Introduction

The ACT State testing and District testing guides, manuals, and any additional supplements are written for school staff with the understanding that test materials are shipped directly to the school and back to ACT from the school.

However, in your district, all shipments to and from ACT will first pass through a district official. District officials are responsible for the security of test materials while in possession of them, and must follow the policies found in the Test Coordinator Information Manual.

Overview of the District Shipping Process

<table>
<thead>
<tr>
<th>Stage</th>
<th>Who</th>
<th>Does What</th>
</tr>
</thead>
</table>
| 1     | District | • Receives each school’s materials from ACT  
|       |         | • Checks in materials and securely stores them (See “Receipt and Check-In of Secure Materials” below.) |
| 2     | District | • Arranges transfer of materials to the school(s) and completes Sections I-III of the Secure Test Booklet and Test Package Transfer Form found at the end of this document (See “Transfer of Materials to Schools” on page 2 of this form.) |
| 3     | School  | • Administers testing  
|       |         | • Returns materials to district (See “Collecting, Packing, and Returning the Test Materials” in the Test Coordinator Information Manual.) |
| 4     | District | • Checks in materials from school and completes Sections IV and V of the Secure Test Booklet and Test Package Transfer Form (See “Transfer of Materials Back to District for Return to ACT” on page 2 of this form.)  
|       |         | • Prepares materials for prescheduled pickup |

Transporting Materials Between District and School

When materials are being transported between district and school, the following requirements apply:

• A test coordinator may transport only the materials specifically assigned to his or her school for the test event.
• The vehicle used to transport the materials may not transport examinees at the same time it contains test materials.
• No other individuals or third parties (including any couriers, distribution companies, or delivery companies) may receive or transport the materials.
• The Secure Test Booklet and Test Package Transfer Form is used when transporting secure test materials between a district and a school. The form documents the dates, locations, item quantities, and personnel involved in the transfers. The completed form establishes a chain of custody for the materials and helps verify that a school returned all of its secure materials to the district.

Receipt and Check-In of Secure Materials at District

Within 24 hours of receipt:

1. Use the labels on the cartons to group the cartons by school (HS name).
2. Follow the check-in procedures found in the “Receipt and Check-In of Test Materials” section of the Test Coordinator Information Manual.
3. Store the materials per the “Secure Storage” section of the Test Coordinator Information Manual.
4. Contact ACT as soon as possible at 800.553.6244 ext. 2800 if the package appears to be tampered with, items are missing or damaged, or serial numbers don’t match your packing slip.

Notes:

• The district is responsible for having sufficient secure storage space for all test materials received from ACT.
• Another staff member may assist with the check-in of these materials, as long as they meet requirements found in the Test Coordinator Information Manual.
### Transfer of Materials to Schools

When transferring materials to a school, remove the materials from secure storage and use the table below for actions to take:

<table>
<thead>
<tr>
<th>If the materials are for ...</th>
<th>Color</th>
<th>Then ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT® Test Standard Time (Section II-A)</td>
<td>Red</td>
<td>• Complete sections I and II on the Secure Test Booklet and Test Package Transfer Form. Enter the total number of multiple-choice test booklets you’re transferring (and the ACT with writing, if applicable).</td>
</tr>
<tr>
<td>ACT® WorkKeys® Standard Time (Section II-C)</td>
<td>Purple</td>
<td></td>
</tr>
<tr>
<td>ACT Accommodations / English Learner Supports / Non-College Reportable (Section II-B)</td>
<td>Aqua</td>
<td>• Complete sections I and II on the Secure Test Booklet and Test Package Transfer Form. Make sure the packing slip and items received match.</td>
</tr>
<tr>
<td>ACT WorkKeys Accommodations / English Learner Supports (Section II-D)</td>
<td>Gold</td>
<td></td>
</tr>
<tr>
<td>ACT Online</td>
<td>Olive</td>
<td>• Complete section I on the Secure Test Booklet and Test Package Transfer Form. Make sure the packing slip and items received match.</td>
</tr>
</tbody>
</table>

Note: All types of materials must be tracked separately in the appropriate sections on the form.

After completing sections I-II:

1. Sign section III on the form and have the school test coordinator do the same.
2. Make a copy of the form for your records. Keep the original with the test materials.
3. Reseal the cartons with tape and write your name across the tape.

The school is now considered in possession of the materials and is responsible for their security. The school should follow all security and distribution requirements in the appropriate manual(s). Return the materials to your district official on the date indicated by your Schedule of Events.

### Transfer of Materials Back to District for Return to ACT

Upon receiving materials back from a school, take the following steps in the presence of the school test coordinator.

1. Open the cartons and locate the secure transfer form. The school should have placed it in an envelope in the first carton.
2. Use the following table to determine actions to take.

<table>
<thead>
<tr>
<th>If the materials are for ...</th>
<th>Color</th>
<th>Then ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Standard Time (Section IV-E)</td>
<td>Red</td>
<td>• Complete section IV on the Secure Test Booklet and Test Package Transfer Form. Ensure that you’ve received all serialized items (including the ACT with writing, if applicable) back from the school.</td>
</tr>
<tr>
<td>ACT WorkKeys Standard Time (Section IV-G)</td>
<td>Purple</td>
<td></td>
</tr>
<tr>
<td>ACT-Approved Accommodations / English Learner Supports / Non-College Reportable (Section IV-F)</td>
<td>Aqua</td>
<td>• Complete section IV on the Secure Test Booklet and Test Package Transfer Form. To ensure that you’ve received all secure test materials back from the school, check all serialized items against the packing slip that ACT sent with the materials.</td>
</tr>
<tr>
<td>ACT WorkKeys Accommodations / English Learner Supports (Section IV-H)</td>
<td>Gold</td>
<td></td>
</tr>
<tr>
<td>ACT Online</td>
<td>Olive</td>
<td>• Refer to The ACT Test Administration Manual for Online Testing for instructions regarding return of online test materials.</td>
</tr>
</tbody>
</table>

3. Sign section V on the form and have the school test coordinator do the same.
4. Make a copy of the form for your records.
5. Insert the Secure Test Booklet and Test Package Transfer Form back into the processing envelope and seal the envelope.
6. Insert the envelope into the polymailer and seal the polymailer.
7. From this point, follow the instructions in the Test Coordinator Information Manual (for paper testing) and in the ACT Test Administration Manual for Online Testing (if applicable) to finish packing the school's materials for return to ACT.
Secure Test Booklet and Test Package Transfer Form

All fields are required.

I

District Name ________________________________

District City, State ________________________________

School Name ________________________________

School City, State ________________________________

ACT High School Code ________________________________

Type of Materials:

☐ ACT Standard Time

☐ ACT Accommodations/Supports/Non-College Reportable

☐ ACT WorkKeys Standard Time

☐ ACT WorkKeys Accommodations/Supports

☐ ACT Online

II

Transferred to the School Before Testing—Complete A–D when the district transfers materials to the school.

Location of Transfer (check one): ☐ School ☐ District Date of Transfer: ________________________

District Official Transferring the Materials (please print): ___________________________________________________________

School Official Receiving the Materials (please print): _____________________________________________________________

Total test materials transferred:

Number of Multiple-Choice Test Booklets Number of Writing Test Booklets

A. ACT Standard Time

B. ACT Accommodations/Supports/Non-College Reportable

☐ School has received all ACT alternate formats listed on the packing slip

☐ School has received all ACT translated test directions listed on the packing slip

C. ACT WorkKeys Standard Time

D. ACT WorkKeys Accommodations/Supports

☐ School has received all ACT WorkKeys alternate formats listed on the packing slip

☐ School has received all ACT WorkKeys translated test directions listed on the packing slip

III

I have counted and verified the test booklets, alternate formats, and/or translated test directions being transferred to this school:

District Official’s Signature _______________________________________________ Date ________________________

School Test Coordinator’s Signature _______________________________________________ Date ________________________
Secure Test Booklet and Test Package Transfer Form

All fields are required.

IV  Received from School After Testing—
Complete E-I when district receives materials back from the school.

Location of Transfer (check one):  ☐ School  ☐ District  Date of Transfer: _________________________

District Official Receiving the Materials (please print) ______________________________________________

School Official Transferring the Materials (please print) ____________________________________________

Total test materials transferred:

<table>
<thead>
<tr>
<th></th>
<th>Number of Multiple-Choice Test Booklets</th>
<th>Number of Writing Test Booklets</th>
</tr>
</thead>
<tbody>
<tr>
<td>E   ACT Standard Time</td>
<td>____________________</td>
<td>____________________</td>
</tr>
<tr>
<td>F   ACT Accommodations/Supports/Non-College Reportable</td>
<td>____________________</td>
<td>____________________</td>
</tr>
<tr>
<td>☐ District has received all ACT alternate formats listed on the packing slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ District has received all ACT translated test directions listed on the packing slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G   ACT WorkKeys Standard Time</td>
<td>____________________</td>
<td></td>
</tr>
<tr>
<td>H   ACT WorkKeys Accommodations/Supports</td>
<td>____________________</td>
<td></td>
</tr>
<tr>
<td>☐ District has received all ACT WorkKeys alternate formats listed on the packing slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ District has received all ACT WorkKeys translated test directions listed on the packing slip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V  I have counted and verified the test booklets, alternate formats, and/or translated test directions being received from this school:

District Official’s Signature __________________________ Date ______________________

School Test Coordinator’s Signature ______________________ Date ______________________

Return this form and keep a copy for your records.