



Test Room Report

Authorized Timing for this room: _____
(Only one authorized timing is allowed per room)

ACT High School Code _____ State _____ Type: No Writing Writing

School Name _____ Test Date _____

Room Supervisor _____ Room _____

Testing at school Testing off-site—provide off-site location name and address:
Location Name _____
Address/City _____

Number of Examinees Seated in This Room _____ Number of Staff in This Room _____
If two or more, complete the Seating Diagram. If two or more, enter names of proctors.

Proctors _____

Test Coordinator—After testing, mark (☑) as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets	Used Scratch Paper	Test Room Report	Seating Diagram	One and One-Half Time Administration Report (Timing Code 6 or 7)	Roster	ACT ID Forms
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Is there an Irregularity Report regarding timing? Yes No

Test Coordinator—Securely destroy this folder after the Seating Diagram has been imported into PearsonAccess^{next} and all irregularities have been entered.

Instructions:

If...	Then...
All tests are completed in one sitting	<ul style="list-style-type: none"> Complete one folder for the sitting.
Testing a single examinee over multiple days	<ul style="list-style-type: none"> Complete one folder that covers all the sittings for that examinee. If one and one-half time over multiple days (Timing Code 7)—Record all the tests for that examinee on the Administration Report.
Testing a group of examinees with the same authorized timing over multiple days	<ul style="list-style-type: none"> Complete one folder that covers all the sittings for that group. If one and one-half time over multiple days (Timing Code 7)—Record all the tests for all examinees in the group on the Administration Report.

For all multiple day testing, all examinees in the same room take all tests at the same time, with the same staff. If that is not the case, do the following:

- Complete an Irregularity Report **for each affected sitting**. Include the names of the examinees in that sitting, date and time, room name (and location if off-site), and names of staff.
- If there is a room change with more than one examinee in the room, also complete a seating diagram for the other room.



Test Administration Forms Accommodations/Supports, Online

Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where they are seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the *Administration Manual* for acceptable seating arrangements.

1 Seating Type

Desks Tables Carrels
Other _____

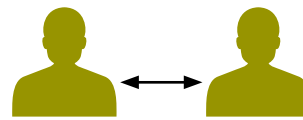
2 Partitions between Examinees

Yes No

3 Distance between Examinees

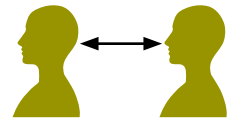
Shoulder-to-Shoulder:

_____ ft.
Minimum 3 ft.



Head-to-Head:

_____ ft.
Minimum 5 ft. if no partitions



4 Diagram of Room Setup and Seating

Test Administration Forms Accommodations/Supports, Online

One and One-Half Time Administration Report (Use this form to track the timing for students with authorized Timing Code 6 or Timing Code 7)

Instructions:

One and one-half time (Timing Code 6) and one and one-half time over multiple days (Timing Code 7): Manually time the tests and complete this Administration Report.

List every examinee in this test room for this administration. For each examinee, enter the following information:

- **Timing Code 6 or Timing Code 7**—The examinee’s assigned timing code (from the Accommodations and Supports Roster). All examinees in the room must have the same authorized timing.
- **Date & Minutes**—Enter the date (mm/dd) • **Total Testing Minutes**—Total all testing of each test, even if administered on the same day, and the actual testing minutes used by the examinee for each test.

used by the examinee for each test.

Enter the information requested for all examinees testing in this room. Attach additional pages if more than 10 examinees.

Examinees Name	Timing Code 6 or 7	Enter the date and total minutes actually used on each test.				Total Testing Minutes
		Test 1 English 70 minutes Date & Min.	Test 2 Mathematics 90 minutes Date & Min.	Test 3 Reading 55 minutes Date & Min.	Test 4 Science 55 minutes Date & Min.	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Is there an Irregularity Report regarding timing? Yes No

Test Administration Forms Accommodations/Supports, Online Roster

Attach extra pages as required.

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Type of ID

P = Photo ID
F = ACT Student Identification Form
R and Staff Initials = Recognized
— = Absent

Examinee's Name (please print) List all examinees scheduled to test in this room.	P	F	R and Initials	—
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Important! All examinees assigned to this room must have the same Authorized Timing. More than one Authorized Timing in a room will result in canceled scores.