ACT

Item-Writer Questionnaire

Please note: This questionnaire is not an application for ACT employment. The information requested is gathered in order to help ensure appropriate expertise and demographic composition among freelance item writers, soundness consultants, and fairness reviewers as required in ACT's work on resident and contract programs.

Please print legibly:

☐ Check if also interested in fairness consulting work.
☐ Check if also interested in content consulting work.

1. Last Name First Name Initial Title
   _______________________________ __________________________ ______ _______
   (Dr., Ms., Mr., Mrs.)

2. Gender (Check one.)  ☐ Female  ☐ Male

3. Date of Birth (day/month/year: e.g., 3/Mar/1951) ____________________________________________

4. Racial/Ethnic Background (Check one.)
   ☐ Asian-American/Pacific Islander  ☐ American Indian/Alaskan Native
   ☐ African-American/Black (non-Hispanic)  ☐ Mexican-American/Chicano/Latino
   ☐ Caucasian-American/White (non-Hispanic)  ☐ Puerto Rican/Cuban/Other Hispanic
   ☐ Other __________________________________
       (Please specify.)

5. How would you characterize your major employment?
   ☐ Research Organization  ☐ Consulting
   ☐ Business/Industry  ☐ Teacher
   ☐ Freelance Writing  ☐ Retired Teacher  Year Retired ______
   ☐ Curriculum Coordinator  ☐ Other _______________________
       (Please specify.)
6. Please answer Question 6 only if you are a present or former teacher or curriculum coordinator. If not, please skip to Item 7 on page 3.

A. Are you currently teaching? □ Yes □ No

B. What is the total number of years you have taught? _______

C. Are you currently a curriculum coordinator? □ Yes □ No

D. Please complete the following table and Sections E – H.

<table>
<thead>
<tr>
<th>Current or Most Recent Responsibilities</th>
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<tbody>
<tr>
<td><strong>Subject Area(s)</strong></td>
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<td>4.</td>
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<td>5.</td>
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E. What is the approximate total number of students at the institution at which you currently work or most recently worked? (Check one.)

□ Under 500 □ 5,001 – 10,000 □ over 20,000
□ 500 – 1,000 □ 10,001 – 15,000
□ 1,001 – 5,000 □ 15,001 – 20,000

F. What is the primary source of school funding at the institution at which you currently work or most recently worked? (Check one.)

□ Public □ Private

G. What is the racial/ethnic background of the majority of the students at the institution at which you currently work or most recently worked? (Check one.)

□ Asian-American/Pacific Islander □ American Indian/Alaskan Native
□ African-American/Black (non-Hispanic) □ Mexican-American/Chicano/Latino
□ Caucasian-American/White (non-Hispanic) □ Puerto Rican/Cuban/Other Hispanic
□ Other _________________________

(Please specify.)
H. What is the location of the school at which you currently work or most recently worked? (Check one.)

☐ Rural  ☐ Urban  ☐ Suburban

7. Test Preparation Experience

A. Are you currently involved in school-sponsored test preparation activities?  ☐ Yes  ☐ No

B. Are you currently a paid instructor in a commercial test preparation course?  ☐ Yes  ☐ No

If “Yes” to Question B, please indicate the name of the course and course sponsor:

____________________________________________________________________________________
____________________________________________________________________________________

8. Do you write for other testing programs?  ☐ Yes  ☐ No

If so, please list them here: _______________________________________________________________

9. Please complete the following table for all your postsecondary degrees.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Subject Area(s)</th>
<th>Year Awarded</th>
<th>Institution</th>
<th>City &amp; State</th>
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10. Date Questionnaire Completed (day/month/year: e.g., 20/OCT/2000) ______________________________

11. Home Address  ☐ Check if preferred mailing address.

Street address ________________________________

City ________________________________  State _______________  Zip _______________

Country ________________________________  Phone (____) ________________________________

E-mail ________________________________  FAX (____) ________________________________
12. **Work Address**  
☐ Check if preferred mailing address.

Institution ________________________________________________________________
Department ______________________________________________________________
Address _________________________________________________________________
City _________________________________ State _______________ Zip ______________
Country __________________________________ Phone (____) ___________________ EXT _____
E-mail __________________________________ FAX (____) ______________________

13. **Availability**

A. **I would be interested in developing materials for the following test(s):**
   - ☐ English Test  ☐ Reading Test  ☐ Writing Test  ☐ Mathematics Test  ☐ Science Test

B. **The best time(s) of year to contact me to develop materials is/are:**
   - ☐ Spring  ☐ Summer  ☐ Winter  ☐ Fall

14. Please attach your resume to indicate any other professional qualifications (e.g., publications, memberships in professional organizations) that you feel enhance your ability to provide ACT with current expertise in your field.

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For ACT use only:

Source

UN: __________________________
IWN: _________________________
IW Name: ______________________________