Welcome to the Tennessee Test Administration Q&A Session for the Spring 2018 ACT

Tuesday, February 20, 2018

9:00am
Call in: 800-260-0712
Participant Code: 441441

1:00pm
Call in: 800-700-7784
Participant Code: 441442

Key Milestone Dates

- February 2, 2018
  - Request ACT-approved accommodations through TAA System
- Online Testing:
  - Install Proctor Cache software and set-up proctor caching in PearsonAccessnext™
  - Complete a mock administration to ensure correct technical set up
- February 5 – March 16
  - Request ACT-approved accommodations using the Late Consideration Form
- Week of February 19 or Week of February 26
  - Receive test materials
- Before March 20
  - Students complete the Non-Test Portion of the answer document (paper)
- March 20 – Initial Standard Time test date (paper)
- March 20 – March 29
  - Online Testing Window (Tues, Wed, Thurs only)
- March 20 – April 3
  - Accommodations Testing Window (paper)
- April 3 – Makeup Standard Time test date (paper)
- April 3 – April 9
  - Makeup Accommodations Testing Window (paper)
- Your complete Schedule of Events is posted on the ACT-hosted TN state testing website [http://www.act.org/stateanddistrict/tennessee](http://www.act.org/stateanddistrict/tennessee) in the Orientation stage

What’s New in 2017-2018?

- English Learner Supports
  - Additional time on the test (not to exceed time-and-a-half)
  - Use of an approved word-to-word bilingual dictionary (containing no word definitions)
  - Use of written-translated test directions available in 12 languages
  - Testing in a non-distracting environment and small group (i.e., in a separate room)
What’s New in 2017-2018?

- **Consolidated Return Process for Test Materials**
  - Polymailer will no longer be used to return answer documents separately
  - Answer documents and all test administration forms will be packed in a general processing envelope and returned with all other secure test materials
  - Return materials are color-coded by administration type:

<table>
<thead>
<tr>
<th>Administration Type</th>
<th>Material Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT standard time, paper</td>
<td>Red</td>
</tr>
<tr>
<td>ACT Accommodations, supports, paper</td>
<td>Blue</td>
</tr>
<tr>
<td>ACT Other (standard time and accommodations)</td>
<td>Green</td>
</tr>
</tbody>
</table>

- **PearsonAccess®** - the web application used by testing staff to manage participation, ordering of materials, and online testing. Login at [https://testadmin.act.org](https://testadmin.act.org)

- **TestNav** - the secure test delivery engine used by examinees to take the tests online. The browser-based version is located at [https://tn.actonline.act.org](https://tn.actonline.act.org) and the installable app version can be downloaded at [http://download.testnav.com/](http://download.testnav.com/)

- **Test Accessibility and Accommodations System (TAA)** - the ACT test accommodations and English learner supports management system used by testing staff to submit requests. Link is provided on the ACT-hosted TN state testing website [http://www.act.org/stateanddistrict/tennessee](http://www.act.org/stateanddistrict/tennessee) in the Configuration stage.

Pre-test Activities

- **Select Qualified Staff** using the guidelines in the Test Coordinator Information Manual
  - School Test Coordinator
  - Substitute School Test Coordinator
  - Technical Coordinator (online testing only)
  - Room Supervisor
  - Proctor(s)

- **Mandatory training before test day**
Verify Receipt of Test Materials

- Within 24 hours of delivery, the School Test Coordinator must open and verify the receipt of all test materials using the packing list.
  - Sign your name across the seal.
  - Store in a secure location.
  - Retain cartons for return shipment.
- Order additional test materials if necessary.
- Only the School Test Coordinator and Substitute Test Coordinator can access secure test materials before test day.
- Call ACT immediately at 800.553.6244, ext. 2800 if there is a security breach at any time.

Students Complete Non-Test Portions of the Answer Document (paper testing)

- Must be completed before test day.
- Session will last around an hour.
- Apply barcode labels to the back, lower right corner of the answer documents.
- Complete Required Information:
  - Blocks A, B, D, N, O, P, and R
  - Name, DOB, and address fields.
  - Score reports cannot be mailed if these are incomplete.
  - Block K (High School Code).
  - If testing site is correct school, leave blank.
  - Find the high school code for examinees' "home" high school at www.actstudent.org/regist/lookuphs.
  - Use the high school code 969999 for homeschooled examinees.

Students Complete Non-Test Portions Online (online testing only)

- Deadline is four business days after the end of the testing window.
- Takes about an hour, either in-school session(s) or individually.
- Each examinee will need:
  - Their personalized copy of the Non-Test Instructions for Online Testing received with test materials (secure item).
  - One copy of the Taking the ACT State and District Testing booklet.
- Examinees will answer questions at www.actstudent.org/account.
- Complete instructions are available on the ACT-hosted TN state testing website (http://www.act.org/stateanddistrict/tennessee) in the Preparation stage.
Prepare Testing Rooms

- Allow 15 - 30 standard-time examinees to each room
- Arrange seating so there is a minimum of 3 ft. between examinees
- Plan appropriately for students with local and/or ACT-approved accommodations
- Cover test-related bulletin boards
- Use 2 reliable timepieces (not a cell phone!)
- Ensure proper lighting, temperature, and ventilation
- Prepare posters, cards, and admissions materials
- Schools may provide students with:
  - No. 2 pencils with erasers
  - Pencil sharpener
  - Permitted calculators – if you choose

Sample Test Day Schedule (standard-time testing)

- 7:30 a.m. Arrival of testing staff
- 7:45 a.m. Briefing session with school staff
- 8:00 a.m. Arrival, identification, and seating of examinees
- 8:15 a.m. 1) Begin reading verbal instructions
  2) Distribute test materials
  3) Administer all 4 tests in order:
     - English 45 minutes
     - Mathematics 60 minutes
     - Reading 35 minutes
     - Science 35 minutes
  4) Collect/verify test materials
- 1:10 p.m. Dismiss examinees

Test Day Activities

Watch for and Document Irregularities

<table>
<thead>
<tr>
<th>Prohibited Actions by Students</th>
<th>Misused Test Materials</th>
<th>Distracted Irregularities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working or Looking Behind or Ahead in the test booklet</td>
<td>Using prohibited calculators</td>
<td>Interruption of a Test</td>
</tr>
<tr>
<td>Talking or Receiving Assistance</td>
<td>Duplication of Test Materials</td>
<td>Disturbances and Distractions</td>
</tr>
<tr>
<td>Making Ouths After Time is Called</td>
<td>Failure to Follow Directions in Marking Responses</td>
<td>Emergency Evacuation</td>
</tr>
<tr>
<td>Copying or Removing Test Materials</td>
<td>Examinees Who Become Irregular</td>
<td>Rescheduled Examination</td>
</tr>
<tr>
<td>Using Notes or Arts (including prohibited calculators)</td>
<td>Examinees Who Leave Early</td>
<td>Missing or Stolen Test Materials</td>
</tr>
<tr>
<td>Accessing electronic devices (including cell phones)</td>
<td>Failure to Follow Directions in Marking Responses</td>
<td>Writing or Using Test Materials</td>
</tr>
<tr>
<td>Disturbing behavior or causing distractions</td>
<td>Examinees Who Become Irregular</td>
<td>Power Failure</td>
</tr>
<tr>
<td>Examinees Who Become Irregular</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Misadministrations Can Cause Scores to be Cancelled

<table>
<thead>
<tr>
<th>Reason for Scores to be Cancelled</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room not set up correctly</td>
<td>Standard time use of accom. materials</td>
</tr>
<tr>
<td>Conflict of interest with staff</td>
<td>Accom use of standard test materials</td>
</tr>
<tr>
<td>Unauthorized transferred materials</td>
<td>Additional information provided</td>
</tr>
<tr>
<td>Authorized access to test content</td>
<td>Tests lined incorrectly</td>
</tr>
<tr>
<td>Test not given in correct order</td>
<td>Tests completed outside of testing window</td>
</tr>
<tr>
<td>Test materials are duplicated/attempt</td>
<td>Answers not transferred properly</td>
</tr>
</tbody>
</table>

Collect Test Room Documents before Dismissal of Examinees

<table>
<thead>
<tr>
<th>Document</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Booklets</td>
<td>Each booklet must contain the same number and order of test materials are to be arranged in sequential serial number order</td>
</tr>
<tr>
<td>Answer Documents</td>
<td>Each answer document has the correct required identifying information on the front and back pages</td>
</tr>
<tr>
<td>Administration Manual</td>
<td>Keep for makeup testing or securely destroy</td>
</tr>
<tr>
<td>Test Room Report</td>
<td>Is completed and signed and initialed by the Test Coordinator and Room Supervisor and all test booklets are accounted for</td>
</tr>
<tr>
<td>Roster</td>
<td>Is complete and accurate and all examinees are listed and initialed if they tested or not, with any ACT Student ID Letters attached</td>
</tr>
<tr>
<td>Seating Diagram</td>
<td>All examinees are seated and the seating diagram is completed and the test booklets are accounted for</td>
</tr>
<tr>
<td>Timing Report</td>
<td>Each test has the start, 5 minutes remaining, and stop time recorded</td>
</tr>
<tr>
<td>Irregularity Report</td>
<td>Is signed with explanation and voided/replaced materials are attached</td>
</tr>
</tbody>
</table>

If You Did Not Test

1. Complete the outside of the Processing Envelope
2. Record the exact site number
3. Package processed envelopes in box
4. Prepare materials for return

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2/8/2018
Packing the Processing Envelope

- Site Header
- Test Admin Forms
- Irregularity Reports
- Staffing List Answer Documents Site Header

Packing the Cartons

- Top
- Bottom

Reporting Schedule

<table>
<thead>
<tr>
<th>Document</th>
<th>Recipient</th>
<th>Timeline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Score Report</td>
<td>Online</td>
<td>3-8 weeks</td>
<td>Final Report</td>
</tr>
<tr>
<td>Student Write Scores</td>
<td>Online</td>
<td>3-8 weeks</td>
<td>Write scores</td>
</tr>
<tr>
<td>High School Checklist Report</td>
<td>School</td>
<td>3-8 weeks</td>
<td>List of checklists</td>
</tr>
<tr>
<td>High School Report</td>
<td>School</td>
<td>3-8 weeks</td>
<td>List of College Reportable Scores</td>
</tr>
<tr>
<td>Student Score Labels</td>
<td>School</td>
<td>3-8 weeks</td>
<td>Record Labels</td>
</tr>
<tr>
<td>Student College Report</td>
<td>College</td>
<td>3-8 weeks</td>
<td>College Reportable Scores</td>
</tr>
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### ACT Contact Information

ACT-hosted TN State Testing Website:  
http://www.act.org/stateanddistrict/tennessee

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Test Administration</td>
<td>800-553-6244 ext 2800</td>
<td><a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a></td>
</tr>
<tr>
<td>Accommodations and Supports</td>
<td>800-553-6244 ext 1788</td>
<td><a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></td>
</tr>
</tbody>
</table>

Use State Code 43