year

• Opened November 7, 2016
  – Will receive instructions for accessing and confirming participation
  – Later email for confirming enrollment counts
ACT Test Administration Training

State and District Testing
Facility Requirements – Paper Testing
Facility Requirements Topics

- Room Selection
- Room Capacity
- Room Setup
- Seating Requirements
- Seating at Tables
- Writing Surfaces
- Ensuring Quiet Testing
Room Selection

For paper testing, select rooms that:

- Can be reserved for the entire test session
- Can meet spacing requirements
- Are quiet and free from distractions
- Have good lighting, temperature, and ventilation
- Provide convenient access to restrooms

Do not use rooms with multiple levels or graduated seating unless you have no other alternative.
Room Capacity

Maximum testing capacity is determined by:

• Number of seats
• Number of staff
• Need for accommodations

Capacity Recommendations Per Room:

• 15-30 examinees
• Smaller rooms are more efficient
• Up to 10 examinees with accommodations
Room Setup

Setup for a fair and secure testing environment:

- Room supervisor faces examinees, can be heard by all examinees
- Testing staff has a clear view of materials and examinees, can circulate throughout the room
- No dividers, study carrels, or partitioned tables are in use
- Possible test topics on walls or boards are covered
Seating Requirements

Seating arrangements must minimize prohibited behavior.

Examinees will:

- Face the same direction
- Be seated at least three feet apart
  - Front to back
  - Side to side
- Be seated in straight rows and columns
- Be able to view the room clock
Seating at Tables

- One examinee per round table
- One examinee per rectangular table less than six feet
- One or more examinee per rectangular table more than six feet long
- There must be at least three feet between all examinees
- No examinees at table joints
Writing Surfaces

- Must be large enough for all test materials
- Lapboards are not allowed
- Left-handed examinees should be given adequate testing space
Ensuring Quiet Testing

- Turn off audible signals that announce the beginning/end of classes
- Avoid using the public address system while testing is in progress
- Post “testing in progress” signs outside test rooms.
ACT Test Administration Training

State and District Testing
Testing Staff Requirements
Testing Staff Topics

- Avoiding a conflict of interest
- Room supervisor requirements
- Proctor requirements
- Sign language interpreter requirements
- Reader Requirements
- Training Your Staff
Avoiding a Conflict of Interest: ACT Policy

• Relatives and Wards Testing
• Test Preparation
• Athletic Coaches
Avoiding a Conflict of Interest: ACT Policy
Relatives and Wards Testing

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

<table>
<thead>
<tr>
<th>If any relative or ward is testing...</th>
<th>You may not serve as...</th>
<th>And you may not...</th>
</tr>
</thead>
<tbody>
<tr>
<td>With standard time at any school in your state on the initial or makeup test dates</td>
<td>Test Coordinator</td>
<td>Have access to the secure standard time test materials at any time</td>
</tr>
<tr>
<td>With accommodations at any school in your state during your accommodations testing window</td>
<td>Test Coordinator</td>
<td>Have access to the secure accommodations test materials at any time</td>
</tr>
<tr>
<td>With standard time or with accommodations</td>
<td>Room supervisor or proctor in the room where that examinee is testing.</td>
<td>Have access to your relative’s answer document or test materials at any time.</td>
</tr>
</tbody>
</table>
Avoiding a Conflict of Interest: ACT Policy
Test Preparation

Individuals are allowed to serve as testing staff if:

• Test preparation is part of regular job responsibilities
• Employer is not a commercial enterprise
Avoiding a Conflict of Interest: ACT Policy
Athletic Coaches

Athletic Coaches…

- May not have access to secure accommodations test materials before or after testing
- May serve as a room supervisor under certain conditions

This policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.
Room Supervisor Requirements

One supervisor per room, one room per supervisor.

Responsibilities include:

- Comply with testing policies and procedures
- Maintain security of materials
- Admit and seat examinees
- Read verbal instructions verbatim
- Monitor examinees
- Complete accurate documentation
Proctor Requirements

Important for smooth test administration

Responsibilities include:

• Direct examinees to seats
• Distribute and collect test materials
• Monitor examinees
• Verify timing
Roving Proctor Requirements

Provide excellent assistance for multiple testing rooms.

Responsibilities include:

• Assist with material preparation
• Assist with check-in and seating examinees
• Monitor hallways
• Provide breaks for supervisors and proctors
• Escort examinees in hallways
• Documentation preparation
## Additional Proctor Requirements

<table>
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<tr>
<th>Standard Testing Rooms</th>
<th>Number of Examinees/Room</th>
<th>Number of Proctors Required*</th>
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<tr>
<td>0 – 25</td>
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<td>51 – 100</td>
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</table>

<table>
<thead>
<tr>
<th>Accommodation Testing Rooms</th>
<th>Number of Examinees/Room</th>
<th>Number of Proctors Required*</th>
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</thead>
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<td>11+</td>
<td>1</td>
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</tbody>
</table>

*These are minimum requirements.
Sign Language Interpreter Requirements

Responsibilities include:

- Sign all spoken instructions
- Translate questions/responses between examinee and testing staff
- May sign to small groups

ACT approval is required to additionally sign test items.
Test Reader Requirements

ACT approval is required to test with a reader.

Responsibilities include:

• Always uses script
• Serves as room supervisor
• One examinee per reader
Training Your Staff

Material for training day:
• Policies, requirements, roles, responsibilities
• Pretest, test day, and posttest procedures
• Training Session Outline and Topics for Discussion (at end of manuals)

Suggested Pre-Training Resources:
• Appropriate administration manuals
• Pre-recorded test administration training
• Summary of Requirements
• Calculator Policy
ACT Test Administration Training

State and District Testing
Test Materials – Paper Testing

ACT® You. Empowered.
Testing Materials Topics

- Secure storage of materials
- ACT Testing Staff List
- Materials shipment
- Preliminary roster review
Materials Shipment

- No longer a nonsecure and secure shipment – all materials will be shipped together to arrive 2 weeks in advance of testing.
- All shipments are sent to the attention of the test coordinator
- Each type of administration has its own specific materials
  - Standard time
  - Accommodations
- Keep each type of materials separate from one another
- Review the Schedule of Events for delivery dates
- Check-in within 24 hours of receipt
- Keep secure at all times
- Limit access
- Retain cartons for return of materials after testing
Test Materials Packing List

- Check in materials using the Test Materials Packing List
- The test booklets must be used only on the designated date
- Check test booklet serial numbers
- Check the rest of the shipment to be sure you have all the items listed
- Contact ACT if there is a discrepancy
Secure Materials Storage

• Test Coordinator is responsible for secure storage
• Access is limited to the test coordinator

Secure Storage Options Include:

• Locked safe or vault
• Locked file cabinet or closet, inside a locked room, as long as:
  – Access to the cabinet or closet is limited to the test coordinator
  – Cabinet or closet has a built-in lock or heavy-duty padlock, and the keys are kept secure and are not part of a master key system
  – The door to the room must be locked when not in use
  – The secure location must not be accessible through a window or dropped ceiling
ACT Testing Staff List

Document all personnel who:

- Handle test forms
- Organize and prepare materials
- Administer the test
- Proctor the test
- Provide technical support or security

ACT State Testing District Staff List

District Name: __________________________  Test Date: __________
City, State: ____________________________
District Official Name: ____________________

Print the name and job title for all personnel who assisted you at the district level, including those individuals who handled secure materials before and after testing and anyone who assisted with security.

<table>
<thead>
<tr>
<th>District Staff Name</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>1</td>
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<td>30</td>
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</tr>
</tbody>
</table>

Submit this form to ACT.
Quantity of Materials

• Test coordinator confirms testing enrollment online in PearsonAccess Next
• Used to determine quantity of materials
• A small overage accommodations materials will be sent that can be used for testing students with non-college reportable accommodations
• After initial shipment, Test Coordinator will assess and enter additional orders if necessary in PA Next
• If unsure about a student’s eligibility to test with accommodations, contact your state or district for direction.
ACT Test Administration Training

State and District Testing
Pretest Activities
Pretest Activities: Topics

- Apply barcode labels or grid state assigned student code
- Conduct pretest sessions
- Prepare rosters
- Provide information to examinees about testing
- Local arrangements
Apply Barcode Labels

• Testing staff must apply labels to answer documents prior to the pretest session

• Examinees must write and grid the identifying information on the answer document, even with a barcode present

• Testing staff will write in student code if there is no barcode label

• If identifying information is not completed, the score report may be undeliverable
Barcode Labels

Barcode labels are produced for each examinee included in the original file received by ACT.
Conduct Pretest Sessions

- Hold school supervised pretest sessions before test day, not on the same day as testing

- Include all examinees – those testing with standard time, as well as those testing with accommodations

- Schedule more than one session to catch all examinees

- Plan for at least an hour.

- Staff will read and follow instructions in the Administration Manual
Conduct Pretest Sessions

• Examinees (not staff) complete the non-test portion of the answer document

• Examinees read and follow instructions in *Taking the ACT* to complete:
  
  – Identifying information
  – High school course-grade information
  – Student profile
  – Interest inventory
  – Up to four codes to send reports to colleges or scholarship agencies
Conduct Pretest Sessions

- Collect answer documents
- Check barcode (if present) against examinee information
- Instruct examinees to keep a copy of Taking the ACT
- Return the answer documents to the test coordinator
Prepare Room Rosters

- Test coordinator prepares roster of examinees scheduled to test in each room
- Test Coordinator will get roster information from PearsonAccess Next
- Room rosters must be prepared prior to testing
- Ensure all examinees in a room have the same timing code and accommodations
Provide Information to Examinees

• When and where to report
• Other school-specific information

<table>
<thead>
<tr>
<th>Things to Bring</th>
<th>Things NOT to bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable identification</td>
<td>Cell phones</td>
</tr>
<tr>
<td>#2 pencils with good erasers</td>
<td>Other electronic devices</td>
</tr>
<tr>
<td>Permitted calculator</td>
<td>Scratch paper</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
<tr>
<td></td>
<td>Reading materials</td>
</tr>
<tr>
<td></td>
<td>Unauthorized testing aids</td>
</tr>
</tbody>
</table>
Provide Information to Examinees
Calculator Policy

Calculator use is covered in *Taking the ACT* and is allowed for the Mathematics test only.

Certain models and features are prohibited. See the ACT website for most current information.

**These general types of calculators are prohibited:**
- Built-in or downloadable computer algebra system functionality
- Handheld, tablet, or laptop computers, including PDS’s
- Electronic writing pads or pen-input devices
- Calculators built into cell phones or any other electronic communication devices
- Calculators with a typewriter keypad (QWERTY format)
Provide Information to Examinees
Calculator Policy

- Check calculator when admitting examinees into room, and periodically during Mathematics test
- If you find a prohibited calculator being used, this is considered prohibited behavior and the examinee must be dismissed
- Examinees may not share calculators
- Permitted calculators are the examinees’ responsibility
- If school provides calculators:
  - Check prior to test day, be sure they work
  - Distribute as examinees are admitted to the test room
  - Do not distribute between Tests 1 and 2

Distributing calculators between Tests 1 and 2 is considered an unauthorized break in testing and may result in cancelled scores.
ACT Test Administration Training

State and District Testing
Test Day Activities
Test Day Activities: Topics

• Authorized test dates and times
• Authorized observers
• Briefing session
• Completing required forms
• Identifying and admitting examinees
• Sequence and timing
• Distributing materials
• When an examinee decides not to test with accommodations
• Managing breaks during testing
• Reporting concerns anonymously
Authorized Test Dates and Times
Standard Time Administration

- Test only on designated initial and/or makeup test dates
- Begin testing no later than 9:00am – start verbal instructions prior to 9:00am
- No afternoon or evening testing
- Testing must be the first activity of the morning
- Excuse examinees from classes, athletic practices, and other organized activities which occur prior to testing
Authorized Observers

Only authorized personnel may enter the testing area:

- Trained staff (includes locally trained staff)

- ACT, State, or District observers
  - Must have ACT authorization letter or ACT, State, or District identification
  - Test coordinator must call ACT to verify the individual is authorized to observe
  - Check and verify
Briefing Session

- Designate room supervisor and proctor arrival time
- Make staffing adjustments, if needed
- Review procedures
- Answer questions
- Announce any last-minute changes
- Remind staff about authorized personnel and introduce observers
- Distribute materials to room supervisors after briefing session
Completing Required Forms

Complete the following forms, as applicable:

- Test Booklet Count Form
- Administration Report
- Testing Roster
- Final Roster of ACT-Approved Accommodations
- Testing Time Verification Form
- Seating Diagram
- Testing Staff List
- Irregularity Report
- Reader/Interpreter/Scribe Agreement
Standard Time: Test Booklet Count Form

- Test Coordinator completes “Received Before Testing” portion of form
- Test Coordinator hands materials to the room supervisor
- Room supervisor counts test booklets, verifies serial numbers
- Any discrepancies must be resolved
- Room supervisor signs form
- Test Coordinator initials next to room supervisor’s signature
Room Rosters

• Room rosters are prepared by the Test Coordinator in advance
• Use your room roster to mark attendance
Identifying and Admitting Examinees

- Secure materials before admitting examinees into room
- Personal recognition or ID required
- Check for cell phones or other electronic devices
- Check for or provide calculator
Identifying and Admitting Examinees

- Verify examinee identification at the door and mark roster
- Mark absent examinees with a dash
- Direct examinees to assigned seats
- No late arrivals – once test booklets are distributed, examinees may no longer be admitted
Tests must be administered in this order for all examinees:

1. Test 1 – English
2. Test 2 – Mathematics
3. 15 minute break
4. Test 3 – Reading
5. Test 4 – Science

The full time must be given, even if all examinees are finished.
Exact Timing

- Use more than one timepiece
- Time each room individually (no “central” timing)
- Record times during testing:
  - Testing Time Verification Form (Standard Time)
    - Test Timing Chart
  - ACT Administration Report (ACT-Approved Accommodations)
Testing Time Verification Form
Standard Time

ACT State and District Testing Time Verification Form—SAMPLE ON REVERSE

Your School: 
Your City, Your State: 
Your Test Date: 
Your Name: 
Your Room: 
Number of sections: 4

Test 1
1 2 3 4 5 6
8:07 8:47 8:52

Test 2
2 3 4
Start 5 minutes remaining 5 minutes remaining

Test 3
3 4
Start 5 minutes remaining

Test 4
4 5 6
Start 5 minutes remaining

ACT Plus Writing Only
Writing Test

ACT You. Empowered.
# Test Timing Chart

## Standard Time

<table>
<thead>
<tr>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>0:00</td>
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</tbody>
</table>

Timing Chart for Test 1

![Timing Chart for Test 1](image)
Distribution of Test Booklets
Standard Time

- After examinees are seated
- Only when prompted by verbal instructions
- In sequential, serial number order
Attentiveness During Testing

• Bring only test materials into testing room
• Walk around the room
  – Detect and discourage prohibited behavior
  – Answer questions
• Engage only in test-related activities
Scheduled Break
Standard Testing

• 15 minute break between Test 2 and Test 3
• Read the verbal instructions which explain break policies
• Examinees must not access cell phones or electronic devices
• Snack and drink outside of room
• Remind examinees to be respectful of other testing rooms
Scheduled Break
Standard Testing

- Examinees may **not** take test materials out of the room
- Room attended at all times by testing staff
- Resume testing after 15 minutes even if all examinees do not return on time
- Late examinees may be admitted but can’t make up lost time
- Note any issues on an Irregularity Report
Completing an Irregularity Report

- *Testing irregularities*: interruptions and distractions which affect testing
- *Prohibited behaviors*: actions which result in examinee dismissal and voiding answer document
- Complete an irregularity report to inform ACT of situations which impact testing
- Refer to manual for form and detailed information.
Before dismissing examinees:

- Account for all test materials
  - Must have a test booklet and answer document for each examinee who tested
- Verify the following:
  - Answer documents and booklets are signed
  - Booklet number and form number are gridded
  - Reference number is gridded
  - Barcode label matches examinee name and signature
  - Administration Manual Supplement instructions are completed
Test Day Documentation
Room Supervisor Responsibilities

After dismissing examinees:
• Organize materials for return to test coordinator
• Review all administrative forms for completeness and accuracy

Administration forms are used as the source of truth. Scoring decisions are based off of these forms.
Test Day Documentation
Test Coordinator Responsibilities

• Account for all materials returned
  – Test booklets, answer documents, administration manuals,
  – Refer to manual for forms and samples

• Check forms for completeness and accuracy
  – Accuracy of test day documentation may determine whether examinees receive score reports

• Make copies of completed forms for your files.
Anonymous Reporting of a Security Concern

• To file an anonymous report go to: https://actinc.ethicspointvp.com/custom/actinc/testing/form_data.asp
ACT Test Administration Training

State and District Testing
Preparing for Makeup Testing
Makeup Testing: Topics

- Determine which examinees should test
- Materials to return or set aside
- Ordering makeup materials online
Examinees to Schedule for Makeup Testing

You may administer the makeup test to these examinees:

- Absent
- Arrived too late to admit
- Did not have the required non-test portion of the ACT answer document completed
- Began but did not complete testing
You may **NOT** administer the makeup test to these examinees:

- Completed testing
  - Return answer documents to be scored
- Dismissed
- Displayed prohibited behavior
  - Mark answer document “void” and attach to an irregularity report.
  - Return in administrative envelope
Ordering Makeup Materials

- Specific test booklets are designated for makeup testing
- Do NOT use test booklets sent for initial testing on makeup test date
- Watch for an email from ACT with ordering instructions prior to initial test date.
- Go online, enter quantity needed for makeup testing.
  - Small overage shipped
  - Refer to the deadline on your Schedule of Events
  - Orders are not accepted after the deadline
- No action required if no makeup materials are needed
Transferring Non-Test Information

If examinee began but did not complete testing:

• Examinee must transfer responses from the non-test portions of answer document to new answer document
  – Before the makeup test date
  – Under supervision
• Once responses are transferred
  – Void the original answer document
  – Attach it to an irregularity report
  – Return with makeup materials

The examinee will take the entire test on the makeup test date. He or she may not transfer test responses.
Materials to Return After Initial Testing

Return these materials to be processed:

- Answer documents
- Administrative forms
- All test booklets
- Used administration manuals

Follow the directions in the administration manual for packaging information
Setting Aside Materials for Makeup Testing

Set aside these materials for makeup testing:

- Unused administration manuals
- Unused answer documents (no markings)
- Partially completed answer documents (non-test completed)
Makeup Materials Shipment

Makeup material shipment includes:

• Makeup test booklets
• Administration manuals
• Answer documents

Test Coordinator Responsibilities:

• Check-in within 24 hours of receipt
• Store materials securely
• Call ACT in the event of a security breach
ACT Test Administration Training

State and District Testing
Packing and Returning Materials
Packing and Returning Materials: Topics

- Keeping materials separate
- Packing standard time and accommodations materials
- Returning materials
Keep Materials Separate

To avoid delays, keep each type of material separated from one another:

- Standard Time
- Accommodations
Packing Answer Documents and ACT Site Headers

- Turn answer documents the same direction with page one facing you.
- Complete a Site Header for initial test date, makeup test date, and accommodated testing.
- Place the Site Headers on top of answer documents.
Packing Answer Documents

If the Answer Document....

• is ready for scoring, return in appropriate envelope
• is voided or attached to an Irregularity Report, return in appropriate envelope
• unused, return it in the carton
• has a bar code label or non test portion completed but no test items, follow instructions on Administration Manual Supplement.
Packing Materials
Standard Time Testing
Packing Materials – Standard Time

Packing the Red Envelope
Packing Materials – Standard Time
Packing the Green Envelope

ACT State Testing
Answer Documents for Processing—Standard Time

completed materials must be included in this envelope:
- supervisor’s report form (put in envelope #1 if more than one envelope used)
- used answer documents to be scored—the one envelope

Day 1: Pack this envelope in the plastic polyethylene bag received with test materials.
Do not return this envelope to ACT in the carrier with test booklets.
Packing Materials – Standard Time
Packing the Green Envelope
After Makeup Testing, pack:

- All multiple-choice test books – both used and unused
- Test Materials Distribution List
- All use manuals

Reverse the carton flaps so the outbound shipping label is visible.
Number the cartons in the following manner:

- 1 of ___, 2 of ___, etc.

Send back all test booklets. Different test booklets will be shipped for makeup testing, if ordered by the deadline listed on your Schedule of Events.
Marking Materials for Return if You Did NOT Test

- Complete outside of both red and green envelopes. Mark “Did Not Test”
- Place in polymailer for return
- Email statetesting@act.org to let us know you did not test.
- Follow the instructions in the manual to prepare other materials for return.
Materials Pickup

- Refer to Schedule of Events for pickup dates
- Pre-scheduled carrier pickup
- Call ACT if carrier does not pick up test materials by close of business on the designated pickup date
- Keep materials secure until pickup
ACT Test Administration Training

State and District Testing
Test Accommodations
Accommodations Testing

- All accommodations request are submitted thru Test Accessibility and Accommodations system (TAA)
- Refer to the TAA User Guide on the ACT Kentucky State Testing website for step by step instructions
- **NEW** – Our login screens have changed; users who accessed previously will still have access after creating a new password
- **NEW** – Test Coordinator validation (previously Trusted Agent) required
  - Complete Test Coordinator access form in TAA
  - Provide administrator email to certify access rights for Test Coordinator
  - ACT reviews and confirms access rights
- Later deadlines for submitting accommodation requests
Accommodations Deadlines

*ACT-Approved Test Accommodations* receipt deadline:
- February 17, 2017

*Late Accommodations Consideration window*
- February 18 thru March 17, 2017
- Complete the Late Consideration form and upload as supporting documentation with TAA request
- Applicable only to:
  - Students new to the school or newly classified as Grade 11
  - Students who have newly defined disability
  - Students with medical emergencies, or sudden medical onset
  - Transfer students with previously approved accommodations from another school in KY
Test Materials Packing List: Accommodations

• Check in materials using the Test Materials Packing List
• Compare test booklet serial numbers
• Check any DVD’s with computer software prior to testing
  – Contact ACT to replace any defective DVD’s.
Local Arrangements

May provide without ACT review or approval, if all of the following apply:

- Accommodations are consistent with the plan on file at school
- Accommodations do no disrupt testing
- Do not afford an advantage for the examinee
- There are no unauthorized breaks

Local arrangements may be provided to examinees who are testing with standard time, ACT-Approved Accommodations, or Non-College Reportable Accommodations
Local Arrangements

Additionally, for standard time testing:
• The examinee must use a regular print (10-point font) test booklet
• Testing must be completed in one session using standard timing
• Testing must occur on only the initial or makeup test date

Additionally, for ACT-Approved Accommodations testing:
• The examinee must use the assigned materials and Timing Code
• Testing must occur within the two-week testing window
Local Arrangements

Common examples of local arrangements:

- Preferential seating (e.g., front of the room)
- Small group or individual testing
- Snack, drink, or medication for an examinee with a medical need
- Sign Language Interpreter
Prepare Room Rosters

- Test coordinator prepares roster of examinees scheduled to test in each room
- Room rosters must be prepared prior to testing
- Use the roster to schedule accommodations testing rooms
- Ensure all examinees in a room have the same timing code and accommodations
Authorized Test Dates and Times
Accommodations Administration

• Accommodations Testing window
  – March 21- April 4

• Testing must occur on days within the designated two-week testing window

• Testing does not need to start by 9:00am and does not need to be the first activity of the morning.
Accommodations
Test Sequence and Timing

Tests **must be** administered in this order for all examinees:

1. Test 1 – English
2. Test 2 – Mathematics
3. 15 minute break
4. Test 3 – Reading
5. Test 4 – Science

If all examinees have confirmed their completion of a test section, the room supervisor may call time on the test, and move to the next section.
Accommodated Testing
Extended Time and Multiple Days

• Each test section must be completed in a single session
• All examinees testing in a room must receive the same timing and must begin each section of the test at the same time
• Examinees working on different test sections may not be together in the same room, even if they have the same approved Timing Code (exception is Timing Code 6)
Scheduled Break
Accommodated Testing

Will vary depending on Timing Code (refer to administration manual)

- Timing Code 5: stop-the-clock breaks - tested individually
- Timing Code 6: time-and-a-half, self-paced, single session – continue timing during breaks
- Timing Code 8: standard time for multiple choice and double time for writing – provide the standard 15 minute break after Test 2
ACT Administration Report

Testing School Name: [Your School]

ACT High School Code: [123-456]

City, State: [Your City, Your State]

Room Name/Number: [Your Room]

Name(s) of Testing Staff and other staff who assisted with this administration in this room:

The roster (see page 8) shows the Timing Code for each student. For Timing Codes 2, 3, 5, and 7, each test must be completed in one session. For Timing Codes 6 and 8 (all stop-watch results were authorized), all tests must be completed in one session on the same day. All tests must be given in the order shown below from left to right. All students in this room must have the same Timing Code. If not, the answer documents will NOT be scored and the scores WILL be cancelled.

Timing Guidelines: Maximum Minutes Allowed Per Test

<table>
<thead>
<tr>
<th>Timing Code</th>
<th>Test 1 — ENGLISH</th>
<th>Test 2 — MATH</th>
<th>Test 3 — READING</th>
<th>Test 4 — SCIENCE</th>
<th>Writing Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>90</td>
<td>120</td>
<td>70</td>
<td>70</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>135</td>
<td>180</td>
<td>105</td>
<td>105</td>
<td>90</td>
</tr>
<tr>
<td>5</td>
<td>45</td>
<td>90</td>
<td>35</td>
<td>35</td>
<td>30</td>
</tr>
<tr>
<td>6 — ACT (No Writing)</td>
<td>300</td>
<td>Self-paced by student up to 8 hours from the start of Test 1 to the end of Test 4, including breaks between tests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 — ACT Plus Writing</td>
<td>315</td>
<td>Self-paced by student up to 6 hours and 30 minutes from the start of Test 1 to the end of the Writing Test, including breaks between tests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>70</td>
<td>90</td>
<td>55</td>
<td>55</td>
<td>45</td>
</tr>
<tr>
<td>8</td>
<td>45</td>
<td>60</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

Students using a calculator on this test may complete the test up to 10 minutes late without penalty.

Do any students have pretest activities? Yes [ ] No [ ]

If yes, how many? [ ]

Complete the Seating Diagram (by Reference Number) on page 8.

Student Name

Name(s) of Testing Staff and other staff who assisted with this administration in this room:

Timing Codes: 2, 3, 5, 7, or 8

Date and Time Minutes Activity Begins

Examinee One 234567 2 2 2 2 2

Examinee Two 234567 2 2 2 2 2

Examinee Three 345656 2 2 2 2 2

Examinee Four 455656 2 2 2 2 2

Examinee Five 565899 2 2 2 2 2

Examinee Six 689998 2 2 2 2 2

See samples on reverse for how to accurately complete this report—KEEP A COPY FOR YOUR RECORDS.

Required Documentation

ACT®
Examinee Decides Not to Test With Accommodations

- Add examinee to standard time roster
- Must test using standard timing and standard time materials on the initial or makeup test date
- May no longer test with accommodations materials
- Indicate on roster “examinee testing with standard time”

*If the examinee tests in a standard time room with accommodation materials after deciding not to receive accommodations, this will result in no scores, or cancelled scores.*
Transferring Responses from Test Booklet or Large Print Worksheet to Answer Document

- If examinee records multiple-choice responses in the test booklet, or on large print worksheet

- Testing staff transfers responses to answer document in presence of examinee
Packing Materials – Accommodations
Packing Cartons

- Pack all Accommodations materials into the cartons they arrived in.
- Follow packing instructions in the administration manual.
- Number the cartons
- Mark the carton containing the blue envelope number 1
- Reverse the flaps of the cartons so outbound shipping label is visible.
Returning Accommodations Materials

- Return all accommodations materials on the pre-scheduled pickup after the end of the accommodations testing window
- As an alternative, if all accommodations testing is complete…
  - On the initial test date you may return all accommodations materials on the pre-scheduled pickup after the initial test date
  - Before the end of the designated two-week testing window, you may arrange to return all accommodations materials early by calling ACT to schedule a pickup

_Do not return part of the accommodations materials early. Wait until all accommodations testing has been completed and you’re able to ship all of the materials. Additionally, do not return these materials unless you use a pre-scheduled pickup or you have made arrangements with ACT._
ACT Test Administration Training

State and District Testing
Resources and Contact Information
ACT and KDE Web Resources

- Kentucky ACT Testing Website

- ACT Student Website

- ACT Test FAQ (includes calculator policy)
State Contact Information

- **KDE ACT Testing Website**
  - [http://education.ky.gov/AA/Assessments/Pages/ACT.aspx](http://education.ky.gov/AA/Assessments/Pages/ACT.aspx)

- **Kathy Moore**
  - Office of Assessment and Accountability
  - [http://education.ky.gov/AA/Pages/default.aspx](http://education.ky.gov/AA/Pages/default.aspx)
  - kathy.moore@education.ky.gov
ACT Contact Information

• ACT Website

• Standard Time Testing Contact
  – Phone: 800.553.6244, Ext. 2800

• ACT-Approved Accommodations Contact
  – Phone: 800.553.6244, Ext. 1788
  – Email: ACTStateAccoms@act.org
2016-17 Accountability

- Transition period from old to new
- Social Studies will continue to be tested and included accountability.
- Possible to continue some current components
- Possible to feature new components
- Continue to be in discussion
- Any changes will be shared in a DAC Monthly Webcast or Monday E-mail.
Science Test Plan

Item Development

• Science teachers invited to develop items during summer

• Item development at grades 4, 7 and high school
Science Test Plan

Testing

• Summative Item Cluster Field Test for Regular Assessment scheduled March 2017
  – High school administration at grade 11, some students at grades 9 and 10
  – All schools will be involved
  – No student performance levels generated

• Operational Test for Alternate Assessment for 2016-17
  – Student performance levels reported
Science Test Plan

Accountability

• K-PREP and Alternate K-PREP Science are NOT 2016-17 accountability
Program Review 2016-17 School Year

- Program Review Rubrics were revised to reflect concise language and a reduction in characteristics and demonstrators.

- Rationales, uploading evidence, and Next Steps diagnostic were removed as required information for ASSIST for the scoring process.

- Two Program Reviews will be scored for the 2016-2017 school year with Assurances required for all.

- K-3 programs will only be documented using the Assurance.

- Guidance is provided for schools and districts.

- Trainings were conducted during September and October.
Every Student Succeeds Act (ESSA)

The Future System
Assessments

• **High quality**: can include portfolios, projects or extended performance tasks

• Annual **summative OR multiple assessments** combined to produce summative score

• **Reading/language arts and Math**: Grades 3-8 and once in grades 9-12

• **Science**: Once per grade level band

• State may set limit on time devoted to assessment administration for each grade

• 1% cap on students with significant cognitive disabilities who can be assessed with alternate assessments
Accountability

• State-determined (USED must approve) with certain federal requirements
  • At least 4 academic indicators including:
    • proficiency on state tests
    • progress on English language proficiency for ELL students
    • student growth or other academic indicator (elementary and middle schools only)
    • graduation rate (high schools only)
  • A measure of school quality and student success such as student engagement, teacher engagement, access to and completion of advanced coursework, postsecondary readiness, school climate/safety
  • Must include not less than 95%
Accountability

- **Individual student group reporting** on all measures (focus on gap closure)
- **Weighting** is determined by states but academic factors have to count “much” more than measures of school quality or student success
- State must establish “ambitious long term goals” with measurements of progress for all students
- Each year state must “meaningfully differentiate” schools and identified student populations based on performance on indicators
- Maintains requirement for state and local report cards with emphasis on disaggregated data and some expanded reporting requirements
Accountability

Developing Kentucky’s Accountability System

Kentucky Board of Education

- Steering Committee
  - Systems Integration
  - Regulatory Review
  - Consequential Review

- Communications and Messaging
- Commissioner’s Existing Advisory Groups

CCR
Assessment
Opportunity & Access
School Improvement
Educational Innovations

* Commissioner’s existing advisory groups will be updated regularly on progress and asked for input.
Accountability Work Groups

http://education.ky.gov/CommOfEd/adv/Pages/default.aspx
Draft Timeline

- **2016**
  - Public Input
    - March-May
  - Work Groups
    - May-Mid-October
  - Alignment with Federal Regulations
    - December

- **2017**
  - Public Feedback on Proposed System
    - March-May
  - KBE 1st Reading
    - January Special Meeting
  - Regulatory Process
    - March-April
  - New System in Place
    - August 2017
  - KBE 2nd Reading
    - February
  - System and Regulations to U.S. Department of Education
    - May
  - Education and Training
Thank you!