Welcome to Louisiana ACT State and District Testing

Overview

Welcome

Welcome to ACT State and District testing! This document provides a brief overview of the program.

About State and District Testing

With State and District testing, all students gain awareness of academic and career opportunities.

Taking the ACT® test through State and District testing brings more minority and middle- and low-income students into the college enrollment pool. Students, especially those who didn't think they would attend college, may be surprised to learn about possibilities they had not considered. Many qualify for major-specific scholarships and honors programs.

Taking ACT WorkKeys® through State and District testing and earning the ACT National Career Readiness Certificate™ (ACT NCRC®) gives students an advantage: graduating with solid evidence that they have the skills employers need. This is valuable because all students enter the workforce eventually—whether they get a job right out of high school, work part-time while continuing their education, or go to college first.

About the ACT® Test

The ACT is a curriculum- and standards-based tool that assesses students' academic readiness for college. Per the agreement with your state, students will take the ACT.

About ACT WorkKeys®

ACT WorkKeys tests are research-based measures of foundational work skills essential to career success across industries and occupations. These tests are criterion-referenced to the skill requirements of the workplace and yield information that helps individuals document their skills and evaluate career opportunities. ACT WorkKeys tests assist educators in evaluating curricular outcomes and preparing their students for the workplace, as well as help employers to make better decisions about who to hire, train, and promote. Students who take ACT WorkKeys Reading for Information, Applied Mathematics, and Locating Information are eligible to earn the ACT National Career Readiness Certificate™.
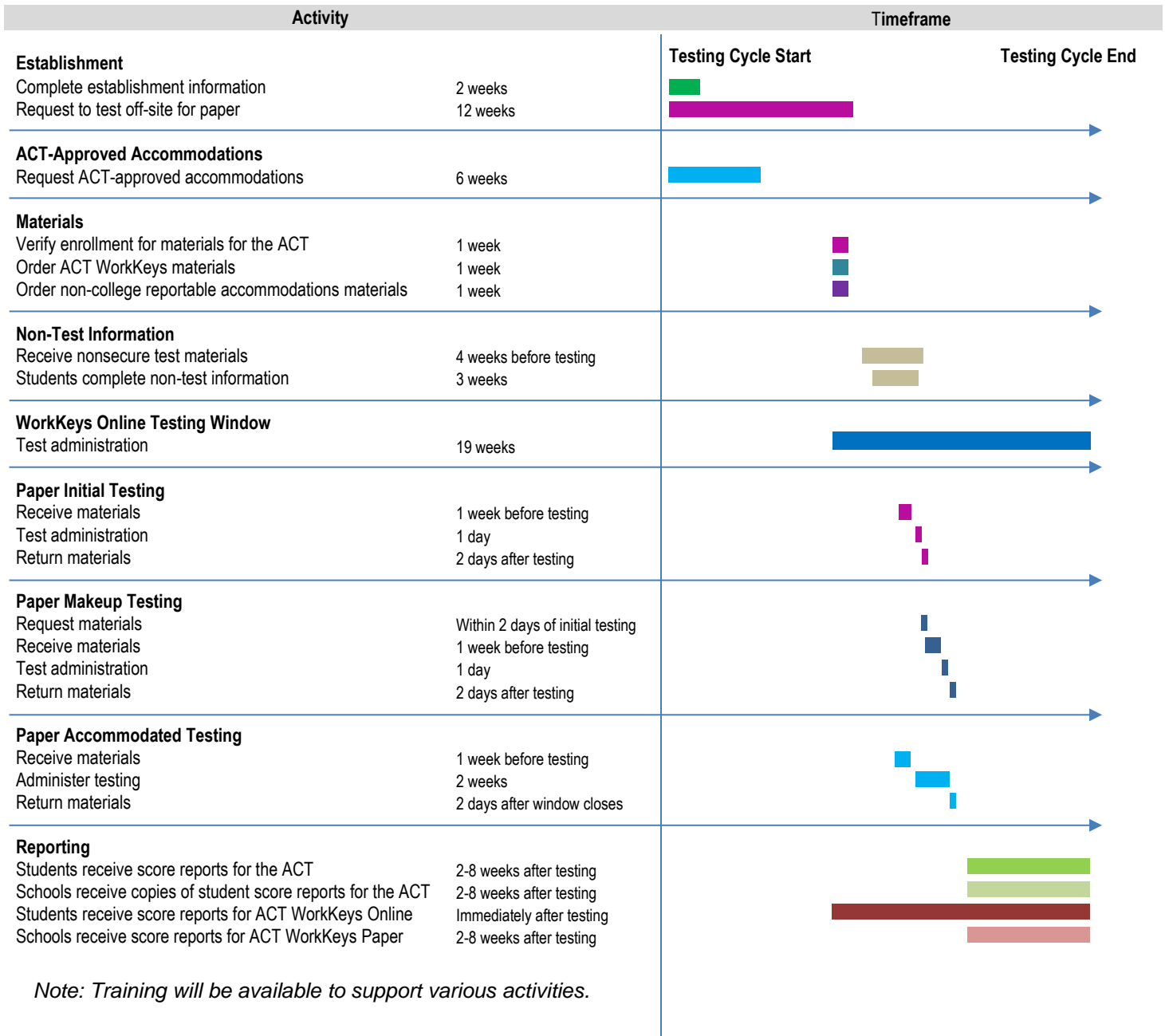
Terms Used in State and District Testing

Terms

Common terms used with State and District testing are explained below.

Test Coordinator (TC)	The primary point of contact for your school. Responsible for requesting or arranging accommodations, selecting facilities, assigning and training staff, and coordinating and overseeing the administration.
Back-up Test Coordinator (BU)	The individual at your school who assumes the place of the test coordinator if the test coordinator is not able to serve in this role.
Test Accommodations Coordinator (TAC)	The individual(s) at your school who may assist the test coordinator by requesting or arranging accommodations, and coordinating the accommodations administration.
Establishment	The process by which your school is set up to participate in State and District testing. The test coordinator provides information to ACT and agrees to the administration's terms and conditions.
PearsonAccess[next]	The web application used by testing staff for various test related activities.
Validus	The Validus Virtual Test Center (VTC) is a web-based user interface used by testing staff to manage and access ACT WorkKeys online tests.
ACT-Approved Accommodations	Accommodations on the ACT requested by school staff and approved by ACT in compliance with the Americans with Disabilities Act (ADA) and the *Diagnostic and Statistical Manual of Mental Disorders*, 4th or 5th Edition. Scores achieved using these accommodations are college-reportable.
Test Accessibility and Accommodations System (TAA)	An online system used to manage ACT-approved accommodations. TAA is used to submit and check the status of requests, review decision notifications, and view examinee information for planning.
Off-site Testing	Testing at a location other than your school building. ACT must approve the off-site location.
Enrollment Verification	The process by which the TC verifies the number of students expected to test (standard time and accommodations). ACT uses this figure to ship materials for the ACT.
Non-College Reportable Accommodations	Accommodations on the ACT ordered by the TC following state or district guidelines. Scores achieved using these accommodations are non-college reportable and used only for district or state purposes.
Training Video	A prerecorded video posted online.
Q & A Session	A live webinar you may attend to ask questions about accommodations and test administration.
Nonsecure Shipment	A shipment from ACT containing materials to prepare for testing such as manuals, supplements, answer documents and pre-id labels.
Non-Test/Pretest	Non-test information that students enter, such as the address to send score reports.
Secure Shipment (Paper)	A shipment from ACT containing secure test booklets and/or alternate formats for paper testing.
Standard Time Administration	The test administration using standard timing (no extended testing time, no extended breaks, or additional breaks).
Initial Test Date (Paper)	The first test date for testing with paper materials.
Makeup Test Date (Paper)	The second test date for testing with paper materials, for examinees who miss the initial test date.
Accommodations Testing Window (Paper)	The two-week testing window designated for accommodations testing with paper materials, and other alternate formats such as braille or audio DVDs.

The Testing Cycle

The Testing Cycle

The testing cycle starts with establishment and ends with reporting. The illustration below shows when activities occur during a testing cycle, and the length of time to complete them.

Activity		Timeframe
Establishment		**Testing Cycle Start** — **Testing Cycle End**
Complete establishment information	2 weeks	
Request to test off-site for paper	12 weeks	
ACT-Approved Accommodations		
Request ACT-approved accommodations	6 weeks	
Materials		
Verify enrollment for materials for the ACT	1 week	
Order ACT WorkKeys materials	1 week	
Order non-college reportable accommodations materials	1 week	
Non-Test Information		
Receive nonsecure test materials	4 weeks before testing	
Students complete non-test information	3 weeks	
WorkKeys Online Testing Window		
Test administration	19 weeks	
Paper Initial Testing		
Receive materials	1 week before testing	
Test administration	1 day	
Return materials	2 days after testing	
Paper Makeup Testing		
Request materials	Within 2 days of initial testing	
Receive materials	1 week before testing	
Test administration	1 day	
Return materials	2 days after testing	
Paper Accommodated Testing		
Receive materials	1 week before testing	
Administer testing	2 weeks	
Return materials	2 days after window closes	
Reporting		
Students receive score reports for the ACT	2-8 weeks after testing	
Schools receive copies of student score reports for the ACT	2-8 weeks after testing	
Students receive score reports for ACT WorkKeys Online	Immediately after testing	
Schools receive score reports for ACT WorkKeys Paper	2-8 weeks after testing	

Note: Training will be available to support various activities.

Contact Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at http://www.act.org/aap/state/contact.html
- Call us at 800.553.6244, standard time ext. 2800 or extended time ext. 1788
- Email accommodations questions to ACTStateAccoms@act.org