

North Carolina Department of Public Instruction

PreACT®

Frequently Asked Questions (FAQ) – 2020-21 Testing

The following FAQ have been developed by the North Carolina Department of Public Instruction (NCDPI) to assist school systems in the administration of the PreACT®. This information should be used in conjunction with other testing materials in the administration of the test, including all information from ACT.

Parents and students may find more information about the PreACT at <http://www.act.org/content/act/en/products-and-services/preact.html>.

Test Window

1. What are the administration dates and times for the PreACT?

The testing window for the PreACT is October 12 – May 14, 2021, and testing may take place at any time during the window. Schools should plan for students to take approximately three-and-one-half-hours to complete all four subtests.

Refer to the PreACT *Schedule of Events* posted on the ACT website to review when PearsonAccess^{next} (PANext) opens for ordering and enrollment details.

Orders must be placed by school test coordinators in the PANext system.

Charter school test coordinators will order from PANext.

2. What time of day does the PreACT begin?

The start time for the administration is a local decision. The NCDPI recommends the assessment is given early in the morning so that it does not interfere with students' lunch or bus schedules.

3. What alternate options do districts or schools have for testing PreACT this year given COVID-19's impact on students returning to school?

Flexible testing window. Please take advantage of the flexible testing window for PreACT. You can test students at any time during the North Carolina PreACT test window. PreACT can be taken during normal school hours or off-hours at your school or a district sanctioned site, following standard administration guidelines.

Modular testing. For the 2020-21 school year, we are also allowing PreACT modular testing to provide greater flexibility. For example, you may administer English/Math on day 1, and Reading/Science on day 2, or any combination of tests on multiple days, including any one test per day. Test Booklets need to be collected at the end of each test session and students are not allowed to return to previous test sections, nor advance to future test sections, within a session. Testing should be completed within a single school week, Monday through Friday. All answer documents for a test site (school) should be collected and submitted together in a single batch to ACT for scoring when all testing is complete.

This option applies only to PreACT.

Please refer to the *North Carolina PreACT Administration Manual* for standard administration guidelines.

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Eligibility

4. Who is eligible to take the PreACT?

All public school students in grade ten (10), according to PowerSchool, are required to participate in the PreACT. The only exceptions are as follows:

- Students who have a significant cognitive disability, receive instruction in the Extended Content Standards in all assessed content areas (i.e., English language arts/reading, mathematics, and science), and whose current Individualized Education Program (IEP) documents participation in the **NCEXTEND1** grade 10 alternate assessment
- Students whose current IEP documents participation in the College and Career Readiness Alternate Assessment (CCRAA) at the tenth (10th) grade level
- Students deemed medically fragile because of a significant medical emergency and/or condition and unable to participate in testing; all medical exceptions must be approved by the Division of Accountability Services.

5. Are students repeating grade 10 eligible to take the PreACT a second time?

Students that are repeating grade 10 and have a PreACT score from the previous year's state administration are not eligible to take the PreACT state administration a second time.

6. Are nonpublic school and home school students eligible to participate in the statewide administration of the PreACT?

No. The statewide administration of the PreACT is for students enrolled in North Carolina public schools only. Home school students enrolled in North Carolina Virtual Public School (NCVPS) courses are not eligible to take the PreACT through the state sponsored administration. As with any vendor assessment, the NCDPI does not function as a third party for nonpublic or home schools.

Test Planning

7. Can schools administer the PreACT to students remotely?

No, schools must administer the PreACT in a face-to-face administration. It is a local decision as to how to facilitate face-to-face test administrations when students are in a remote learning scenario.

8. If a district or school plans to test PreACT early in the window and they plan for all of their students to have an opportunity to come to the building and test, what are the expectations for the spring? Is the district or school required to offer additional testing opportunities in the spring for those students who choose not to come into the building during a fall test administration?

The recommendation would be that the district or school make their best effort to offer the test to as many eligible students as they are able. It is a local decision if a district or school want to offer a fall and spring test administration for PreACT. Schools also need to consider that answer documents should not be returned to ACT until they have tested all of the students they plan to test, which would mean if a school is planning to offer a spring administration they would not send in their fall documents until they have completed all testing in the spring. If a school decides to offer a fall administration only, then they would test as many eligible students as possible, and when fall testing is complete, submit all answer documents to ACT for scoring.

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9. What training is available for PreACT test administrators?

ACT will provide ordering and scoring information through email communication, administration manuals and supplemental materials, as well as North Carolina-specific webinars focused on implementation and score report interpretation. Webinar dates can be found in the PreACT *Schedule of Events*.

10. Must calculators be supplied by the school or by the student for the test?

Calculators may be supplied by either the school or by the student. There is no policy stating that the school must supply student calculators. However, all calculators must be cleared before and after testing. The school must ensure that any calculator used meets the requirements stated in the *2020–2021 PreACT Administration Manual*.

The use of a calculator is permitted on the PreACT mathematics test only. Students are not required to use a calculator. All problems can be solved without a calculator.

11. Can students be tested in groups on different days?

It is recommended that all four academic PreACT tests (English, mathematics, reading, and science) are administered on one school day, during one test session.

If a student has a documented accommodation designating the need to test over multiple days, schools should follow the student's IEP, Section 504 Plan or English Learner (EL) Plan. Students who are absent on the initial test date must be scheduled for a makeup date. Makeup test dates may be scheduled anytime during the PreACT testing window. Schools will need to plan accordingly in order to meet the needs of students with IEPs, Section 504 Plans, and EL Plans.

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12. Do *Review of Accommodations Used During Testing* forms need to be completed?

A *Review of Accommodations Used During Testing* form does not need to be completed for the PreACT.

13. If a student is homebound, hospitalized, or incarcerated, how will the student take the assessment?

Students may be tested off-site. A *PreACT/ACT Test Material Offsite Testing* form must be completed before a student is tested off-site and kept on-site with the school test coordinator for at least one year. The link to the off-site testing form can be found under the Administration section of the North Carolina PreACT website at:

<https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina/preact.html>

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Lunch and Breaks

14. Are any breaks allowed between the PreACT standard time test sections?

The PreACT requires schools to allow a break of 10 – 15 minutes at the end of Test 2. Testing must resume no later than 15 minutes after “STOP” is called on Test 2. Do not delay testing waiting for examinees who are late. Examinees who return late may be readmitted, but lost time cannot be made up.

During all breaks, students must be constantly monitored and must not have conversations during the break or access electronic devices.

Staff and students may bring snacks and beverages into the test room, but they must consume them outside the test room during breaks only. The school should not attempt to preset a break schedule for all test rooms.

Training

15. What type of training is required for PreACT TCs, Room Supervisors (RSs), and proctors?

All school TCs are required to attend, either a face-to-face or virtual, North Carolina policy and procedure training with their district TC. District TCs are responsible for notifying the school TCs of the date and time of the training.

School TCs, RSs, and proctors are encouraged to view the recorded training sessions provided by ACT. School TCs will need to determine which training tutorials best fits the needs of their school. ACT’s recorded training webinars include question and answer sessions at the end of each webinar. A schedule of the training webinars provided by ACT is posted to the PreACT *Schedule of Events*. The *Schedule of Events* and additional recorded training videos can be found at <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina/preact.html>

Proctors

16. Are proctors required for the PreACT administration?

While proctors are not required (in addition to the room supervisor) to meet staff-to-student ratios for both standard time testing and accommodations testing, ACT recommends additional staffing for support. One room supervisor is required per room; the chart below describes the minimum proctor recommendations for standard time paper and online testing for the PreACT.

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

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**Note: Test Coordinators should adhere to the proctor requirements as specified by ACT, as ACT is the authoritative source.*

For testing with accommodations, no proctor is required to assist the room supervisor if there are 20 or fewer students with the same timing code testing in the room. If more than 20 students with the same timing code are testing in the room, a proctor is required to assist for each additional 20 students.

17. May proctors be used in a situation where the number of students in an administration site does not dictate that one be present?

Yes. School districts may elect to have a proctor in the room if fewer than 30 students are testing.

Accommodations

18. How do students receive accommodations on the PreACT?

There is not an ACT accommodations authorization process for students to receive accommodations on the PreACT; however, accommodation requests should be supported by the students' IEPs, Section 504 Plans, or EL Plan. School test coordinators will need to order the total number of accommodated testing materials needed at each school through PANext. Charter schools must order through PANext. Accommodated materials include pre-recorded audio (on USB), reader's scripts, large print test booklets, and Braille test booklets.

19. Should students' IEPs, Section 504 Plans, or EL Plans include accommodations for the administration of the PreACT?

Accommodations for these assessments should be included in the students' IEPs, Section 504 Plans, or EL Plans as annual reviews occur. The PreACT has specific accommodation policies that may differ from those of the North Carolina state-developed assessments, and IEP Teams, Section 504 committees, and EL teams must take these policies into consideration when making accommodations decisions.

20. Does ACT allow for a read aloud accommodation on the PreACT reading test?

Yes. Unlike the reading tests administered through the North Carolina Testing Program, the PreACT reading test may be read aloud.

21. If a student has the *Test Read Aloud (in English)* accommodation, may a human reader be used?

Students may use a human reader for this accommodation, or use a test read aloud USB jump drive that must be ordered from ACT. Students using a test read aloud USB jump drive must be assigned to their own computer and must use headphones. The test read aloud USB jump drive cannot be used as a read aloud group session.

ACT recommends that if a read aloud accommodation is used with a human reader the teacher/proctor should use the PreACT Reader's Script in a one-on-one setting. Using the read aloud accommodation with a group will extend the testing time and may be distracting to the students.

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22. Must a student have everything read aloud if the student has the read aloud accommodation?

No. A student does not need to have the entire test read aloud if this is outlined in the student's IEP, Section 504 Plan, or EL Plan. Students with the Read Aloud Upon Request accommodation may request only certain parts of the test to be read aloud. This is controlled by the student's audio USB device, which plays individual sections (marked as tracks) of the test.

23. Who may we contact with accommodation questions concerning the PreACT?

Contact ACT for questions about accommodations at 800-525-3731, or preact@act.org.

Medical Exceptions

24. Does a request for a medical exception need to be submitted to the NCDPI for students with a significant medical emergency and/or condition required to take PreACT?

Yes. All requests for medical exceptions for the PreACT must be approved by the Division of Accountability Services.

Suspended Students

25. Can suspended students receiving instruction from the school system take the PreACT?

Yes, although it is up to the school to determine if a suspended student can participate in the PreACT.

English Learners

26. Will EL students in their first year in a US school be required to take the PreACT?

Yes, EL students will be required to take the PreACT.

27. Are EL students eligible for testing accommodations on the PreACT?

Yes, EL students are eligible to receive state and ACT testing accommodations on the PreACT.

Foreign Exchange Students

28. Are foreign exchange students required to take the PreACT?

Yes. Foreign exchange students included in membership are required to participate in the PreACT administration.

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Alternate Assessments

29. Is an alternate assessment available for the PreACT?

Yes. There are two alternate assessments available.

- **College and Career Readiness Alternate Assessment (CCRAA) at Grade 10**
The College and Career Readiness Alternate Assessment (CCRAA) is available for 10th graders who meet the eligibility criteria and have the appropriate documentation in their IEP.
- **NCEXTEND1 Alternate Assessment of English II, NC Math 1 and Biology at Grade 10**
The **NCEXTEND1** alternate assessment of English II, NC Math 1, and Biology serves as the alternate assessment for the PreACT for students with current IEPs who receive instruction using the North Carolina Extended Content Standards (i.e., reading and mathematics) and the North Carolina Extended Essential Standards (i.e., science).

Ordering and Managing Materials

30. Is it possible to allow school districts to order, receive, and manage all PreACT testing materials?

No. ACT ships directly to the person listed as the school TC in ACT's PearsonAccess^{next} system. District TCs are able to update school TCs, manage test material orders, and track test material orders in PearsonAccess^{next}. When completing the Manage Participation task, schools select the week they will receive their testing materials for the October 12, 2020 – December 18, 2020 window. To track additional orders of materials, district and school TCs can review the Orders and Shipment Tracking section of PearsonAccess^{next}. Tracking information will be available within 3 days of an order being approved by ACT.

Schools may not have PreACT materials shipped with an expedited charge without approval from the NCDPI.

31. How will PreACT materials arrive?

ACT uses FedEx to transport all test materials. If a school is missing test materials, the school TC should call ACT. Schools will most likely receive more than one box of test materials and should allow at least two days for delivery of all boxes before calling ACT.

ACT combines the nonsecure and secure materials into one shipment. School TCs are expected to count secure and nonsecure materials immediately upon arrival at the school and to order additional materials, if necessary. Schools will continue to retain nonsecure test materials through any additional test dates

Schools may track materials using the Orders and Shipment Tracking functionality in the Setup section of PANext to ensure that deliveries can be accepted by an individual at a school.

If no one is at a school to accept a delivery of test materials, Fed Ex will attempt to make two further delivery attempts. If, after three attempts, the delivery has not been completed, FedEx will return test materials to ACT.

Note: Detailed instructions on returning materials are included in the PreACT Test Administration Manual. All test booklets and secure materials must be returned after each test date.

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Scoring

32. How long does it take to receive PreACT scores?

PreACT scores will arrive via Individual Student Report (ISR) within one to two weeks of the PreACT test being returned to ACT. PreACT scores will also be available in the Online Reporting System within one to two weeks of being scored by ACT.

33. How will PreACT scores be delivered?

PreACT scores for the Fall 2020 North Carolina administration will be delivered as Individual Student Reports (ISRs), which are mailed to the students. PreACT scores will also be available within ACT's Online Reporting System, which can be found at success.act.org.

34. How do students access their PreACT scores?

Students can log into the ACT Online Reporting System at success.act.org to access their PreACT scores.

35. Can students keep their test books from the PreACT?

Yes. Students are highly encouraged to keep their test books in order to compare their answers with the questions found in the books.