



Off-Site Testing State and District Testing

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What is Off-Site Testing

Off-site testing involves meeting ACT facility, staff, and security requirements to test some or all examinees at a location other than the school participating in State and District testing.

To test off-site, the test coordinator (TC) must:

- submit an *Off-Site Request* by the deadline noted in your *Schedule of Events*, and
- receive written approval (via email) from ACT.

Examples of off-site locations include a community college, church, banquet hall, or another high school.

Note: The TC must submit a new off-site request each year, even if the site was approved in the past.

Reasons to Test Off-Site

Consider requesting 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.

Facility Requirements

Refer to the “Testing Facility Requirements” section of the administration manual and the *Summary of Requirements*. All of these requirements apply to the off-site location.

Staff Requirements

Refer to the “Testing Staff Requirements” section of the administration manual. Plan to have at least two staff members present at the off-site location. This requirement applies even if a proctor is normally not required. This ensures the testing room and materials will not be unattended if the room supervisor must deal with examinee illness, dismissal for prohibited behavior, or other situations.

Receiving and Returning Materials

Test materials are **not** shipped to the off-site location. They are shipped to and picked up at the school (or the district if your testing program includes district shipping) as scheduled by ACT. Please refer to the *Schedule of Events* for delivery and pick-up dates.



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Storing and Transporting Materials

Refer to the “Test Security Requirements” section of the administration manual and the *Summary of Requirements*. Test materials may **not** be stored at the off-site location overnight. Materials must remain in secure storage **at the school** until the morning of testing. Materials must be returned to secure storage **at the school** at the close of testing each day.

For **each day of testing**, test materials must be transported:

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

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

Sharing an Off-Site Location

If more than one school plans to share the same off-site location:

- Each TC must submit an *Off-Site Request* and receive approval from ACT to test at that location.
- Each school must provide adequate staff members at the off-site location.
- Each TC must designate rooms to test only their examinees.
- Each TC must designate a secure storage area to store only their materials to avoid accidentally using another school’s materials. (Mixing testing materials will cause a delay in scoring.)
- Each school is responsible for returning their own test materials.

How to Submit an Off-Site Request

To submit a request to test off-site, take the following steps.

Step	Action
1	Go to the Online Testing Information System (OTIS) at http://statetesting.act.org/offsitetesting/
2	Enter your OTIS username and password, and select the Login button. <i>Note: The OTIS username and password are sent by email to the TC.</i>
3	Follow the on-screen instructions to enter your information and submit the request. <i>Note: If you plan to use more than one off-site location, you must complete a request for each.</i>
4	ACT will review the request and email approval to the TC. <i>Note: The TC must receive the authorization email from ACT before testing off-site. If you test at an off-site location without approval from ACT, examinees’ test scores may be cancelled.</i>