Spring 2021

Test Coordinator Information Manual

State Testing | District Testing

- General Testing Information
- Facility Requirements
- Staffing Requirements
- Materials Security Requirements
- Instructions for Returning Materials

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CONTACTING ACT

Business Hours

Days	Times
Monday–Friday:	7:00 a.m.–5:00 p.m. Central time
Test day or first day of the testing window:	6:00 a.m.–6:00 p.m. Central time

Contact Information for Testing Staff

Type of Question	Phone	Contact Form / Email
General, technical, standard time	800.553.6244, ext. 2800	**act.org/stateanddistrict/contactus**
Accommodations, English learner supports	800.553.6244, ext. 1788	**ACTStateAccoms@act.org**

Note: The toll-free numbers are for testing staff. Please do not give these numbers to examinees or parents.

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POLICIES

General Testing

Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. ACT provides policies, requirements, and administration instructions to help create a fair testing environment for all examinees. All testing staff are required to read the materials provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (**www.apa.org**)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (**www.ncme.org**)

Test Dates

Tests must be administered only on the published test dates. Tests administered on any other date, without prior approval from ACT, will not be scored.

Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information or use such information for any purpose other than administering the tests. Questions concerning attendance or test day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your school.

All forms and information contained in administration manuals and other ACT-provided documentation are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., Rosters, Irregularity Reports, etc.) are to be referred directly to ACT or the state agency.

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT immediately and document the details as an irregularity.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the designated state education agency or district assessment office in subsequent investigations and respond to requests for information in a timely manner.

In cases where examinees dispute an ACT decision or communication regarding the administration, the examinees and/or their representatives may contact you directly and request information.

Right to Terminate

ACT reserves the right to terminate its relationship with any testing personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.

Authorized Observers

An observer authorized by ACT or from your state education agency or district assessment office may visit your test site. Such a visit is normally not announced in advance.

If an observer arrives, take the following steps before allowing access to the testing area or test materials:

1. Check credentials.

   Observers must have the following:

   - Photo ID (driver's license, employer ID, etc.)
   - Employer ID, business card, etc. showing company/agency affiliation
   - Written authorization from ACT (if observer is not from a state education agency or district assessment office)

   Note: If an employer ID has a photo, separate photo ID is not needed.

2. If the observer provides the necessary credentials, give the observer your full cooperation. If not, deny access to the testing area and test materials.
3. Include the observer's name and company/agency and whether or not the observer was admitted in an irregularity.
4. Call ACT if you have concerns about an observer.

   Note: The visit may include conducting enhanced test security procedures on test day.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test location until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and

away from the test rooms. Please inform ACT Media Relations (800.553.6244, ext. 1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is uniformly answered.

Administering the Extended Break

Extended Break (for the ACT with Writing Only)

If your school is administering the ACT with writing, you may choose to offer an extended break for lunch or snack between the multiple-choice tests and writing test (for any single-day testing). This decision is determined by the test coordinator and applies to all writing testing rooms and administrations for that test date.

Policies for Allowing an Extended Break

The following policies must be adhered to if allowing an extended break:

- The break must not exceed 45 minutes.
  - Test coordinators may determine the length of the break for their school, so long as it is within the 45-minute guideline.
  - Administrative tasks that typically occur between the multiple-choice and writing tests (sharpening of pencils, collecting and passing out of materials, etc.) may occur outside of this break.
- Security of the test materials must be maintained during this break. They must not be left unattended at any time.
  - Test materials, such as test booklets and answer documents, must be collected from examinees prior to the break.
  - A member of the testing staff must remain in the test room with the materials during the break.
- Examinees must be continually monitored for prohibited behavior (discussing test items, accessing a cell phone or electronic device, etc.) during the break. Examinee watches must remain in the test room during break, but should be removed from desks and put away.
  - If an examinee engages in prohibited behavior during the break, the examinee must be dismissed and the examinee's test will not be scored.
- Examinees must remain in the school during the break.
  - If examinees leave the building, they can be given the option to retest all tests on a later test date (if possible) or to have only their multiple-choice tests scored.
  - Examinees who do not return from break will have their multiple-choice tests scored, unless they have informed testing staff in advance not to score.
- Room supervisors and proctors must note any unfinished or blank ovals before the writing test begins.
  - Staff should use a suitable method for tracking blank ovals (e.g., noting the numbers of the questions left blank for each test on the seating diagram).
  - If, after the writing test, they see that previously blank ovals have been filled in, the examinee must be dismissed and the examinee's test will not be scored.
- Examinees must be seated in their original seats after the break.
- Even if an extended break is allowed before the writing test, the normally scheduled breaks during the administration (e.g., the break between Test 2 and Test 3) must still be given at their assigned lengths. Shortening or skipping other breaks is not allowed.

Extended Break for Accommodations and Supports Administrations

For examinees testing with accommodations and/or supports, the extended break can only be given for single-day testing. The break is administered after Test 4 and may differ in length

from the extended break offered to standard time examinees, provided it still falls within the 45-minute guideline.

Violation of Break Policies

Violation of the policies outlined above may result in voiding of test scores.

Suggested Guidelines for Allowing an Extended Break

It is ultimately up to the test coordinator to determine the logistics of giving an extended break during the administration at their school, but ACT has outlined suggestions for ease of implementation:

- Assign proctors to monitor examinees during the break at a ratio of 1 proctor per 30 examinees.
- Provide lunch or snack for examinees or designate a special location for them to eat, so that they do not need to go to the cafeteria or integrate with non-testers. This allows for easier monitoring of prohibited behaviors.

Makeup Testing

Eligibility for Makeup Testing

For accommodations and/or supports testing, if you are unable to administer the tests to an examinee due to absence or illness, you may reschedule that examinee to test on another day within the testing window. There is no need to notify ACT.

You may not reschedule examinees who completed testing or were dismissed for prohibited behavior. Examinees dismissed for prohibited behavior are not permitted to test in any other test session.

If an examinee did not complete testing, decide whether to schedule the examinee for makeup testing.

The examinee...	Is the examinee eligible for makeup testing?	
	Yes	No
Was absent on the scheduled test day	X	
Arrived too late to begin testing	X	
Began but did not complete testing (partially completed answer documents)	X	
Completed testing		X
Was dismissed for prohibited behavior		X

Partially Completed Answer Documents

Use the following table to determine next steps for partially completed answer documents.

If an examinee …	Then …	And before makeup testing …
• Was absent • Arrived too late to begin testing	Set aside the original answer document for makeup testing. *Note: Do not use a new answer document.*	If you choose to not complete answer document demographics during a non-test session, you may skip this step. If you completed answer document demographics in a non-test session, have the examinee complete any demographic blocks that aren't already complete.
• Began but did not complete testing • Left the testing location during break	Set aside the original answer document for transferring demographic responses to a new answer document.	1. Supervise while the examinee transfers all demographic responses to a new answer document for use on the makeup test date. (Test responses may not be transferred.) 2. For the ACT, grid the student code in Block J on the examinee's new answer document. For WorkKeys, grid the state-assigned student ID number in Block 3 on the examinee's new answer document. 3. Write VOID on page 1 of the original answer document, attach it to an Irregularity Report, and return to ACT after makeup testing.

Ordering Makeup Materials

See the PearsonAccess^{next} User Guide for instructions for ordering materials.

Materials Included in Standard Time Kits

To receive standard time test materials for a designated test date, the test coordinator will order the **Standard Time Kit**. It includes one multiple-choice test booklet, one answer document, and one writing test booklet for writing administrations.

These materials will be shipped along with any kits that are ordered:

- One test date flyer
- One administration manual for standard time paper testing, no matter how many kits are ordered
- One copy of *Test Administration Forms* for every 30 standard time kits ordered
- One site header, no matter how many kits are ordered
- One *ACT Calculator Policy*
- An adequate number of processing envelope(s) based on the total order
- An adequate number of polymailer(s) based on the total order
- Return shipping labels (affixed to boxes and polymailers)
- One administration supplement, if it is produced for your testing program

The administration manual, *Test Administration Forms*, *ACT Calculator Policy*, and other supplements for your testing program are available on your ACT-hosted State or District testing website.

Note:

- *Be sure to use only the test booklets shipped for the designated test date.*
- *For ACT-authorized accommodations and supports materials, contact ACT Customer Support.*

TEST FACILITIES

Facility Requirements

Introduction

The test coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

Principles of Accessibility

Under the Americans with Disabilities Act (ADA), tests must be offered in locations accessible to individuals with disabilities, or in rare cases, in accessible alternative locations.

Selecting Facilities

Select facilities that:

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day

You may also want to have:

- A room to use as test-day headquarters for staff and materials
- Security personnel

Selecting Test Rooms

Select test rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be rearranged, if needed, to meet seating requirements
- Are quiet and free from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock or other timepiece
- Provide convenient and adequate access to restrooms

Note: Observing examinees testing in multiple rooms from a central location (such as a hallway, through glass walls, or security cameras) is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.

Selecting Test Rooms for Accessibility Supports

- Examinees with different timing must test in separate rooms.
- Examinees with authorized accommodations and/or English learner supports must not test in a standard time room.
- Examinees with authorized designated supports and no accommodations may test in a standard time room, only if it does not disrupt testing for other examinees.
- Examinees authorized to test with a reader or breaks as needed must test one-to-one.

- Examinees using pre-recorded audio may test as a group if they use headphones, can control the progress of their own devices, and begin each test at the same time.
- ACT encourages group administrations for examinees authorized for the same accommodations and/or supports.
- ACT prefers classrooms and recommends no more than 20 examinees in one room.
- ACT recommends reserving the same room for each day you will be testing and scheduling consecutive days for examinees authorized to test over multiple days (although you may skip days as necessary).

Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

ACT recommends:

- Using single-level classrooms
- Avoiding multiple-level seating (it makes it easier to see another examinee's test)
- Seating 15 to 30 examinees in a room for standard time administrations
- Not seating more than 100 examinees in one room

To ensure a fair and secure testing environment:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Arrange the room so that:
  - The room supervisor will be facing the examinees during testing.
  - Testing staff can freely circulate the room and have a clear view of all examinees and materials.
  - Seating minimizes the possibility of prohibited behavior.

Managing a Large Test Room

If you must test a large number of examinees in a large space (e.g., a gymnasium or assembly hall), divide it into sections. Assign examinees, materials, and staff to each section like you would an individual test room. This makes check-in, handling materials, and monitoring testing more manageable.

Example: Rows 1–4 are “Section A” and rows 5–8 are “Section B,” or the northeast quadrant is “Section 1” and the northwest quadrant is “Section 2.”

Testing in a large room requires additional planning, as well as special attention to documentation.

- Ensure that room setup and seating arrangements meet all requirements.
- Ensure that each section follows the policies for number of staff required.
- Assign one main room supervisor to oversee the administration for the whole room. This room supervisor accounts for all the room’s materials before and after testing, times the tests, and reads the verbal instructions to the entire room. (Instructions and timing cannot be done independently in each section.)
- Assign a room supervisor to each section (as a section supervisor), who is responsible for all the normal room supervisor duties (except reading verbal instructions and making time announcements).
- Produce a roster for each section. Section supervisors (and proctors) must have a copy of their section’s roster to verify ID, seating assignments, and test material distribution.

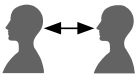
- Assign answer documents and a sequential set of test booklets to each section. The section supervisors (and proctors) distribute the materials to the examinees in that section and collect them when the verbal instructions dictate.
- Ensure the verbal instructions and timing announcements read by the main room supervisor are clearly heard by everyone. A microphone may be used.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. For paper testing, examinees must be:

- Facing the same direction
- Spaced as far apart as possible
- Seated no closer than is specified in the following table:

Required Minimum Space Between Examinees

Room Type	Required Space from Side-to-Side	Required Space from Front-to-Back
		
Single-Level	3 feet	3 feet
Multiple-Level	3 feet	5 feet

- Seated in straight rows and columns, directly in line with each other
- Seated so that aisle space allows room for staff to circulate throughout the room without disturbing examinees
- Able to see the room supervisor without difficulty
- Able to see the room clock, if there is one, without looking around

Seating at Tables

Requirements for the Use of Tables

Table Shape	Table Size	Number of Examinees Per Table
Round	Any size	1
Rectangular	Less than 6 ft long	1
Rectangular	6–9 ft long	2
Rectangular	More than 9 ft long	3

Note:

- *Do not seat examinees where two tables join.*
- *If 6-foot tables are used to seat two examinees, a 3-foot space is required between tables.*
- *Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.*

Writing Surfaces

Writing surfaces must be smooth, hard surfaces large enough for all of an examinee's test materials. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards balanced on examinees' legs are not allowed.

Note: For left-handed examinees, use standard left-handed desks or writing surfaces that are large enough for left-handed examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.

Ensuring Quiet Test Sessions

Take the following actions to ensure quiet test sessions:

- Ask the building's administration to turn off audible signals that normally sound at the beginning and end of classes.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

Off-Site Testing

Each school is expected to serve as a test site, testing all of the eligible students who are enrolled at the school. If you cannot meet the facility requirements at the school, you must find an alternative location (community college, church, banquet hall, other high school, etc.).

Consider off-site testing if:

- Audible signals and announcements cannot be turned off during test sessions
- You do not have a quiet area to test away from other activities
- You have an examinee who cannot test at the school

You do not need to be approved to test at an off-site location. ACT requires you provide information about the location on your test administration forms.

Note:

- *Test materials are shipped to and picked up at the school (or the district if your testing program includes the district shipping model) as scheduled by ACT. Test materials must be kept secure in the transfers between the school and the off-site location and at the off-site location.*
- *If you will not be the test coordinator at the off-site location, assign a substitute test coordinator from your school to the off-site location. You are responsible for training the designated substitute test coordinator. The substitute test coordinator will not receive communications from ACT, but is expected to be responsible for the tasks outlined in this manual.*
- *Even if a proctor is not required for the number of examinees testing, ensure at least two staff members from your school are assigned to the off-site location to allow the room supervisor the ability to take a break if needed.*

Sharing an Off-Site Location

If more than one school (including yours) plans to share the same off-site location:

- Each school must meet staffing requirements at the off-site location
- Each test coordinator (TC) must designate rooms to test only the school's examinees
- Each TC must designate a secure storage area to store only the TC's school's materials to avoid accidentally using another school's materials; mixing test materials will cause a delay in scoring
- Each school is responsible for returning its own test materials. Materials cannot be returned together.

Seating Arrangement Examples

Acceptable

Seating Arrangement Examples

"min." = minimum "ft." = feet

indicates distance between examinees

Side-to-side distances are measured from shoulder-to-shoulder

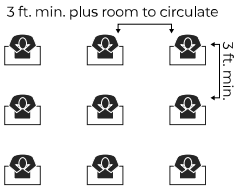
Front-to-back distances are measured from head-to-head

Side View

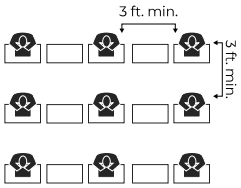
Overhead View

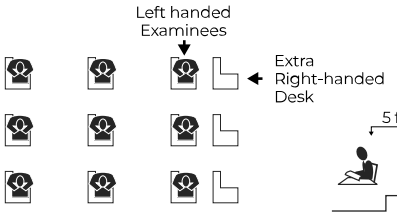
Examinee Spacing

Level Seating with Movable Desks

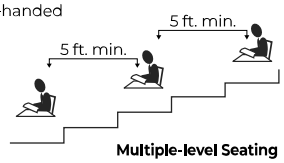


Level Seating with Stationary Desks





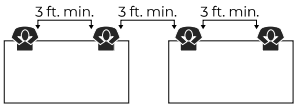
Left-handed Examinees at Right-handed Desks



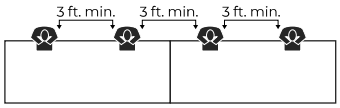
Multiple-level Seating

Table Spacing

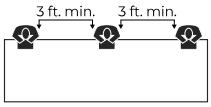
6–Foot Tables



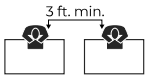
8–Foot Tables



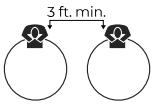
Tables more than 9 feet



Tables under 6 feet

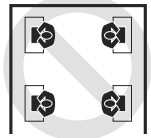


Round tables any size



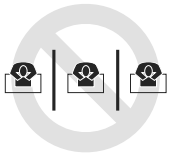
Unacceptable

Seating Arrangement Examples



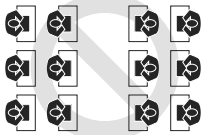
Examinees Facing the Wall or Each Other

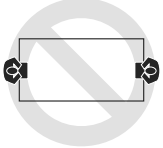
Desk Surface Too Small

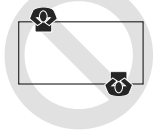


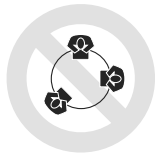
Dividers, Study Carrels, and Partitions

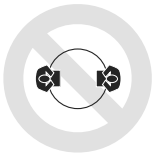
Examinees Too Close Together/Inadequate Aisle Space



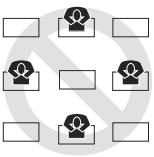








Examinees Facing Different Directions



Examinees Not in Straight Rows and Columns Directly in Line with Each Other

TEST STAFF

Staff Requirements

Selecting Testing Staff

The test coordinator is responsible for selecting testing staff.

Who May Act as Testing Staff

The test coordinator is responsible for choosing people of integrity when they select their testing staff. Room supervisors, and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

All testing staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws.

Who May Not Act as Testing Staff

- High school students, volunteers, and lower-division undergraduates
- Anyone who intends to take the same tests within the next 12 months
- Anyone involved in test preparation activities for the same tests at any time during the current testing year (September 1–August 31).

Note: ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

Relatives

To protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your test site or any school in your state on the same test date:

- You may not serve as test coordinator or substitute test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified colleague.
- You may not have access to the secure test materials before or after the test day/window.
- You may serve as a room supervisor or proctor, provided that the examinee is not assigned to test in a room where you are working.
- You must not have access to any of the examinee's test materials.

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Scores for an examinee will be canceled if any of these policies are violated.

Athletic Coaches

ACT has provided assurances to the National Collegiate Athletic Association (NCAA) that scores achieved through all ACT testing programs are comparable. Scores are used in determining Division I and Division II NCAA Initial-Eligibility.

To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:

- May not serve as test coordinator
- May not have access to secure test materials before or after testing
- May serve as a room supervisor, but may not supervise one-to-one testing for a student-athlete

The 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.

Attentiveness

Staff must remain attentive to their testing responsibilities throughout the administration. Reading (except the manuals or supplements), grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.

Testing Staff Lists

Test coordinators complete Testing Staff Lists (included in the back of the manual) for each test date, listing all personnel involved in administering the tests (including anyone assisting with materials or security).

Staff Compensation

ACT does not compensate testing staff for administering State testing or District testing.

Staff Roles and Responsibilities

Test Coordinator Role

The test coordinator may serve at only one location and must be on file at ACT. The test coordinator has overall responsibility for coordinating test operations, including storing materials and setting up test rooms. The test coordinator provides the continuity and administrative uniformity necessary to ensure that the examinees are tested under standardized and secure conditions.

Number required: One per test site

Test Coordinator Responsibilities

Prepare facilities:

- Select and reserve test rooms
- Prepare test rooms for test day according to ACT guidelines

Assign and train staff:

- Identify a sufficient number of qualified personnel to serve as room supervisors and proctors
- Conduct a local training session for all testing staff before the test dates, including review of the administration materials and systems

Coordinate testing activities:

- Submit accommodations and/or supports requests with the assistance of test accommodations coordinators
- Order test materials, including any alternate test formats for examinees, as needed
- Receive, check in, and securely store test materials
- Schedule test dates within the testing window for examinees testing with accommodations and supports
- Arrange for examinees to complete non-test information
- Plan seating arrangements for each room
- Create a roster of examinees scheduled to test in each room before test day
- Organize test materials for room supervisors
- Notify examinees of the test date(s), location, and materials needed
- Arrange for testing staff to apply barcode labels on answer documents, or if no barcode is available:
  - Grid the student code in Block J for the ACT
  - Grid the state-assigned student ID in Block 3 for WorkKeys
- Arrange for transfer of test responses to answer documents for examinees approved for alternate response supports

Maintain security:

- Read and comply with all policies and procedures in the materials provided by ACT
- Ensure tests are administered in strict compliance with all policies and procedures documented in these materials
- Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration

- Promptly return test materials to ACT after each test date
- Provide a timely response to requests from ACT when additional information is needed

Ensure complete documentation:

- Ensure room supervisors complete all required documentation during the administration
- Verify and return all documentation after testing
- Oversee the documentation of all irregularities and consult directly with ACT regarding actions to be taken

Replacing the Test Coordinator

If the test coordinator is unable to supervise the test administration, the district test coordinator must update the test coordinator information on the Manage Contacts screen in PearsonAccess^{next} and grant user access to the new test coordinator. ACT uses this information for communications and shipments.

Substitute Test Coordinator Role

If the test coordinator becomes ill or is otherwise unable to be present on test day, the substitute serves as test coordinator. If the test coordinator cannot be present on test day due to off-site testing, the test coordinator may appoint a substitute test coordinator to serve off-site. The substitute is encouraged to assist the test coordinator prior to, during, and after testing and is also expected to participate in training provided by ACT prior to the test date. The substitute coordinator can serve at only one site.

Number required: One per test site

Substitute Test Coordinator Responsibilities

The substitute test coordinator is responsible for all of the same activities as the test coordinator. If the test coordinator is not present, the substitute carries out all needed activities. If the test coordinator is present, the substitute may assist the test coordinator, as needed.

Note: If the test coordinator is not able to supervise the administration, the substitute must notify the appropriate district official to update user access in PearsonAccess^{next}.

Test Accommodations Coordinator Role

The test accommodations coordinator may assist with activities around administering test accessibility supports.

Number required: Optional

Test Accommodations Coordinator Responsibilities

- Submit requests for ACT-authorized accommodations and English learner supports in the Test Accessibility and Accommodations System (TAA)
- Help organize materials for any examinees testing with accommodations and supports
- Help with accommodations and EL supports test administrations

Room Supervisor Role

Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

Number required: One per test room

Room Supervisor Responsibilities

Prepare for test day:

- Assist the test coordinator, as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities:

- Individually identify and admit examinees to rooms; verify ID and mark the roster
- Direct examinees to seats once they are admitted
- Ensure all examinees admitted to a room are assigned the same timing
- Ensure all examinees authorized to test over multiple days are ready to begin the same test

Administer the test:

- Prepare the room for testing
- Take responsibility for a test room and provide an environment conducive to testing
- Count test booklets upon receipt from the test coordinator
- Distribute test materials, keeping test booklets in sequential serial number order
- Read verbal instructions verbatim to examinees
- Properly time tests
- Monitor testing progress

Maintain security:

- Keep test materials secure during testing and breaks
- Monitor for prohibited behavior during testing and breaks
- Collect and account for all test materials before dismissing examinees

Ensure complete documentation:

- Complete all information on the appropriate administration forms
- Record detailed documentation of any irregularities and, as required, void examinees' tests
- Return all test materials and forms to the test coordinator after testing

Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

Number required: The following table describes the minimum number of required proctors. **If your state or district has a stricter proctor policy, you should abide by that policy.**

Number of Proctors Needed for Standard Time Paper Administrations

Number of Standard Time Examinees	Proctors Needed
1–30	0
31–60	1
61–100	2
101–150	3
151–200	4

Number of Proctors Needed for Accommodations/Supports Paper Administrations

Number of Accommodations/ Supports Examinees	Proctors Needed
1–20	0
21–40	1
41–60	2
61 or more	1 additional proctor for every additional 20 examinees

Proctor Responsibilities

Prepare for test day:

- Assist the test coordinator as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities:

- Help room supervisors individually identify and admit examinees
- Direct examinees to their seats

Administer the test:

- Prepare the room for testing
- Distribute test materials, keeping test booklets in sequential serial number order
- Verify proper timing of the tests, using a different timepiece than the room supervisor
- Monitor testing progress

Maintain security:

- Monitor for prohibited behavior during testing and breaks
- Report any irregularities to the room supervisor immediately
- Accompany examinees to the restroom if more than one leaves during the timed portion of the test
- Collect and account for all test materials before examinees are dismissed

Roving Proctor Role

Schools that use multiple rooms, floors, or buildings are encouraged to appoint roving proctors to assist the test coordinator.

Number required: Optional

Roving Proctor Responsibilities

- Assist with check-in and/or directing examinees to test rooms and seats
- Help the test coordinator prepare the test materials for test rooms
- Monitor hallways or escort examinees
- Give room supervisors a break during testing
- Keep the hallways quiet if other rooms are still testing
- Count and prepare test materials for return to ACT

Rotating Proctor Role

Proctors are normally expected to serve in a single assigned room for the entire test session. However, if schedules require, proctors may be “rotated” or replaced at the break, provided no room is ever left unattended.

Number required: Optional

Rotating Proctor Responsibilities

Rotating proctors are responsible for all proctor tasks once they have replaced the existing proctor.

Interpreter/Reader/Scribe

Individuals who serve as an interpreter, reader, or scribe must meet all of the following criteria:

- Proficient in English, and if applicable, the appropriate sign language system
- Experienced in administering standardized or other “high-stakes” tests
- Employed by the school district where the examinee attends school
- Agrees to administer the tests in compliance with ACT policies and procedures
- Reads and signs the agreement for their administration
- Not a relative or guardian of the examinee
- Not a private consultant or individual tutor whose fees are paid by the examinee or examinee’s family
- Not engaged in test preparation activities for ACT during the current academic year

Test scores achieved under the supervision of an individual who does not satisfy all requirements will be canceled.

Staff Training

Purpose of Training Staff

All testing staff must understand all ACT policies and procedures and their responsibility for implementing them. It is critical that all test sites follow the same procedures for a fair and standardized testing experience. Properly training staff also helps reduce the risk of a misadministration.

Staff Training Requirements

The test coordinator is responsible for providing manuals, supplements, and training to all test site staff before test day.

Manuals

ACT provides manual(s) to communicate its policies, procedures, and expectations. They are proprietary information and copyrighted by ACT. Manuals should be used by staff to prepare for and administer the tests, and must not be copied or shared for any other purposes. Test coordinators should provide each testing staff member a complete administration manual before the training session. It is especially important for room supervisors to read and understand the policies, procedures, and directions.

Supplements

Supplements or notices may be sent to test coordinators before the test day via email or included in test materials shipments. These supplements contain the most up-to-date information on policies and procedures. They should be distributed to all staff and are intended to augment the policies and procedures contained in the administration manuals.

Training Session

Test coordinators hold a training session before test day to prepare staff (both new and experienced) for test day activities. This training session is required. The session should be used to discuss policy, address procedural and logistical issues, and ensure everyone has a common understanding of what is to take place on test day. An outline of topics is provided to guide the discussion.

Note: This is separate from the briefing session conducted on test day.

Training Session Outline

The test coordinator is expected to discuss the following topics with staff during the training session. A separate session may be held with accommodations testing staff to cover topics relevant to accommodations. All training sessions must occur before test day and include information from training conducted by ACT.

Facilities Requirements and Setup:

- Demonstrate proper seating arrangements and test room preparation, including:
  - Ease of staff observation and movement
  - Seating left-handed examinees
  - Timepieces
  - Any items in the room that need to be covered/removed for testing

Test Materials:

- Discuss the difference between secure and non-secure materials
- Discuss the difference between standard materials and accommodations materials and highlight that using the wrong test materials can result in the cancellation of scores
- Explain materials that will be supplied by:
  - ACT
  - Your site
  - Examinees
- Describe the process for how materials will be distributed to and from room supervisors on test day and how room supervisors will distribute materials to examinees in the test room
- Outline the importance of:
  - Never leaving materials unattended
  - Verifying counts of secure materials before and after testing
  - Not allowing unauthorized individuals access to test rooms or materials

Non-Test Activities:

- Discuss when and where all examinees, including those testing with accommodations and/or supports, will complete non-test information
- Discuss the sections that must be completed and the importance these sections play in score reporting

Test Administration:

- Discuss when and where staff members are to report on test day
- Explain how to use the Roster
- Review acceptable forms of identification
- Explain the process for seating examinees and the rules to follow when choosing where to seat an examinee
- Discuss start times and when to stop admitting examinees to the test room
- Discuss the policy for watches, cell phones, and other electronic devices for both examinees and staff
- Explain how to use the manual on test day, stressing the importance of following instructions exactly and reading verbal instructions verbatim
- Explain how to use any supplemental materials
- Discuss timing procedures and administering breaks for all types of administrations
- Discuss monitoring the test room and expected staff behavior, including:
  - Handling prohibited behavior
  - Handling testing irregularities
  - Checking calculators
  - Checking authorized bilingual dictionaries
- Review how to fill out the Test Administration Forms and submit Irregularity Reports

Note: If there are additional rules or policies specific to your state, district, or test site, be sure to also cover those items with testing staff. Staff should have a comprehensive understanding of all expectations and procedures before test day.

Available Staff Training Resources

Additional staff training resources are available on your State or District testing website. The url for this site is provided in email communications from ACT.

Test Day Briefing Session

A staff briefing session is required each test day morning, even with experienced staff. This is the time to make sure all staff are present and make any necessary adjustments to staff

assignments. Make sure everyone understands their responsibilities and answer questions in a group setting so everyone has the same information. In particular, discuss the following:

- Information in any ACT notice
- Cell phone and prohibited devices policy and procedures
- Calculator policy and procedures
- Test site specific information
- How staff are to communicate with the test coordinator during testing
- Arrangements for left-handed examinees
- Arrangements for examinees authorized to test with accommodations and supports
- How to handle breaks
- What to do with examinees dismissed for prohibited behavior

TEST MATERIALS

Security of Materials

Secure Test Materials

Secure test materials include all test booklets and all answer documents with an examinee's identifying information (even if the examinee completed only the non-test demographic portions or only a barcode label was applied).

Copyrighted Test Materials

Tests are copyrighted and cannot be photocopied or used for any purpose other than testing. They may not be opened by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test content to anyone.

Scores earned by examinees who may have had advance access to test content will be canceled, and scores will not be reported.

Keeping Test Materials Secure

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned to ACT. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

Storage of Test Materials

Materials must be kept in secure storage at all times before and after testing.

Secure Storage

Secure storage is considered a locked safe or vault to which only the test coordinator and other specifically authorized individuals have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet.
- The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

Authorized Access

Staff access to materials must be limited to necessary test day preparation activities, the test administration, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and substitute test coordinator; however, a

designated staff member may assist with materials if the test coordinator is present and if that individual does not present a conflict of interest.

Unauthorized Transfer of Materials

Test materials may not be shared between schools. Use only the test materials assigned to your school. If examinees test with materials that have been transferred from another school, the tests will not be scored.

Note: If your testing program includes district shipping, review the policies and procedures outlined in the district shipping model. Transfer of materials between the district and schools must be documented using the Secure Transport of Test Materials Form.

District Shipping Model

Administration manuals and supplements are written for school staff with the understanding that test materials are shipped directly to the school and back to ACT. However, if your State testing program includes district shipping, then all shipments to and from ACT will first pass through a district official. ACT will inform the school test coordinator when the school is part of a district shipping model.

The district official is supplied with the *Secure Transport of Test Materials Form*. The supplement explains security measures to take and how to document the transfer of materials to and from schools. The supplement includes a *Secure Transport of Test Materials Form* to complete. The supplement can be found on the website for states that use the district shipping model.

Transporting Materials for District Shipping Model

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 Transport of Test Materials 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 their secure materials to the district.

Storing and Transporting Materials for Off-Site Testing

Test materials may not be stored at an off-site testing location overnight. Materials must remain in secure storage at the school until the morning of testing and returned to secure storage at the school at the close of testing each day. For each day of testing, test materials must be:

- Under the personal responsibility of the testing staff
- In a vehicle that is not transporting examinees
- Transported to the off-site location in the morning
- Transported to the school after testing

Note: If your site has multiple campuses or buildings and cannot meet these transportation requirements, contact ACT.

The *Secure Transport of Test Materials Form* is used when transporting secure test materials between a school and the location for off-site testing. 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 their secure materials.

Security Breach

A security breach constitutes any of the following:

- Items are missing from your shipment.
- You receive test booklets that do not match the serial numbers on your packing list.
- Test booklet seals are broken at any time (except by examinees as instructed on test day).
- A test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time.
- The materials appear to have been tampered with in any way.
- You have reason to believe someone had unauthorized access to the materials.

Report a security breach to ACT immediately. If it occurs during testing, do not allow examinees to leave the building before calling ACT for instructions.

Receiving Materials before Testing

Receipt of Test Materials

Test materials will be shipped to the institution where the test will be administered or to an authorized central office (e.g., district assessment office).

Check In Test Materials

Materials must be checked in by the test coordinator within 24 hours of receiving them from ACT.

1. Examine the cartons for signs of tampering.
2. Open the cartons and check the contents to be sure you have all items on the packing list.

   Note: If the contents don't match the packing list, contact ACT immediately.

3. Check the serial numbers of the test booklets against the numbers shown on the packing list.
4. Count each booklet; do not assume that the groups of booklets are complete.

   Note: If any of the test booklets are shrink-wrapped, do not unwrap them until the morning of test day. Instead, check the serial number of the first booklet in each pack against your packing slip.

5. If the shipment includes pre-recorded audio on USBs, remove the USBs from the shrink-wrap and test the audio prior to the administration.

Retain Shipping Cartons

Keep the cartons in which the test materials were shipped to you. These cartons, with return shipping labels on the inside of the flaps, must be used to return all test booklets. Return standard time materials after each standard time test date. Return accommodations and/or supports materials at the end of the accommodations and/or supports testing window.

Prepare Materials for Testing

Before test day, follow these steps to properly prepare the test materials:

1. Assign a sequential series of test booklets to each test room.
2. Organize the answer documents that have completed non-test demographic information and a barcode label by test room.
   a. Ensure examinees will receive their own answer document.
   b. Allocate a few extra blank answer documents per room in case of defective materials or a misgrid.
3. Prepare the Test Administration Forms.
   a. Fill in the test site and room information on each Test Room Report.
   b. List all the examinees assigned to a test room on each Roster.

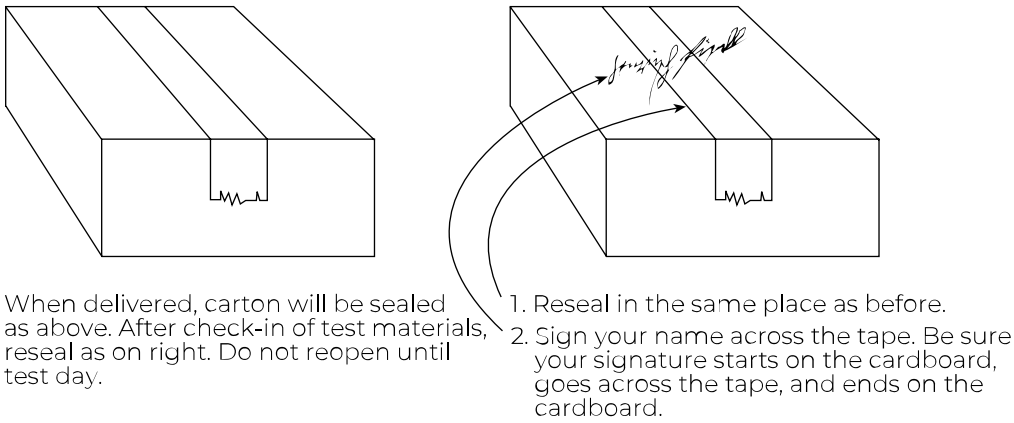
4. Reseal all materials in the carton(s) and place them in secure storage.

   IMPORTANT: Do not remove the checked-in and sorted test materials from locked storage again until test day morning.

Store Your Test Materials Shipment

After you have counted and checked the condition of all materials in your shipment, securely store them.

1. Reseal the cartons with the provided tape.
2. Write your name across the seal.



3. Lock the cartons in secure storage.
4. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

Handling Materials on Test Day

Remove Materials from Storage

1. Materials must remain in secure storage until the morning of test day. At that point, the test coordinator may remove materials, check for tampering, and verify all materials are present. If anything is missing or you suspect tampering, do not proceed. Call ACT immediately.
2. If all materials are present and no tampering has occurred, prepare them for distribution to room supervisors.

Distribute Test Materials to Rooms

Test coordinators distribute materials to room supervisors only on the morning of test day, normally during the briefing session.

1. Count out the appropriate number of test booklets and answer documents for each room, if not done before test day.
2. Record the quantities and test booklet serial number ranges on the Test Room Report, located on the Test Administration Forms.
3. Personally hand the test materials to each room supervisor.
4. Watch the room supervisor count the booklets to verify what was received. Resolve any discrepancies before proceeding. Be sure the Test Room Report accurately reflects the booklets that are in the room supervisor's possession.
5. Write your initials in the "Before Testing" section of the Test Room Report, then watch the room supervisor sign the "Before Testing" section.
6. Return any excess materials not distributed to room supervisors to secure storage. If the secure storage location is remote from the testing area, use a room that can be locked when unattended, is convenient to the testing area, and where access is restricted to staff and authorized observers. Materials not locked in secure storage must never be left unattended.

Storage after Testing

After accounting for all materials from the room supervisors, test coordinators prepare them for return after each test date. All used and unused secure materials must be returned to locked storage immediately after each test administration.

Collecting, Packing, and Returning Materials after Testing

Prepare Materials for Return

If You Did Not Test

If you did not test any examinees with standard tests or accommodations tests (or both) the test coordinator needs to indicate this in PearsonAccess^{next}. This needs to be completed for each test date/window.

1. Log in to PearsonAccess^{next}.
   a. Select the **Setup** icon and choose **Organizations**.
      The Organizations screen appears.
   b. Check the box beside your organization.
   c. In the **Tasks** pane, select **Create / Edit Organizations** in the drop-down menu, and select the **Start** button.
   d. When your organization screen opens, select the appropriate checkbox(es) to indicate whether you did not test any examinees with standard tests or accommodations tests (or both).
   e. Select the **Save** button, and then select the **Exit Tasks** button.
2. Complete the outside of the processing envelope(s) and mark “Did not test (provide reason).”
3. Discard the unused Site Header.
4. Pack the processing envelope into the polymailer. Use the polymailer with the colored return sticker that is the same color as the envelope you are placing inside.
5. Follow the instructions for packing the cartons to prepare the other materials for return.

Keep Materials Separate

Materials should be separated by administration type (e.g., standard time, accommodations), including all test room materials and Testing Staff Lists.

Return Materials Color-Coding

Administration Type	Materials Color
ACT Standard Time, paper	Red
ACT Accommodations/Supports, paper (ACT-Authorized and Non-College Reportable)	Aqua
ACT WorkKeys Standard Time , paper	Purple
ACT WorkKeys Accommodations /Supports, paper	Gold

Materials Needed for Return

Processing Envelopes

Answer documents and test administration items go together in the processing envelope(s). Pack the materials into the envelopes as outlined in the procedures for packing the processing envelopes. A checklist is also included on the front of each processing envelope for convenience. Fill out the front of each processing envelope with all requested information.

Do not overpack the envelope. Use multiple processing envelopes, if needed, to accommodate all materials.

Polymailers

Processing envelopes are packed into polymailers for return to ACT. Use one polymailer per administration type. Be sure to match the color of the processing envelopes to the color of the return sticker on the outside of the polymailer.

Shipping Cartons

The cartons in which the test materials were shipped have reversible flaps that contain a prepaid return label. These cartons are used to return certain materials to ACT.

- Use only the carton(s) provided by ACT and add the colored sticker to denote the administration type of the materials in the box (do not cover the pre-paid shipping label).
- See the procedures for packing the cartons to ensure the correct materials are included.

Completed Testing Staff List(s)

Include the completed applicable Testing Staff List(s) for your test date with your return materials. Make a copy to keep for your records.

Test Room Materials

Each test room's materials should be collected and organized for return.

Collect Materials from the Room Supervisors

For each testing room, test coordinators should use the following checklist to ensure they have secure materials and documentation from each room supervisor.

Note: Room supervisors cannot be dismissed until all required materials have been collected.

Materials Required to Collect:

Test Booklets

For each room's **test booklets**, make sure:

- There are no answer documents inside the test booklets
- For ACT with writing administrations, both the multiple-choice and writing test booklets are returned for each examinee
- Test booklets are arranged in sequential serial number order

Answer Documents

For each room's **answer documents**, make sure:

- Each answer document to be scored contains the required identifying information on the front and back pages

  Note: Do not delay the return of answer documents because an examinee has not signed their name.

- Each answer document has a barcode affixed or for the ACT, a student code gridded in Block J or for WorkKeys, a state-assigned student ID gridded in Block 3
- Each answer document to be scored contains the form code information completely filled out
- Any test responses marked in the test booklet or on large print worksheets are transferred to a regular answer document
- Any voided or replaced answer documents are attached to the Irregularity Report
- Any unused documents are properly handled

If an answer document...	Then...
Is unused and has no marking or barcode label	Keep the document for makeup testing
Has a barcode label only	Keep the document for 6 months, then securely destroy it.
Has demographic portions completed, but no test items	Keep the document for makeup testing; follow the instructions provided in the *Administration Supplement* (if applicable); or keep the document for 6 months, then securely destroy it.

Test Administration Forms

For each **Test Room Report**, make sure:

- It is signed and initialed by the test coordinator and room supervisor
- All test booklets are accounted for
- All items on the form are completed

For each **Seating Diagram**, make sure:

- All items in the top half of the diagram are completed
- The test booklet serial numbers are recorded in the squares

For each **Timing Report (standard time)**, make sure:

- The times recorded are the actual Start, 5 minutes remaining, and Stop times for each test

  Note: Contact ACT if any discrepancies are identified.

For each **Administration Report (accommodations/supports)**, make sure:

- The times recorded for each examinee are accurate based on the timing and accommodations details provided

  Note: Contact ACT if any discrepancies are identified.

For each **Roster**, make sure:

- All examinees who were scheduled to test are listed, regardless of whether or not they actually tested
- The type of identification used is correctly marked
- Any ACT Student Identification Forms are attached to the roster

Materials to Collect If Applicable:

Reader's Agreement

For each **Reader's Agreement**, make sure:

- There is a signed agreement for any examinee authorized to use a reader

Interpreter's Agreement

For each **Interpreter's Agreement**, make sure:

- There is a signed agreement for any examinee authorized to use an interpreter

Scribe's Agreement

For each **Scribe's Agreement**, make sure:

- There is a signed agreement for any examinee authorized to use:
  - A scribe
  - Braille writer
  - Voice-activated computer software for the writing test

Irregularity Report

For each **Irregularity Report**, make sure:

- It is signed and initialed by the test coordinator and room supervisor
- The report explains the reason each answer document was voided or replaced
- Any voided or replaced answer documents are attached to the report (do not staple)

Pack the Test Materials

Pack the materials for return to ACT as outlined in this section.

Processing envelopes and return stickers are color-coded for each administration type. Be sure to use the correct materials for packing based on the type of test materials being returned.

Pack the Processing Envelopes

Materials Required to Return:

1. Testing Staff List
2. Test Administration Forms
3. Site Header and Answer Documents to be Scored
   a. Locate the Site Header for the applicable type (e.g. Standard or Accommodations) and test date of materials.
   b. Follow the directions on the Site Header for this administration, completing the required blocks with a No. 2 pencil.
   c. Turn the answer documents to be scored the same way, with page 1 facing you.
   d. Check the Booklet Number and Form fields on each answer document. If blank, fill in this information with a No. 2 pencil.

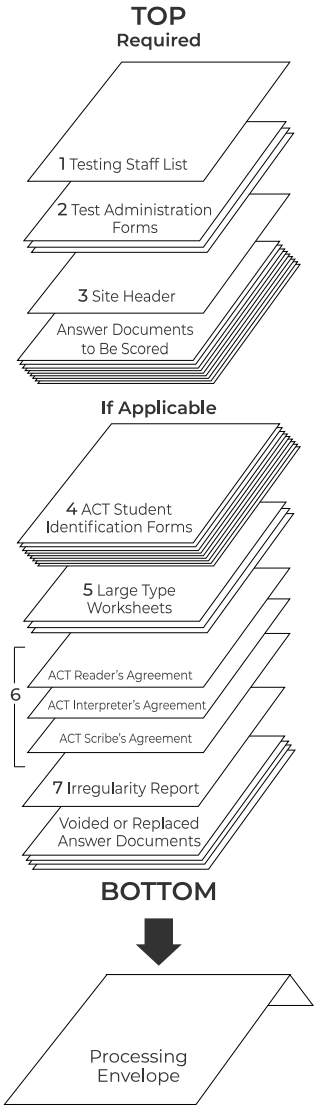
   IMPORTANT: Put the Site Header on top of the answer documents to be scored. If more than one envelope is used, put the Site Header in envelope #1.

   Materials to Return if Applicable:
4. ACT Student Identification Forms

   IMPORTANT: Attach any ACT Student Identification Forms to the Roster.
5. Large Print Worksheets
6. Reader's Agreement / Interpreter's Agreement / Scribe's Agreement
7. Irregularity Report and Voided Answer Documents

   IMPORTANT: Attach voided or replaced answer documents to the Irregularity Report and document the reason(s) for voiding.

Note: If you are participating in a district shipping model or your school tested at an off-site location, place the Secure Transport of Materials Form inside the envelope. Do not seal the envelope.



Pack the Polymailer

1. Pack the processing envelope(s) into the polymailer. Use the polymailer with the colored return sticker that is the same color as the envelope(s) you are placing inside.
2. Number each polymailer 1 of X, 2 of X, etc.
3. Make sure your six-digit ACT High School Code, institution name, and return address are all on the outside of the polymailer.
4. Seal the polymailer.
5. Prepare the polymailer for storage and pickup.

Pack the Cartons – Paper Testing

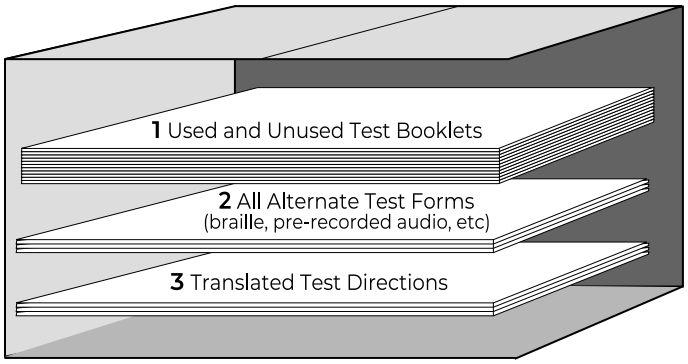
Pack the following materials from paper testing into the cartons for return to ACT (use separate cartons for standard time and accommodations materials):

Materials Required to Return:

1. All used and unused test booklets

Materials to Return If Applicable:

2. Alternate Test Forms (braille, pre-recorded audio, etc.)
3. Translated Test Directions



Do Not Return:

- Packing List

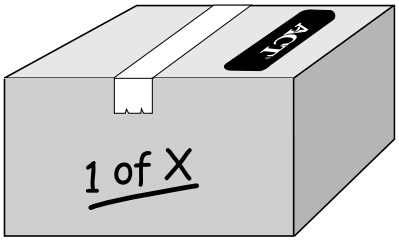
  Note: While you do not need to return the packing list, keep it to check that you've included all test booklets and needed materials in your return shipment.

- Administration Manuals

  Note: If you will administer makeup testing, keep unused manuals. Otherwise, securely destroy manuals at the end of testing.

Once contents are placed into the carton in the correct order, do the following:

1. Reverse the flaps on the carton.
2. Number each carton 1 of X, 2 of X, etc. "X" should equal only the total number of cartons for the administration type (e.g., ACT standard time) being returned. For district ship, X should equal the total number of cartons for the administration type in a school. Do not number cartons for the entire district.
3. Add the appropriately-colored return sticker denoting administration type to an open area on the outside of the box (**do not cover the pre-paid shipping label**).
4. Make sure your six-digit ACT High School Code, institution name, and return address are all on the outside of the cartons.
5. Seal each carton so the shipping label and colored return sticker are visible.
6. Prepare the carton for storage and pickup.



Return the Test Materials

Store Materials for Return

After your materials are packed, return the polymailers and cartons to secure storage.

Materials Pickup

1. On the date scheduled for pickup, place the polymailers and cartons in a location where the designated carrier will be able to get them. If your school's normal pickup point is secure or constantly monitored, you may leave them there. If it is not, leave a note

directing the driver to a staffed location where you can leave the materials. Do not leave the materials unattended.

2. If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

ACT Test Standard Time Testing Staff List

Test Site

ACT High School Code (for testing school) ☐☐☐ – ☐☐☐

City, State

Test Date

Test Coordinator

Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor), and room name/number or other assignment for **all personnel** who assisted with the administration, including those individuals who handled secure materials before and after testing, and anyone who assisted with security.

Standard Time Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Test Coordinator: Return this form with your roster and keep a copy for your records.

ACT Test Accommodations/Supports Testing Staff List

(use for ACT-authorized and NCR staff)

A

Test Site

ACT High School Code (for testing school) ___ ___ ___ – ___ ___ ___

City, State

Test Date

Test Coordinator

Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor, R–reader, I–interpreter, T–transcriber), and room name/number or roving assignment for **all personnel** who assisted with the administration to examinees testing with ACT-authorized or Non-College Reportable Accommodations. List anyone who assisted with or handled test forms in any way, including any security personnel. If you used pre-recorded audio, include the names of any technical support staff.

Accommodations Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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16.			
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22.			
23.			
24.			
25.			

Test Coordinator: Return this form with your roster and keep a copy for your records.

ACT WorkKeys Standard Time Testing Staff List

Test Site

ACT High School Code ___ ___ ___ – ___ ___ ___

City, State

Test Date

Test Coordinator

Prior to or on each test day, print the name, job title, (e.g., teacher or counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor), and room name/number or other assignment for **all personnel** who assisted with ACT WorkKeys administration. Also list those individuals who assisted with or handled test booklets in any way. Make a copy of the completed form for your records and return the original to ACT.

Standard Time Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
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Test Coordinator: Return this form with your roster and keep a copy for your records.

ACT WorkKeys Accommodations/Supports Testing Staff List

Test Site

ACT High School Code ___ – ___

City, State

Test Date

Test Coordinator

Prior to or on each test day, print the name, job title, (e.g., teacher or counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor , R–reader, I–interpreter, T–transcriber), and room name/number or other assignment for **all personnel** who assisted with ACT WorkKeys administration. Also list those individuals who assisted with or handled test booklets in any way. Make a copy of the completed form for your records and return the original to ACT.

Accommodations Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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Test Coordinator: Return this form with your roster and keep a copy for your records.

ACT Test Security

Anonymous Security Hotline

Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing an Irregularity Report or calling 800.553.6244 ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of the tests.

In exceptional situations, testing staff may wish to file an anonymous report about concerns that tests may have been compromised. If you wish to report such concerns anonymously, you may do so at **www.act.ethicspoint.com.**

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are "secure by design."
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker's own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

ACT®