End-of-Course Assessments

CBT Test Administration Manual
Dear Educator:

This manual contains the instructions for system setup and test administration for the computer-based version of the ACT QualityCore® End-of-Course Assessments.

Provide a copy of this manual to all personnel involved in the setup and administration of computer-based testing.

If you or your faculty or staff have any questions about ordering, roster creation, or test administration, contact ACT QualityCore Support toll-free at 866.764.7228. If you have any concerns about testing irregularities and/or prohibited behaviors, please complete your ACT QualityCore Testing Irregularity Report and return it to the address on the form. In exceptional situations, testing staff may wish to file an anonymous report about concerns that ACT QualityCore tests may have been compromised. If you wish to report such concerns anonymously, you may do so at act.ethicspoint.com or by calling 855.382.2645.
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Alerts

- **Testing Time.** Testing time for all test sessions and subjects is 45 minutes. The testing system does not include a clock or timer for students to monitor the time. The Teacher or Test Administrator will be responsible for monitoring testing time and advising students accordingly. Only those students with the designated accommodation *Extended Time* should be allowed to test beyond the 45-minute session.

- **Use of Calculators.** An online calculator is available to students testing in Algebra I, Algebra II, Precalculus, Chemistry, Geometry, and Physics; however, students are allowed to use their own calculators if they prefer to do so. See page 11 for information on permitted and prohibited calculators.

- **Roles and User Names.** The user names in the online system have changed to District School Coordinator, School Test Coordinator, Teacher, Test Administrator, and Student. Please ensure that you are aware of the user name corresponding to your role.

- **Reports.** Reports for all subjects will be available approximately one to five days after a student completes all sessions of a test and exits the test properly.

- **Completing Test Sessions.** In the event that a student is not able to complete a test session in the same day it is started—for example, if there is an emergency during testing or the student becomes ill—the Teacher or Test Administrator should advise the School Test Administrator of the irregularity. If the Teacher or Test Administrator believes that the student may not be able to complete a test session within the same day, the student should not be allowed to start the session. See page 9 for instructions on how to reopen a test session for an individual student or an entire class.

- **Cell Phones and Other Technological Devices.** All technological devices, including cell phones, must be turned off during testing. A student’s test results may be voided if there is a violation of this device rule. The only exception to this rule is allowing calculators during testing for specified subjects (see *Use of Calculators*).

- **Returning Test Materials.** Standard paper and pencil test materials such as test books, answer documents, and manuals, as well as accommodated test materials such as braille books, Large Print books, audio CDs, and reader scripts must be returned after testing has completed. See page 10 for more information.

- **Accommodations.** Students with disabilities who take ACT QualityCore End-of-Course Assessments may listen to an audio CD version, have the test read aloud from a script, use a large-type (18-point) or braille test booklet, and/or use a large-type answer document. The large-type answer document, which ACT provides with the large-type test booklets, may be requested by any student who cannot mark responses on the standard ACT QualityCore answer document.
Exiting Tests and Logging Out. In order to exit an ACT QualityCore test properly, students must first exit an open test session by clicking the Exit button in the upper right corner of their testing window. Students should then answer the prompts in the pop-up window to exit the session. Selecting the Logout button will then close the entire test and log the students out of the ACT QualityCore system. Students’ test scores may be delayed if they do not follow these exit procedures.

Closing the ACT QualityCore Secure Browser. Test Administrators and Teachers must ensure that the secure browser is properly closed for each student who has completed testing for the day. This includes any student who must leave the testing environment before completing a test. Students’ test scores may be delayed if the secure browser is not closed properly. Use the Alt+F4 (Windows), Cmd+Q (Mac) key command, or press the power button once for Chromebooks, and then enter the secure administrator password to close the ACT QualityCore secure browser on each computer.

Testing Irregularities. All testing irregularities and suspected incidents of cheating must be documented and reported to the School Test Coordinator using the ACT QualityCore Testing Irregularity Report on page 29 of this manual.
User Resources

The ACT QualityCore homepage, www.qualitycore.act.org, provides numerous resources that Teachers and Test Administrators can use to learn and use the ACT QualityCore system, as well as to train other administrative and student users.

User Documentation

These documents provide information on administering computer-based and paper-based ACT QualityCore tests for Teachers and Test Administrators:

- Test Administration Manual (Computer-based Testing)
- Teacher Manual (Paper-based Testing)
- Instructions for Accommodated Testing (Accommodated Testing)

Descriptions and links to these documents as well as other useful documents are available on the User Documentation page of the ACT QualityCore website, www.qualitycore.act.org.

Technology Documents

These documents provide important information for School Test Coordinators on preparing for ACT QualityCore testing. Descriptions and links to these documents are available on the Technology Documentation page of the ACT QualityCore website, www.qualitycore.act.org.

Computer-based Testing Setup (CBT Setup)

These documents aid School Test Coordinators and Technology Coordinators in preparing computer labs for ACT QualityCore testing and Teachers and Test Administrators in administering online tests. Descriptions and links to these documents are available on the Computer-based Testing Setup page of the ACT QualityCore website, www.qualitycore.act.org.

Training Materials

These training materials are provided to help Teachers, Test Administrators, and other administrative users learn to use the ACT QualityCore administrative interface and to help students prepare for online testing:

- Training Workshop
- Tutorial Videos
- Demonstration Website

Descriptions and links to these resources are available on the Training Materials page of the ACT QualityCore website, www.qualitycore.act.org.

Creating a Demo District on the Demonstration Website

The demonstration website supports the creation of a demonstration district with up to 10 demonstration schools that enable District Test Coordinators, School Test Coordinators, Teachers, and Test Administrators to practice the functions required to administer ACT QualityCore tests. The website also enables students to complete a demonstration test to become familiar with the test delivery system.
The system generates account information for 25 student accounts for each school as well as these administrative users:

- Two District Test Coordinators (primary and secondary)
- Two School Test Coordinators (primary and secondary) for each school
- One Teacher per school

Other data for the demonstration district (e.g., courses, computer-based and online tests, students requiring accommodations, and students not enrolled in courses) is created to help administrative users learn the system.

To create a demonstration district:

- Go to the ACT QualityCore Demonstration Website Account Creation page: http://admin-demo.qualitycore.act.org/. The Demo Account Creation page is displayed.

- Enter the case-sensitive Account Creation Code, **DemoQC456**.

- Select the number of schools to create (i.e., from 1 to 10).

- Click the **Create District** button. The Demo Account Creation Confirmation page is displayed.

- Click the **Print** button at the bottom of the page to print login information for all system users. Retain this printout, as it contains the login credentials for all administrative and student users created for the demonstration district. The demo system enables you to add additional users as needed.

- Once you have printed the account login information, click the **Proceed to Demonstration Site** button and log in with the appropriate credentials.

FAQ

A list of frequently asked questions and their answers are provided on the Frequently Asked Question page of the ACT QualityCore website, www.qualitycore.act.org.
Test Administration Policies

General Information
This manual contains information and instructions for administering the ACT QualityCore® End-of-Course Assessments in a standardized and secure manner. Provide a copy of this manual to all personnel involved in the setup and administration of computer-based testing. If you have any questions about the test administration or ordering test materials, contact ACT QualityCore Support toll-free at 866.764.7228.

Security Agreement
All personnel administering an assessment must complete this agreement and fax it to the number provided on the form.

Equal Treatment
All personnel are required to administer and supervise the ACT QualityCore End-of-Course Assessments in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

Fair Testing Practices
ACT endorses the Code of Fair Testing Practices in Education and the Code of Professional Responsibilities in Educational Measurement, guides to 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.

Testing Disruptions
During testing, if students experience the loss of Internet connections or power, computer crashes, or emergencies occur, the School Test Coordinator should be notified of the disruption immediately. If incidents affect the students’ ability to return to testing by the end of the day the disruption occurred, the School Test Coordinator should document the incident as a testing irregularity and notify the District Test Coordinator. The District Test Coordinator must immediately notify ACT if students are not able to complete a test session within the scheduled time.

Reporting Technical Problems
If technical problems occur at a school during testing, follow the reporting protocol. Technical problems may include, but are not limited to, a lost server connection, connecting to the ACT QualityCore system, the inability to load test items, and missing buttons or tools.
Procedures for Schools and Districts

Teachers and Test Administrators must close the secure browser on students’ computers to clear the cache, if students are not able to resume testing after a test session has been reopened. The Teacher or Test Administrator must contact the School Test Coordinator, and then inform the District Test Coordinator of the irregularity. The District Test Coordinator and/or the District Technology Coordinator should make an evaluation of the situation to determine the severity of the issue.

If there is a disruption during online testing and students are unable to continue testing on the same day, the School Test Coordinator should record all information regarding the disruption, and inform the District Test Coordinator of the testing irregularity. The District Test Coordinator must immediately notify ACT if students are not able to complete a test session within the scheduled time.

ACT QualityCore Support Contact Information

If you have questions about the online testing system, creating your account, or ordering ACT QualityCore assessment materials, please call ACT QualityCore Support toll-free at 866.764.7228 or email the help desk at QualityCoreSupport@act.org.

Reports

Reports for all subjects will be available approximately one to five days after a student completes all sessions of a test and exits the test properly.
Test Security

A secure, uniform administration of the ACT QualityCore End-of-Course Assessments is essential for successful measurement of students’ skills. It is critical that the procedures you employ at your school be identical to those at other schools. All testing personnel are required to read the materials provided by ACT. You can help create a fair testing environment by strictly adhering to ACT policies and procedures. If you have any questions, please discuss them with your School Test Coordinator, who can determine whether it is necessary to contact ACT for resolution.

Testing Irregularities

All personnel are obligated to report suspected or documented irregularities to ACT, cooperate fully with ACT in subsequent investigations, and respond to requests for information from ACT in a timely manner. If you have any concerns about testing irregularities and/or prohibited behaviors, please complete your ACT QualityCore Testing Irregularity Report and return it to ACT (see page 29). In exceptional situations, testing personnel may wish to file an anonymous report about a concern that the ACT QualityCore tests may have been compromised. If you wish to report such a concern anonymously, you may do so at act.ethicspoint.com or by calling 855.382.2645.

Questions about Test Items

Do not answer questions regarding individual test items. All personnel monitoring an administration should respond to questions by saying “Do the best you can.” You must not assist students with responses to test questions, alter, or attempt to alter, student responses.

If students note typographical errors or ambiguities in particular test items, you should instruct them to do the best they can, and then include a description of the question or comment and the test form number(s) on a copy of the ACT QualityCore Testing Irregularity Report on page 29 of this manual.

Prohibited Behaviors by Students

The following student behaviors are prohibited and should be documented using the ACT QualityCore Testing Irregularity Report (see page 29). These behaviors may lead to a student’s test not being scored or to a reported score being cancelled. You should confiscate and retain indefinitely any unauthorized electronic device used in violation of this list of prohibited behaviors, and then contact ACT immediately for further instruction.

- Looking at another student’s test
- Giving or receiving assistance
- Using a prohibited calculator
- Using a calculator on any test other than a Chemistry test, a Physics test, or a mathematics test
- Sharing a calculator with another student
- Using any device to share or exchange information at any time during testing or during the break (All unauthorized electronic devices, including cell phones, must be turned off from the time testing begins until the students are dismissed after testing concludes.)
- Attempting to remove test materials, including questions or answers, from the testing room by any means
• Using cell phones or other technological devices with imaging or text-messaging capability
• Using unauthorized testing aids
• Exhibiting confrontational, threatening, or unruly behavior
• Creating a disturbance or allowing an alarm or phone to sound in the testing room

If you suspect, but are not certain, that a student is engaged in prohibited behavior, discreetly caution the student that these activities are prohibited, and continue to observe the student closely. To discourage a student from looking at another student’s screen or from giving or receiving assistance, move the involved student to another seat. Document your suspicions and subsequent actions on the ACT QualityCore Testing Irregularity Report.

If you observe a student engaging in any prohibited behaviors, stop the student testing and advise the student that he or she may not receive test scores. Fill out an ACT QualityCore Testing Irregularity Report, and inform the School Test Coordinator of the student’s behavior.

Prohibited Behaviors by Staff

The following staff behaviors are prohibited and may lead to a student’s test not being scored or to a reported score being cancelled. They may also result in consequences for testing staff, including reporting of test security concerns to appropriate school or legal authorities.

• Allowing students to engage in any prohibited student behaviors
• Allowing third parties, including but not limited to staff, to access, copy, reproduce, or review test materials
• Developing and/or sharing answer keys or responses to test items
• Giving assistance to students in responding to test items
• Tampering with student responses
• Removing or attempting to remove test items from the test room without authorization, or allowing others to remove test materials from the room

Reporting Irregularities or Prohibited Behaviors

You will document any testing irregularities on an ACT QualityCore Testing Irregularity Report in order to maintain test integrity and test security, as noted above. This report is on page 29 of this manual. Copies should be made as needed. Once completed, the report should be submitted to your site’s School Test Coordinator for forwarding to ACT. The School Test Coordinator will document any irregularities occurring outside the testing room or affecting the entire test administration.

The testing irregularity reports should include prohibited behaviors listed previously in this manual as well as any unusual events that occurred during the test administration, including but not limited to the following:

• Disturbance or distraction that could affect students’ scores
• Student becoming ill and discontinuing testing
• Student challenging a test item
• Staff member suspected of compromising the integrity of test results
All completed ACT QualityCore Testing Irregularity Reports must be returned to ACT. In exceptional situations, testing staff may wish to file an anonymous report about concerns that the ACT QualityCore tests may have been compromised. If you wish to report such concerns anonymously, you may do so at act.ethicspoint.com or call 855.382.2645.

Reopening Student Test Sessions
There may be a situation during the testing period when it may be necessary to reopen a test session or sessions for an individual student or an entire class (e.g., an emergency occurs and a student cannot complete a session within the allowed time period). It is required to have a valid reason to reopen a test.

Please refer to this list of valid reasons for reopening a test session:

- Student became ill
- Student needed more time
- Lost Internet connection
- Lost power
- Computer crashed
- Emergency during testing
- Approved accommodations
- Other

Exiting Tests and Closing Browsers
When students have finished testing, you must ensure that they properly exit each test session (see page 1 for instructions on exiting a test). Before exiting, they may review or change their answers in the session, but they may NOT open the next session until everyone has completed testing and they are instructed to open the next session. Previously submitted answers may not be changed if a session is reopened.

Verify that students have selected the Logout button, which will close the entire test and log the students out of the ACT QualityCore system. Exiting the test improperly by using key commands (Ctrl+Alt+Del for Windows or Cmd+Opt+Esc for Mac) will cause the system to interpret the session as incomplete.

The secure browser must be properly closed for each student who has completed testing for the day. After the student has logged out of the testing system, use the Alt+F4 (Windows), Cmd+Q (Mac) key command, or press the power button once for Chromebooks, and then enter the secure administrator password to close the ACT QualityCore secure browser. This action must be performed on each computer after students complete the day’s session or sessions.

The administrator password is secure and must not be given to students. It is available on the District Test Coordinator, District Technology Coordinator, School Test Coordinator, Teacher, and Test Administrator homepages.

Collecting Test Materials

- Collect all student login information and return them to the School Test Coordinator at the end of each scheduled test session or sessions.
- All scratch and graph paper, and hard copies of any testing materials, must be returned to the School Test Coordinator at the end of each scheduled test session or sessions.
Returning Test Materials

If you have any standard paper and pencil testing materials such as test books, answer documents, and manuals, or accommodated test materials such as braille books, Large Print books, audio CDs, and reader scripts that need to be returned, please refer to the Instructions for Accommodated Testing document, located on the ACT QualityCore homepage under User Documentation. The addresses for returning all test materials can be found in this manual.
Test Guidelines

Test Sessions and Testing Time
The ACT QualityCore End-of-Course Assessments consists of either two multiple-choice sessions or a multiple-choice session and a constructed-response session. You may select any day or days during your scheduled testing window to administer a test, but you must administer all tests in a given course within the scheduled testing window set by your School Test Coordinator. You may administer the two sessions consecutively or at different times.

Each test session must be completed within 45 minutes. Teachers and Test Administrators are responsible for monitoring testing time and ensuring that only students with the designated accommodation *Extended Time* are allowed to test beyond the 45-minute limit.

Materials to Be Provided by Your School
Each student should be given one sheet of scratch paper at the beginning of each session for use during the ACT QualityCore assessments. You will instruct students to write their names at the top of their sheets before testing begins. All scratch paper must be collected at the end of each session.

Reviewing Answers
Students should review their answers in each test session and ensure they have submitted answers to all the test questions before clicking *Exit*.

Breaks during Testing
If you administer both sessions of the test on the same day, you can determine whether students will take a 10- or 15-minute break. Students may use the restroom, but they must not be allowed to take any scratch paper with them.

Emergency Breaks/Fire Drills
In the case of an emergency or fire drill, the student should click the *Exit* button to exit the test session and continue at a later time. The Teacher or Test Administrator will need to reopen the test session. See page 17 for information on reopening test sessions.

Use of Calculators
Students are allowed, but not required, to use an approved calculator on the following End-of-Course Assessments:

- Algebra I
- Precalculus
- Geometry
- Algebra II
- Chemistry
- Physics

An online calculator is available to students testing in the subjects listed above; however, students are allowed to use their own calculators if they prefer to do so. Each student is responsible for bringing his/her calculator to the test and making sure it works properly. Students may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time.
Permitted Calculators

Students may use any four-function, scientific, or graphing calculator unless it has features described in the Prohibited Calculators list. Models on the Calculators Permitted with Modification list may be used only if you modify them as indicated. A minimum of a scientific calculator is recommended, as students may not be able to solve some problems without one.

Prohibited Calculators

- The calculators listed below are prohibited.
- Calculators with built-in or downloaded computer algebra system functionality:
  - Texas Instruments®: All model numbers that begin with TI-89 or TI-92 and the TiNspire CAS—Note: The Ti-Nspire (non-CAS) is permitted.
  - Hewlett-Packard®: HP Prime, HP 48GII, and all model numbers that begin with HP 40G, HP 49G, or HP 50G
  - Casio®: Algebra fx2.0, ClassPad 300, ClassPad 330, fx-CP400 (ClassPad 400), and all model numbers that begin with CFX-9970G
- Handheld, tablet, or laptop computers, including PDAs
- Electronic writing pads or pen-input devices—Note: The Sharp® EL 9600 is permitted.
- Calculators built into cell phones or any other electronic communication devices
- Calculators with a typewriter keypad (letter keys in QWERTY format)—Note: Letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification

The following types of calculators are permitted, but only after they are modified as noted below.

- Calculators that can hold programs or documents—remove all documents and remove all programs that have computer algebra system functionality.
- Calculators with paper tape—remove the tape.
- Calculators that make noise—turn off the sound.
- Calculators with an infrared data port—completely cover the infrared data port with heavy opaque material such as duct tape or electrician’s tape.
- Calculators that have power cords—remove all power/electrical cords.

Unauthorized Testing Aids

Using notes, any foreign-language or English dictionary, a cell phone, or an alarm on a wristwatch or cell phone is not permitted. The use of any unauthorized electronic device during testing is not permitted. Use of any of these unauthorized testing aids should be noted in the ACT QualityCore Testing Irregularity Report (see page 29).
Teacher/Test Administrator Responsibilities

Security Agreement

Teachers and Test Administrators must complete the Security Agreement on page 27 of this manual and submit it to ACT.

The Teacher and Test Administrator Menus

Teachers and Test Administrators will receive their user ID and password letters from School Test Coordinators. Receipt of these letters is required in order to gain access the ACT QualityCore system. The letters must be kept secure. Policies discussing Test Security can be found on pages 7–10.

Once Teachers and Test Administrators have accessed their system menus, they can then perform the necessary tasks to prepare for and administer ACT QualityCore tests. The following sections will show Teachers and Test Administrators how to acquire the information they will need to administrate, reopen, and close ACT QualityCore tests.

A Test Administrator is any person who will be administering a test to students, other than the teacher of a class.

NOTE: Always use the drop-down menus to navigate within the testing system; do not use the web-browser navigation tools (i.e., back or forward arrows).

Logging in: From the ACT QualityCore homepage, choose Log In from the ACT QualityCore menu options. When the login screen appears (figure 2.1), enter your Email and password, and click Login.

![Login Screen](image)

Figure 2.1

NOTE: After three invalid log-in attempts, the log-in function is disabled. You will need to close and then reopen your web browser to continue. For security, always click on Logout when you have finished working in the system. The ACT QualityCore system will automatically log you out after 15 minutes of inactivity.
After you have logged in to the ACT QualityCore system, you will be able to view either the Teacher menu (figure 2.2) or the Test Administrator menu (see figure 2.3).
Acquiring Test Administration Information

Once a Teacher or Test Administrator has logged in, the daily access codes and the administrator password will be visible on the Teacher homepage (figure 2.2) or the Test Administrator homepage (figure 2.3).

Access Code Information

- Students will need the daily access code to log in to an ACT QualityCore test, so Teachers and Test Administrators must retrieve the appropriate code for each class for testing.
- Teachers will only see the access codes for their classes, and Test Administrators will see access codes related to all classes in their school.
- Students will not be able to log in to the testing system if they use an access code associated with a class for which they are not registered.
- Daily access codes change daily and are unique to each Teacher as well as each class.

Teachers and Test Administrators will need the administrator password to close the ACT QualityCore secure browser after each student has finished testing. This code remains the same throughout the administration. It must not be shared with students.

Before a test begins, Teachers and Test Administrators must acquire each student’s registration code and date of birth from the student rosters. This secure information is necessary for a student to log in to an ACT QualityCore test. The directions that follow explain how to access student rosters.

Printing Student Rosters

To view and print student rosters:

- Place your cursor over Student Management. When the drop-down appears, select View/Print Student Rosters.

- TEACHERS: On the page that appears (figure 2.4) you will see a list containing all of your classes that will be participating in ACT QualityCore testing. This list includes the course, section, period, and total number of students in each class. Click the Check to View box to select individual class rosters, or click the Select All button to view student rosters for all classes registered for testing. Then select Retrieve Roster(s).

![Figure 2.4](image-url)
TEST ADMINISTRATORS: On the page that appears (figure 2.5) you will see a list containing all classes in your school that are registered for ACT QualityCore testing. This list includes the teacher name, course, section, period, and total number of students in each class. Click the Check to View box to select individual class rosters, or click the Select All button to view student rosters for all classes registered for testing. Then select Retrieve Roster(s).

Figure 2.5

A new page will appear with an alphabetical list of student names for the selected class or classes (figure 2.6). The list shows the associated QualityCore ID, site code, course/teacher/period, registration code, and date of birth for each student in the class. The registration code and birth date are mandatory for students to log in to the ACT QualityCore test.

Figure 2.6
To print the roster for the selected class or classes, click the **Print Roster** button. View the file download box that appears. Click on **Open. Do Not Save** this file. Choose the **Print** icon from the Adobe Reader toolbar or use the keyboard shortcut (Ctrl+P) to print the roster.

To print the roster information on labels, click the **Print Avery Labels** (no. 5160) button. View the file download box that appears. Select **Open. Do Not Save** this file. Choose the **Print** icon from the Adobe Reader toolbar or use the keyboard shortcut (Ctrl+P) to print. When printing, set page scaling to “Fit to Printable Area.”

**NOTE:** All rosters and labels include secure information and must be stored in accordance with ACT’s security policy.

### Reopening Test Sessions

Teachers or Test Administrators may encounter a situation during the testing period when it may be necessary to reopen a test session for an individual student or for an entire class. It is required to have a valid reason to reopen a test. The ACT QualityCore system contains a drop-down list of valid reasons located on page 9. The procedures below must be followed when reopening a test session.

#### To reopen a test session:

- Hover over the **Administer Tests** menu. From the drop-down list, click on **Reopen Test Sessions**.

- **TEACHERS:** A new screen will appear. Click on the Select a Class down-arrow to display a list of all your participating classes, (figure 2.7). Choose a class and then click on **Retrieve Class**.

![Figure 2.7](image)

- **TEST ADMINISTRATORS:** A new screen will appear. Click on the **Select a Class** down-arrow to display a list of all classes registered to test in your school (figure 2.8). Choose a class and then click on **Retrieve Class**.
The screen that appears (figure 2.9) displays a list of students in the selected class and the status of testing for each session. A red box signifies that a student’s test session is closed. A green box signifies that the session is open. A dark gray box signifies that the test session can no longer be reopened because five school days have passed and test scores are now reportable. The gray buttons at the bottom of each session are to open the test sessions for all students in the class.

Choose a reason to reopen a test session(s) from the drop-down list.

If you wish to reopen a test session for all students in a class, choose the gray Reopen Session [x] for All Students button associated with the session(s) you want to reopen. To reopen a test session for an individual student in a class, select the individual red session box(es).

A confirmation message will appear, and the selected box(es) will change from red to green.
Test Directions

Before the Test
Read these instructions and review the highlighted sections before the test day so you will know which text to read when you administer the test. Read aloud all instructions in the highlighted sections; do not depart from this text.

After the Test
Collect all scratch paper from students. Count the sheets before allowing students to leave the testing room. If the number of sheets of scratch paper does not equal the number of students, use the names on the sheets to determine who did not return the scratch paper. Investigate as necessary to retrieve all the scratch paper that was distributed; the security of the test questions is of utmost importance. Securely destroy all used scratch paper immediately after administration.

Use the ACT QualityCore Testing Irregularity Report on page 29 of this manual to describe any deviations from the testing procedures described in this manual.

Return all ACT QualityCore Testing Irregularity Reports and used scratch paper to your School Test Coordinator.
Verbal Test Directions

Session 1—Initial Instructions

Distribute each student’s login information, which includes his or her registration code and date of birth.

Say: To start the testing process, enter the registration code in the associated field (figure 3.1).

![Figure 3.1](image)

Now click on the birthdate field to open the calendar (figure 3.2). You must enter your date of birth in the following order: first, choose your birth month; next, select the year; and then, click on your birth day. Click the Close Calendar button to return to the Login window. You must enter the registration code and date of birth exactly as they appear on your login information. If your date of birth is not accurate, raise your hand now.

![Figure 3.2](image)

Then say: Now enter the access code (read the code or codes aloud) and click the Login button. You may not do anything else until I instruct you to do so.
After each student logs in, verify that the oath screen shown in figure 3.3 is visible on their computer.

Then say: **As I read the oath aloud, follow along by reading it silently from your screen.**

Now, read aloud the student oath text shown in figure 3.3.

![Figure 3.3]

After you have completed reading the oath, say: **Now select the box next to “I agree,” and check the pop-up screen to verify that your name, school, and district are correct. If your name, school, or district appears on the screen incorrectly, raise your hand. If this information is accurate, click “Yes.” Do not begin the test until I advise you to do so.**

Assess the number of students whose screen information is inaccurate and follow the steps below to assist those students.

- Verify the student’s identity and re-enter the login information shown on the student roster.
- Contact the School Test Coordinator if the information entered is still inaccurate.
- Do not allow any student with inaccurate information to begin testing until the situation is resolved.

Depending on the number of students affected, you may need to ask these students to wait quietly while you help other students who are able to proceed with the test session.

Once students have verified their login information and clicked “Yes,” ensure that the Testing Center screen (figure 3.4) is displayed on each student’s monitor.

Say: **The screen you are now viewing is the Testing Center. From this page you will be able to access each test session. There will be on-screen directions to help you proceed through Session 1.**
Session 1—Test Administration Instructions

When all students have been admitted and logged in to the system, greet the students and say:

You are about to take the ACT QualityCore [name of course] End-of-Course Assessment. Do not click on any portion of the screen or begin the test until I tell you to do so.

If you will be administering the two sessions of the test in one session, say:

There are two 45-minute sessions in this test. At the end of the first session, you will be allowed a [specify 10- or 15-minute] break before you start the second session. I will now distribute scratch paper. Do not mark on it until I give you further instructions.

If you will administer the two sessions of the test at different times, say:

There are two 45-minute sessions in the test. You will begin Session 1 now. I will now distribute scratch paper. Do not mark on it until I give you further instructions.

Personally distribute one sheet of scratch paper to each student. Do not allow students to pass paper back or across aisles.

Now say: Print your name at the top of the scratch paper. You may only do scratch work on this sheet of paper.

You may use a calculator if you are taking a Chemistry test, a Physics test, or a mathematics test.

Do your best to answer each question. Remember that you must click Submit to record an answer. If you finish the test before the testing time is over, you should review your answers and make sure you have answered all the questions before clicking Exit to end the session. Once you click exit you will not be able to return to the session.

You are now ready to begin the test. From the Testing Center page, select the [name of course] Session 1 box to enter the test. Read the Session Directions for instructions on what to expect in the selected session. Click “OK” when you are ready to continue.
Session 1—Final Instructions

When the testing time for Session 1 is concluded, say: **You must now click the Logout button in the upper right corner of the screen to exit the testing system.**

Then verify that all students have properly logged out.

Then say: **I (we) will now collect your scratch paper. Please remain quietly in your seats until I dismiss you.**

Check each student’s computer to make sure that all students have exited Session 1 and that they have logged out of the testing system to protect the security of their tests during the break.

See “After the Test” on page 19 for procedures on collecting all scratch paper. Once you have confirmed that all scratch paper is present, you may dismiss the students. Be sure that the students do not have access to the scratch paper as they leave the room.

When the specified break time has passed, continue to the initial instructions for Session 2.

Session 2—Initial Instructions

To begin Session 2, make sure students have their login information and the appropriate daily access code. Follow the initial instructions on pages 20–21 to help students log in to the testing system. Verify that the Testing Center page is visible on all student’s screens.

Say: **You are now viewing the Testing Center. Once you begin Session 2, there will be on-screen directions to help you proceed through the test. Do your best to answer each question. Remember that you must click Submit to record an answer. You should review your answers and make sure you have answered all the questions before clicking Exit to end the session.**

Session 2—Test Administration Instructions

At the time you administer Session 2 of the test, and when everyone is seated, say:

**I (we) will now distribute scratch paper. Do not mark on it until I give you further instructions.**

Personally distribute one sheet of scratch paper to each student. Do not allow students to pass paper back or across aisles.

Then say: **Print your name at the top of the scratch paper. You may only do scratch work on this sheet of paper.**

You may use a calculator if you are taking a Chemistry test, a Physics test, or a mathematics test.

You will have 45 minutes to complete Session 2. Do your best to answer each question. Remember that you must click Submit to record an answer. If you finish the test before the testing time is over, you should review your answers and make sure you have answered all the questions before clicking Exit to end the session. Once you click exit you will not be able to return to the session.

You are now ready to begin the test. From the Testing Center page, select the [name of course] Session 2 box to enter the test. Read the Session Directions for instructions on what to expect in the selected session. Click “OK” when you are ready to continue.
Session 2—Final Instructions

When the testing time for Session 2 is concluded, say: **You must now click the Logout button in the upper right corner of the screen to exit the testing system.**

Then verify that all students have properly logged out.

Then say: **I (we) will now collect your scratch paper. Please remain quietly in your seats until I dismiss you.**

Check each student’s computer to make sure that all students have exited Session 2 and that they have logged out of the testing system.

See “After the Test” on page 19 for procedures on collecting all scratch paper. Once you have confirmed that all scratch paper is present, you may dismiss the students. Be sure that the students do not have access to the scratch paper as they leave the room.

Then, close the browser on each student’s computer by using the commands (page 9) and administrator password (page 15) to properly exit the ACT QualityCore system.
Security Agreement

For District and School Officials

1. Read the following statement:

I understand ACT owns these test materials, including this Manual, and the test questions and responses in the online system. By opening this Manual, I agree to keep all test materials confidential and only use the test materials in connection with the administration of the test to authorized examinees. I further agree that I will not share ACT questions and responses with anyone by any form of communication—other than with authorized examinees at test time—and understand that violating this agreement may result in legal penalties. Complete the information below, and sign and date as you would any official document.

2. Complete the information below, and sign and date as you would any official document. Fax the form to 831.333.1632.

<table>
<thead>
<tr>
<th>Your name</th>
<th>District name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position of job title</td>
<td>School name (for school users only)</td>
</tr>
<tr>
<td>Your e-mail address</td>
<td>State office/section (for state users only)</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Your supervisor’s name</td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
ACT QualityCore Testing Irregularity Report  (Complete and return ONLY if irregularities have occurred.)

<table>
<thead>
<tr>
<th>School Name</th>
<th>District Name</th>
<th>Site Code</th>
<th>City</th>
<th>State</th>
<th>Test Date</th>
</tr>
</thead>
</table>

Note all irregularities (individual and group) on this form. Enter the appropriate information and/or check (√) in each column and describe each irregularity. CLIP ASSOCIATED ANSWER DOCUMENTS AND/OR TEST BOOKLETS to this form (do not staple). Return this form in an RUAD box to: QualityCore Processing Center ● 50 Education Way ● Dover, NH 03820. Please Print or Type.

### Individual Irregularities

<table>
<thead>
<tr>
<th>Test Option</th>
<th>Test Booklet Number</th>
<th>Course Teacher Period</th>
<th>Type of Irregularity (√ Applicable)</th>
<th>Answer Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper-Pencil Test</td>
<td></td>
<td></td>
<td>Technical Navigation</td>
<td></td>
</tr>
<tr>
<td>Computer-Based Test</td>
<td></td>
<td></td>
<td>Examinee Illness</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Working Behind/Ahead</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Item Challenged</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Behavior</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone Alarm, Other Device</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Materials Damaged, Defective, Replaced (Specify)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Void</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do Not Void</td>
<td></td>
</tr>
</tbody>
</table>

Examinee Name: ____________________________

Description: ____________________________

QualityCore ID: ____________________________

Examinee Name: ____________________________

Description: ____________________________

QualityCore ID: ____________________________

### Group Irregularities

<table>
<thead>
<tr>
<th>Number of Examinees in Testing Room</th>
<th>Duration of Irregularity</th>
<th>Course/Teacher/Period</th>
<th>Description of Irregularity (Attach separate sheet if more space is required.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Be prepared to provide a list of examinees affected by this irregularity.</td>
</tr>
</tbody>
</table>

Teacher/TA Name (Please Print) ____________________________

School Test Coordinator Name (Please Print) ____________________________

Teacher/TA Signature ____________________________

School Test Coordinator Signature ____________________________
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.