Getting Ready for the ACT®
Paper and Online Administration Training for Test Coordinators: Part One

MONTANA
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Guiding Question:
How do I successfully manage the paper and/or online administration of the ACT with writing?

- What’s New – Online Testing
- Important Dates
- ACT Systems Review
- Pre-test Activities (paper & online)
- Resources
- Questions

January 17th at 3pm MT
– Test Administration Training: Part Two –

See Schedule of Events for Registration Details.
What’s New?
New This Cycle

- **ACT Online**
  - School-specific designation
  - Extended Time Available
  - TestNav Platform
  - Six Available Test Days
What dates do I need to remember?
Important Dates

November 5, 2018 – February 15, 2019
Request ACT-approved accommodations through the TAA System

December 11, 2018 – February 15, 2019
Verify your student information loaded into PearsonAccess TM

December 3, 2018 – February 15, 2019
Online Testing: set up proctor caching in PearsonAccess

February 18 – March 29, 2019
Request ACT-approved accommodations using the Late Consideration Form

Week of March 4, 2019
or Week of March 11, 2019
Receive test materials

Before April 2, 2019
Students complete the Non-Test Portion of the answer document (paper)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2, 2019</td>
<td>Initial Standard Time test date (paper)</td>
</tr>
<tr>
<td>April 2 – 4, 9 – 11, 2019</td>
<td>Online Testing Window (Tues, Wed, Thurs only – paper &amp; accoms)</td>
</tr>
<tr>
<td>April 2 – 5, 8 – 12, 15 – 16, 2019</td>
<td>Initial Accommodations Testing Window (paper)</td>
</tr>
<tr>
<td>April 24, 2019</td>
<td>Makeup Test Date</td>
</tr>
<tr>
<td>April 24 – 26, 29 – 30, 2019</td>
<td>Makeup Accommodations Window (paper)</td>
</tr>
<tr>
<td>May 7, 2019</td>
<td>Emergency Test Date</td>
</tr>
<tr>
<td>May 7 – 10, 13, 2019</td>
<td>Emergency Accommodations Window (paper)</td>
</tr>
</tbody>
</table>

Your complete Schedule of Events is posted on the ACT-hosted MT state testing website ([http://www.act.org/stateanddistrict/montana](http://www.act.org/stateanddistrict/montana))
PearsonAccess\textsuperscript{nextTM}
- Web application used by testing staff to manage participation, verify and register students, order materials, and online testing.
- Login at https://testadmin.act.org

TestNav
- Secure test delivery engine used by examinees to take the tests online.
- Web version: https://tn.actonline.act.org
- Installable app version: http://download.testnav.com/

Test Accessibility and Accommodations System (TAA)
- 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) in the Configuration stage.
What are my Pre-test activities for Paper Testing?
Select Qualified Staff & Complete Mandatory Training

- School Test Coordinator
- Substitute School Test Coordinator
- Technical Coordinator (online testing only)
- Room Supervisor
- Proctor(s)
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.
- After counting materials, **reseal cartons with the tape provided**:
  - Sign your name across the seal
  - Store in a secure location
  - Retain cartons for return shipment
Verify Receipt of Test Materials

- Order additional test materials if necessary
- Only the School 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
Pre-test Activities

Students Complete Non-Test Portions of the Answer Document

- **Must** complete **before** test day
- One-hour session (approx.)
- Apply barcode labels to the back, lower right corner of the answer documents
Students Complete Non-Test Portions of the Answer Document

Student to Complete:
- Blocks A, B, D, E, F, H, L, M, N, O, P, and R
- ACT Student Profile Section (select fields)
- State Use Questions

Please consult the Montana Administration Supplement for state-specific verbal instructions regarding the non-test portions of the answer document.
Pre-test Activities

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
Prepare Testing Rooms

- Use 2 reliable timepieces (not a cell phone!)
- Ensure TC access to a phone (must be kept on silent)
- 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
What are my Pretest activities for Online Testing?
<table>
<thead>
<tr>
<th>Who</th>
<th>Activity</th>
</tr>
</thead>
</table>
| Test Coordinator | Create user accounts in PearsonAccess<sup>next</sup>  
|                | Assign examinees to test sessions  
|                | Print student authorization tickets  
|                | Rerun computer system checks a week before testing in conjunction with Technical Coordinator  
|                | Conduct sessions for examinees to complete non-test information  
|                | Prepare and start sessions  
<p>|                | Ensure site readiness w/assistance of Technical Coordinator |</p>
<table>
<thead>
<tr>
<th>Who</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Coordinator</td>
<td>Ensure computers and infrastructure meet online testing requirements</td>
</tr>
<tr>
<td></td>
<td>Read and follow The ACT Test Technical Guide</td>
</tr>
<tr>
<td></td>
<td>Create the TestNav configuration in PANext</td>
</tr>
<tr>
<td></td>
<td>Install ProctorCache software on the proctor cache computer</td>
</tr>
<tr>
<td></td>
<td>Rerun computer system checks a week before testing</td>
</tr>
<tr>
<td></td>
<td>Ensure site readiness</td>
</tr>
</tbody>
</table>
## Before Test Day

<table>
<thead>
<tr>
<th>Who</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Supervisor</td>
<td>Identify and admit examinees to rooms</td>
</tr>
<tr>
<td></td>
<td>Manage test day materials and documentation</td>
</tr>
<tr>
<td></td>
<td>Complete test day activities in PearsonAccess&lt;sup&gt;Next&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Distribute student authorization tickets</td>
</tr>
<tr>
<td></td>
<td>Use PearsonAccess&lt;sup&gt;Next&lt;/sup&gt; to retrieve seal codes</td>
</tr>
</tbody>
</table>

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## Pretest Activities by Role
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<table>
<thead>
<tr>
<th>Who</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Proctor</td>
<td>Assist Room Supervisor</td>
</tr>
<tr>
<td></td>
<td>Help manage test day materials and documentation</td>
</tr>
<tr>
<td></td>
<td>Help complete test day activities in PearsonAccess&lt;sup&gt;Next&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Help distribute student authorization tickets and scratch paper</td>
</tr>
<tr>
<td></td>
<td>Report all irregularities to the Room Supervisor</td>
</tr>
<tr>
<td></td>
<td>Monitor for prohibited behavior</td>
</tr>
<tr>
<td></td>
<td>Accompany examinees to the restroom if needed</td>
</tr>
</tbody>
</table>

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*ACT®*
### Before Test Day

<table>
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<tr>
<th>Who</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td><strong>Roving Proctor</strong></td>
<td>Assist with check-in and directing examinees to test rooms</td>
</tr>
<tr>
<td></td>
<td>Assist the Test Coordinator with preparing test materials</td>
</tr>
<tr>
<td></td>
<td>Monitor hallways for disruptions</td>
</tr>
<tr>
<td></td>
<td>Give Room Supervisors breaks if needed</td>
</tr>
</tbody>
</table>
Technical Coordinator Checklist

- Download ProctorCache software
- Download TestNav application to the student machines
- Complete TestNav configuration in PearsonAccess<sup>Next</sup>
- Run App Check in TestNav on each student machine to make sure they are connecting
- Conduct Mock Administration in conjunction with Test Coordinator
- Lock down all systems from any updates or auto-launching
- 48 hours before testing, precache content

Please note: Site readiness must be completed by the deadline or your testing will revert to paper/pencil.
Be sure your Technical Coordinator downloads and sets up ProctorCache

Almost 97% of issues that arose during online testing were at schools that had not proctor cached
Create Test Staff User Accounts
Assign Examinees to Test Sessions

Assign examinees to test sessions no later than two weeks before the first day of the testing window.
Print Student Authorization Tickets

- Print one ticket for each examinee prior to test day
- Keep tickets secured
Student Authorization Tickets

For examinees testing over multiple days…

- The student authorization ticket must be reused each day
- Collect the ticket each day and keep it secure until handing it back for the next test
- Tickets can be used as scratch paper but new student authorization tickets must be issued
ACT Approved Accommodations

- Additional or stop-the-clock breaks with standard time
- Extended time to complete each test
- Testing over multiple days
- For other test formats or a reader, examinees must test via paper
- Text-to-Speech
ACT-Approved Accommodations Testing Window

Tests must be administered only during the online testing window or they will not be scored.

The requirement to begin no later than 9:00 am does not apply to accommodations testing.
Local Arrangements may be provided without ACT review or approval if all the following are met:

- Test in one standard time session
- Cannot receive additional breaks
- Must have same computer configuration
- Must be consistent with the plan on file
- Cannot disrupt testing or provide an advantage
Non-Test Answer Document Completion

- Deadline is four business days after the end of the testing window

- One-hour (approx.)

- Examinees will answer questions at www.actstudent.org/account

- Each examinee will need:
  - Their personalized copy of the Non-Test Instructions for Online Testing received with test materials
  - One copy of the Taking the ACT State and District Testing booklet
Prepare Test Rooms

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**Online Testing Seating Arrangement Examples**

**Acceptable**
- Without Dividers, Carrels, or Partitions
  - Tables: 3 ft. min.
  - 6-Foot Tables: 3 ft. min.
  - 8-Foot Tables: 3 ft. min.
- With Dividers, Carrels, or Partitions
- U-Shaped Seating

**Unacceptable**
- Examinees Facing Each Other Without Dividers, Carrels, or Partitions
- Examinees Too Close Together/inadequate Aisle Space
- Desk Surface Too Small

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ACT
Select rooms that:

- Can be reserved for the entire test session
- Have proper light, temp., and ventilation
- Can be rearranged to meet requirements
- Are easily accessible to bathrooms
- Are quiet and distraction free
- Have high-speed internet access
- Audible signals can be turned off
- Are accessible to a printer
- Have an administrator computer
Prepare Test Rooms

- Use 2 reliable timepieces
- Ensure TC access to a 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
Resources
## ACT Contact Information

**ACT-hosted State Testing Website:**

[http://www.act.org/stateanddistrict/montana](http://www.act.org/stateanddistrict/montana)

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>
Questions?
Thank you for joining us!

Interested in learning more?
Contact us at
CustomerEducation@act.org

All recipients of ACT data and student information are reminded that they are responsible for protecting the confidentiality of that information in accordance with applicable laws and institutional policies. Score recipients assume responsibility for protecting the confidentiality of ACT data reported to them.

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