***Late testing room: Student may test if they arrive after testing begins? Should we plan for a late test room? What’s the cutoff for later comers to begin?***

 Students arriving late may test in a ‘late testing room’ or individually if facilities and staff levels allow. School staff familiar with student patterns (if you have a significant number of late-comers regularly) can help determine if you should plan on a late testing room. There is no time the exam must start by, but it needs to be the first activity of the day as well as providing examinees full time on each subject. Keep in mind that takes about 3.5 hours to administer the test.

***If we don’t want the material to remain in the building after test day and FedEx doesn’t arrive the next day can we take the materials to FedEx?***

 You are allowed to take your test materials to FedEx, as long as you hand them to a person, and get a receipt. This will contain the tracking information to help ensure the materials are delivered back to ACT.

***Could there be a sign supplied to us to place on front door to notify (remind) FedEx driver there’s an important ACT pickup in office?***

 ACT does not currently supply any signage to indicate to FedEx that there are testing materials to be picked up. However, the school and/or district is welcome to create something like this to alert your FedEx driver to come inside and get the testing materials from the TC or other school staff.

***Will Accoms tests be picked up pre-scheduled? When?***

 There is a pre-scheduled pickup for online and accommodated materials after the test window closes, April 4th. This is listed on the schedule of events as well.

***When packing test booklets for return is it ok to mix used and unused so it’s easier to keep track of serial #’s?***

 When packing and returning test booklets, it is best to keep the used and un-used separate, however it is not required. If it is easier to account for all test booklets by mixing them that is fine. Reference the diagram in the back of the Test Coordinator Manual for additional instructions (page 26).

***If a student is coughing repeatedly (due to illness) during the test, can they be pulled out to test in another room?***

 Yes, you can move a student out of a group and test them individually if your staff levels allow. Try to minimize disruption to other students by making the change between tests if possible.

***Is there are chart which indicates which ACT scores are novice, proficient and distinguished?***

 ACT does not have these levels for ACT scores, only the Benchmark Scores below:

 \* ACT benchmarks effective August 2013

***Can students with accommodations test online?***

 Some accommodations may be administered online (primarily extended time). As the accommodations request is completed in TAA the determination of online vs. paper testing may be made based on the accommodations requested and approved. Please contact our accommodations department with questions about specific examinees or accommodations. Phone 800.553.6244, Ext. 1788 or email to ACTStateAccoms@act.org

***What are the new EL supports for ACT approved testing?***

 EL Supports include extended time (time-and-a-half), approved word-to-word dictionary, and translated written directions (currently available in 12 languages). Students testing with EL Supports can earn a college reportable score. These supports must be requested through TAA, similar to ACT approved accommodations.

***EL Supports: How to apply? Paper work to complete for accommodations?***

 You will submit a request in TAA, and provide paperwork similar to applying for ACT approved accommodations. There is a document titled “Policy for EL Documentation” on the KY ACT website, located under Identify Needs for Accommodations and Supports (tray 2, Configuration).

***If using paper and online testing, does the school have to identify which students are testing paper or online?***

 You will indicate how each student is testing in PANext. When loading students there is an option to indicate testing mode (per student) or you can edit students in PANext to indicate they will be testing online. This can be done up until the day before testing as long as all technical requirements have already been met.

***If all the qualifications are met for online testing, can online be used for makeup testing instead of waiting for makeup date?***

 Absolutely! As long as all requirements have been met (including proctor caching) then you can create test sessions on any of the 6 approved days. You can update students testing mode in PANext up to the day the student tests online, so this would be an option to get students tested without waiting for the makeup day.

***If there is a fire alarm during the test, should RS’s collect test booklets (and take with them) before they exit the building?***

 The Room Supervisor’s first concern needs to be safety of themselves and their students. If the opportunity exists to collect booklets before exiting the room, you should do this. You can leave them locked in the room or take them with you, depending on quantity.

***Can staff with children in 11th grade serve as Test Accommodations coordinator (TAC) if their child is testing standard time?***

 Yes, someone with a relative testing standard time can serve as the TAC, as long as they do not interact with standard materials prior to or after testing. You could submit requests for accommodation in TAA, assist with administering the test to accommodated examinees, and help pack/ship back the accommodated test materials after testing is over. Since all materials come in the initial shipment, you would not want to help unpack or check-in materials. Again, they should not have access to standard time materials at any time.

***Assistant principals son will be taking ACT-he helps with accommodated testing (getting materials ready)-is this a conflict? His son doesn’t get Accoms….***

 If the relative (son) is testing standard time, then the assistant principal could help with accommodated testing; he could not serve as the TC, as he can’t have access to standard time testing materials at any time.

***Can a large type, time and a half student test in the same room as other time and a half students?***

 Large type students are able to test with other students approved for their timing code. You will want to take this into account when planning the seating arrangement in the room, ensuring the student is seated in a way to minimize concern of prohibited behavior.

***Non-College Reportable-Which students would use this?***

 Students who are not approved for ACT approved accommodations may use non-college reportable accommodations. This may include students who do not have an officially diagnosed disability, don’t have the necessary documentation, or other reasons they can’t use or don’t qualify for ACT approved accommodations.

***NCR test materials: When does that window open? Last year we had trouble getting our materials…***

 The window to order NCR accommodations is Dec 4th-Feb 2nd.

***Arena style testing with 1 RS and ratio of 20:1 (students to proctors) still ‘legal’? (less than 100 students in gym)***

 The minimum requirements for proctors is one additional staff for every 25 students in the room. A room with a 20:1 ratio would fit within these guidelines.

***Does the 3 foot rule still apply?***

 You need to maintain 3 feet between each examinee both shoulder to shoulder, and head to head (front to back). This spacing will minimize prohibited behavior, as well as leave room for staff to circulate through the room during testing.

***Since teachers cannot have cell phones in a testing room, can email be used to communicate a testing issue with TC or administration?***

 Yes, if only used for this purpose; the computer should not be used for any other purposes during testing. If there is no other option, a cell phone can be used to communicate with the TC and other testing staff in case of an emergency.

***Can online testing be done with Chromebooks?***

 There is a technical requirements document on the ACT state testing website (tray 2, configuration). This document will list what is required to test online, and will help you determine if your chrome books meet these requirements.

***Students testing without barcode-Pearson ID# or State ID#? (last year is was Pearson #)***

 Students without barcode labels need to have their State Student ID (SSID) bubbled on the back of the answer document. Testing staff should complete this task.

***Clock vs. countdown timer….***

 You can have a countdown time (no sounds), as long as the other time is a watch or wall clock (in order to provide the actual time to record on the administrative documentation).

***Can the time on a computer be used as a time piece, as long as it’s not projected?***

 One of the time pieces can be a clock on a computer, as long as this is the only way the computer is being used.

***Is a map OK even if it is labelled?***

 You do not need to cover maps as no section of the test evaluates geography/map skills.

***What are the certain conditions in which a coach can serve as a RS?***

 A coach may serve as a RS for a standard time testing room with a group of students. Coaches cannot serve as TC or administer one-on-one testing with a student athlete.

“ACT has provided assurances to the National Collegiate Athletic Association (NCAA) that scores achieved through State testing and District testing programs are comparable to scores achieved through National testing and Special testing programs. Scores are used in determining Division I and II NCAA Initial Eligibility. To protect athletic coaches and student-athletes from the appearance of a conflict of interest, and athletic coach:

 -May **not** have access to secure test materials for the ACT before or after testing

-**May** serve as a room supervisor for the ACT, but may not supervise one-on-one testing for any student athlete

**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.**

***Can a high school coach serve as a TC?***

 No. See above.

***May a coach provide accommodated testing for students who are not athletes?***

Yes

***Can a coach serve as TC if there are no juniors on the team?***

No

***Can a coach give accommodations to small group testing?***

Yes

***Can you use a countdown timer on an activboard (for timing)?***

Yes, as long as there is no sound associated with the timer.

***Has ACT addressed smart watches (apple) in the testing room? Proctor/RS: ok to wear Apple watch?***

 Staff can wear apple/smart watches as long as they do not make any noise, including the vibrating sound. The watch can only be used for timing the test, no games or apps should be accessed at any time.

***If a student becomes ill and has to leave early, do they makeup all or just what’s missed? How does this process work?***

 If a student has to leave early and can’t complete the test they will have to retake the entire battery of tests. There will be new test books sent for makeup testing, and no previous answers may be transferred over to the new answer document. If a student leaves early and can’t complete the test the room supervisor will mark the answer document “Void” and attach to an irregularity report, to be returned with the MAKEUP test materials (you keep this until the student can transfer their non-test responses to the new answer document before the makeup test date).

***Braille Accoms-does someone fill in answer sheet for them? Do we do separate TAA for that?***

 When submitting requests for accommodations you want to request/list every accommodation the examinee needs. The approval for Braille requests will vary depending on what the student request lists, and what accommodations the student normally receives during testing. For additional resources, check the ACT website under tray 2-configuration or contact ACT accommodations directly.

***Are online ACT scores available sooner than 3-8 weeks?***

 Scores achieved testing online will take the same amount of time to be released as paper testing; all scores are released -- 3-8 weeks from the time that test materials are received at ACT.

***Parents may be room supervisors for the state or national ACT as long as they are not RS with their child in the room?***

 For the state testing program, all RS and Proctors should be affiliated with/employed by the school or district. Under no circumstances should a parent be a room supervisor or proctor in the same room as their relative.

***Is PowerPoint posted/available somewhere/website?***

 Everyone who attended the training sessions received a printed copy of the PowerPoint presentation; it is also posted on the ACT Kentucky state testing website.

***If a student comes to our school right before ACT do we have them code Block K as our school, or old school? Any kid testing at our school should they code block K as our school? (page 5, middle slide)***

 Any student testing at their home high school will not need to grid anything in block K. If a student moves into your school before testing and he/she is enrolled in your school, they will not need to complete block K. Block K is only used for students testing at a school other than the one they are enrolled in and they need the student’s high school score report sent to a different school.

***Can someone hired as a Gear-Up teacher serve as a proctor?***

 Yes they can if they meet all of the requirements of being part of the testing staff.

***Students with Accoms don’t have to start testing the same day as standard time?***

 With a two week window to test, you do not have to begin your accommodated testing on the initial test day-you can test any day(s) within that window.

***Why don’t ACT-Approved Accoms follow students when they move/change schools?***

 The student will still be approved for the accommodations, but ACT needs to know where the student is testing so the materials are shipped to the correct location. If a student has a PIN assigned in PANext, and that student is transferred to another school in KY, the PIN should transfer with the student. Depending on the timing of this transfer, an additional order may need to be placed to get the correct materials to the correct school. If you have questions about a specific situation, please call or email ACT accommodations department and they can help (800.553.6244 ext. 1788, stateaccoms@act.org)

***Ok to have answer sheets on desks when students enter testing room?***

 The verbal instructions will indicate when you hand out the answer documents-don’t do this until instructed to do so (an incorrect answer was provided to this question during the Q&A in Lexington).

***May I purposefully leave an empty seat in testing room to separate students?***

 Yes, as long as you are meeting all the requirements for a testing room (facing same direction, minimum spacing requirements, etc.) you can arrange the seats in order to provide the best testing environment possible.

***Online testing: reader? Reader software?***

 Accommodations that require a reader/read aloud accommodation is not available in conjunction with testing online. There is an online text to speech component. This requires ACT approval through a TAA request.

***Do we go into PANext to order all test materials, or does KDE do that with a roster pull? (new students must be ordered by school in PANext)…***

 Schools will need to order any non-college reportable materials in PANext, as well as materials for any students added to PANext after Feb 7th, 2018. All other orders are created by ACT based on the students loaded from KDE, as well as accommodation approvals.

***\*\*\*The following questions were answered by KDE, as they are decisions made at the state level\*\*\****

***ESL students who are marked “participation only” how will they test?***

 First year EL students with an approved nonparticipation request, should not test and are to be marked as first year LEP on the ACT roster in SDRR.  All other junior EL students are to test (with the EL supports where appropriate).

***Do students who were juniors and tested last year but are still listed as juniors this year test again?***

 Yes, a score is expected for each student listed as an 11th grader in IC.

***What about students who jumped from sophomores to juniors’ status and did not test as a junior?***

 These students will have missed their opportunity for the state administration.  In order to test, students must be listed as 11th grader in IC at the time of testing.

New Extended time policy?

 While there was a small change made to the way timing code 6 is administered, it only effects students testing with the writing option, therefore does not apply to Kentucky State testing. If you want additional information about this, go to [www.act.org](http://www.act.org) and search accommodations.