







Test Days

	Standard Time Paper	Accommodations Testing Window
Initial	October 6	October 6 – 9 and 12 - 16
Makeup	October 20	October 20 -23 and 26

Important Dates

August 28		
 Request Accommodations	 Manage Participation and Contacts	 Load Student Data Upload File and Verify student information in PearsonAccess ^{next}
August 31 – Oct 2	Week of Sept 14 or 21	Before October 6
 Request Late Accommodations	 Receive test materials	 Students complete Non-test Portion of answer document (paper)



PearsonAccess^{next} (testadmin.act.org)

Web application used by testing staff to manage participation, verify and register students, and order materials

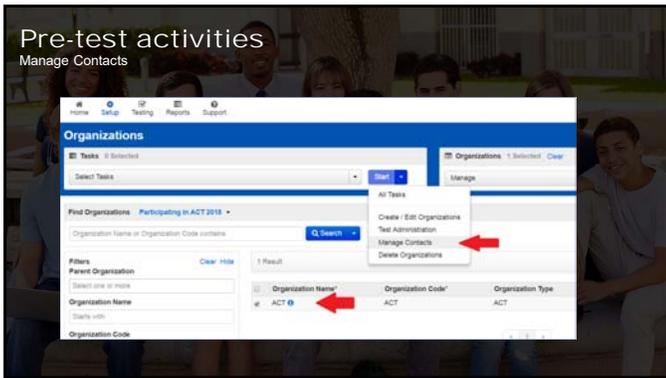
Test Accessibility and Accommodations System (TAA)

ACT test accommodations and English learner supports management system used by testing staff to submit requests

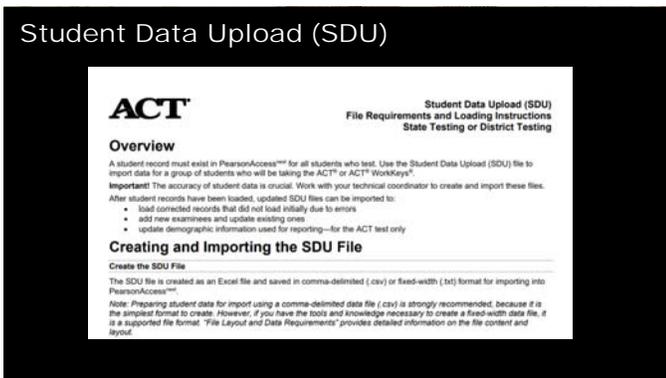


Pre-test activities
Manage Participation

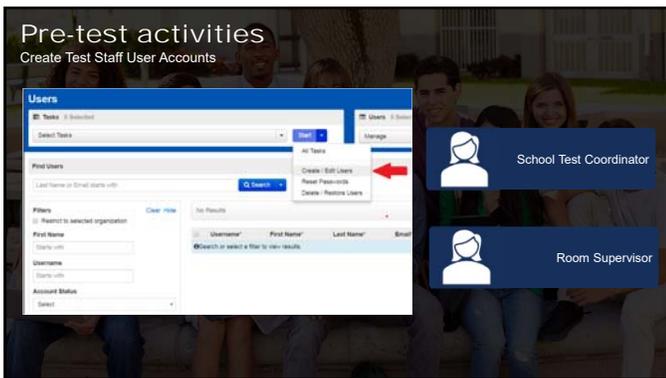
Pre-test activities Manage Contacts



Student Data Upload (SDU)



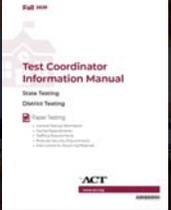
Pre-test activities Create Test Staff User Accounts



Pre-test activities

Select Qualified Staff & Complete Mandatory Training

Use the guidelines in the Test Coordinator Information Manual



-  School Test Coordinator
-  Room Supervisor
-  Proctor(s)

Pre-test activities

Verify Receipt of Test Materials

24HR Test Coordinator must open and verify the receipt of all test materials using the packing list

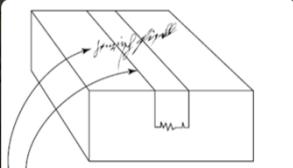
Key for Test Booklet Covers

The test booklet cover determines the different types of testing:

- Colored cover = Non-college reportable accommodations
- Triangle = standard time
- Circle = accommodations

Pre-test activities

Verify Receipt of Test Materials



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

The Test Coordinator must open and verify the receipt of all test materials using the packing list

After counting materials:

- Reseal cartons with the tape provided
- Sign your name across the seal
- Store in a secure location
- Retain cartons for return shipment

Pre-test activities

Verify Receipt of Test Materials

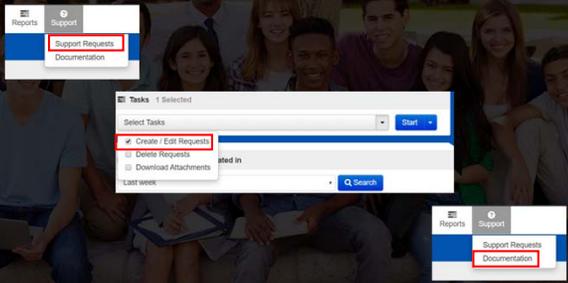
Order additional test materials if necessary



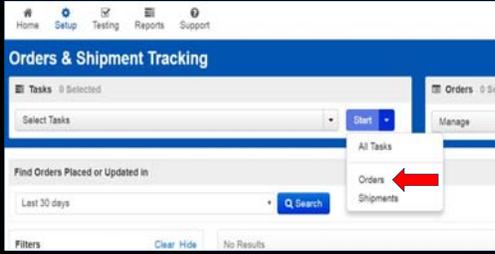
Only the Test Coordinator can access secure test materials before test day

Manage Enrollment

Enroll/Unenroll Students



Pre-test Activities Ordering Additional Materials



Pre-test Activities Tracking Material Shipments

Order Details

Order # 48923 Sales Order # / Line # 864766 / 1

Details & Status Ship To Materials Order (10) Shipments (1)

Shipment 1

Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	03/14/2018	03/15/2018	43384530203

Close

Pre-test activities Verify Receipt of Test Materials

If you are participating in both
District Testing and **State Testing**

District Header

State Header

District Students in
PearsonAccess^{next}

State Students in
PearsonAccess^{next}

Materials and
students
must be
kept
SEPARATE

MIXING MATERIALS COULD RESULT IN DELAYED OR CANCELED SCORES.

Pre-test activities
Verify Receipt of Test Materials

If there is a security breach at any time

Call ACT immediately at

800.553.6244 ext. 2800

Pre-test activities
Students Complete **Non-Test Portions** of the Answer Document
(paper testing)

- Must complete before test day
- One-hour session (approx.)
- Apply barcode labels to the back, lower right corner of the answer documents

If there is no bar code label, you must manually grid the student code for each examinee in Block U of the answer document

BARCODE LABEL PLACEMENT
(If a label is being used, please place it inside the four corner marks below.)

↓

BLOCK U

STUDENT CODE
(To be completed by school staff, not the student.)

If the student has a student code and there is no barcode label, enter the student's code here and fill in the ovals.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pre-test activities
Students Complete Non-Test Portions of the Answer Document
(paper testing)

COMPLETE BLOCKS:
Score reports can not be mailed if these are incomplete

A
Printed Name and Address

B
First and last name

D
Date of Birth

N
Mailing Address

O
City

P
State

R
ZIP Code

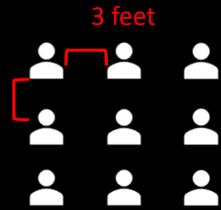
K If your students are not testing at the schools where their scores should be reported, you will need to complete Block K. See admin manual for instructions.

Pre-test activities

Prepare Testing Rooms (paper testing)

Arrange seating so there is a minimum of 3 ft. between examinees

Plan appropriately for students with local and/or ACT-authorized accommodations



Grouping Students



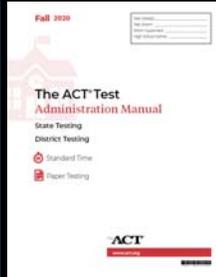
Individual testing:

- Stop-the-clock breaks
- Reader (Human)
- Scribe



Group Testing:

- Same timing code with similar accommodations/supports
- Pre-recorded audio or text-to-speech with individual computers and headsets



Grouping Students - Writing



Individual testing:

- Voice activated software



Group Testing:

- Computer (word processing software)
- Braille



Pre-test activities

Prepare Testing Rooms (paper testing)



Use 2 reliable timepieces (not a cell phone!)



Ensure TC access to a phone (must be kept on silent)



Ensure proper lighting, temperature, and ventilation



Prepare administration materials



Extended Break

Writing test only



Extended break for lunch or snack before writing test may be offered



All rooms testing school-wide that day must participate



Must maintain security of test materials



Continually monitor examinees for prohibited behaviors

Prepare Materials

The collage includes:

- The ACT Test Administration Manual (Fall 2019)
- ACT Test Administration Manual - Student Test Page
- The ACT Test Booklet
- A sample ACT test form with various sections and instructions.





Prepare Your Examinees

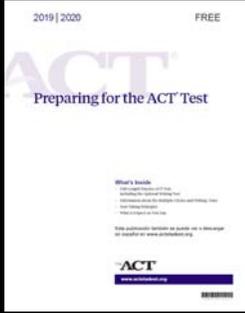
Prepare Your Examinees

Resources to complete this activity:

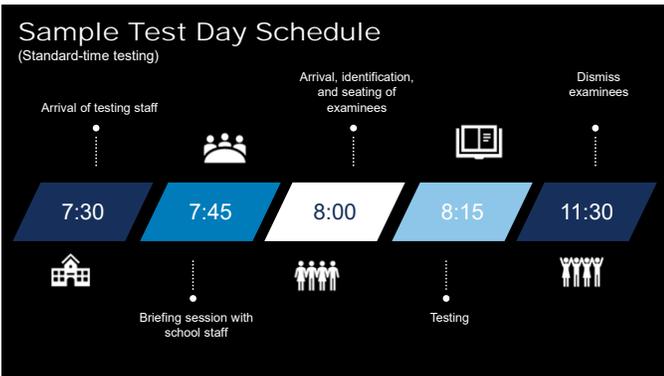
- Letter for Students (pdf)
- Information for Examinees
- Successfully Achieving College and Career Readiness for All Students:
 - Course Welcome
 - Why Take the ACT?
 - Understanding College and Career Readiness
 - Reviewing Curriculum and Instructional Systems
 - Preparing Students for the ACT
 - Analyzing and Using ACT Scores

ACT Academy

ACT Paper Practice Test







Watch for and Document Irregularities

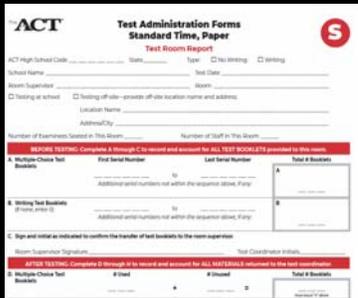
Prohibited Behavior by Students

Individual Irregularities

Group Irregularities

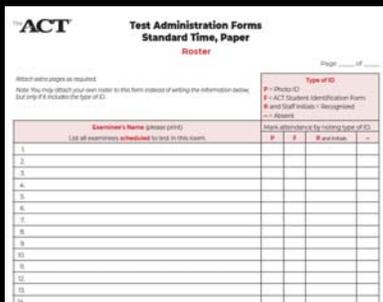
Misadministrations can cause scores to be cancelled

Test Room Report



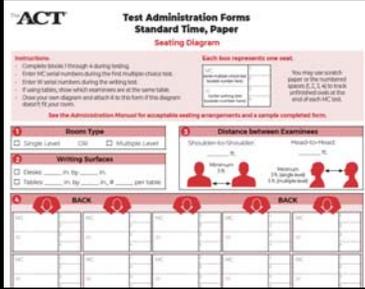
ACT Test Administration Forms Standard Time, Paper **S**
Test Room Report
 ACT High School Code _____ State _____ Type No Writing Writing
 School Name _____ Test Code _____
 Room Supervisor _____ Room _____
 Testing at school Testing off-site - provide off-site location name and address
 Location Name _____
 Address/Zip _____
 Number of Examinees Seated in This Room _____ Number of Staff in This Room _____
BEFORE TESTING: Complete A through C to record and account for ALL TEST BOOKS/ETS provided to this room.
A. Multiple-Choice Test Booklets First Serial Number _____ Last Serial Number _____ Total # Booklets _____
 Additional serial numbers not within the sequence above, if any: _____
B. Writing Test Booklets (If none, enter 0) _____ Total # Booklets _____
 Additional serial numbers not within the sequence above, if any: _____
C. Sign and Initial as indicated to confirm the transfer of test booklets to the room supervisor.
 Room Supervisor Signature _____ Test Coordinator Initials _____
BEFORE TESTING: Complete D through F to record and account for ALL TEST BOOKS returned to the test administrator.
D. Multiple-Choice Test Booklets # Used _____ # Unused _____ Total # Booklets _____
 # Returned _____ # Not Returned _____

Roster

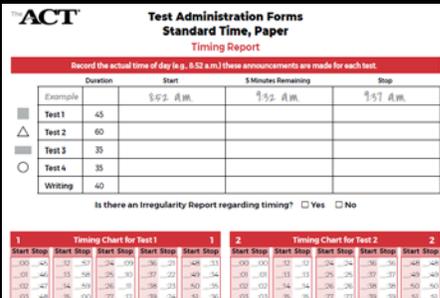


ACT Test Administration Forms Standard Time, Paper
Roster Page _____ of _____
 Attach extra pages as required.
 Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the Sign of ID.
Type of ID
 #1 - Check ID
 #2 - ACT Student Identificative Kiosk
 #3 - ACT Staff Initials - Recognized
 #4 - None
 #5 - None
 #6 - None
 #7 - None
 #8 - None
 #9 - None
 #10 - None
 #11 - None
 #12 - None
 #13 - None
 #14 - None
 #15 - None
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 #100 - None

Seating Diagram - Paper



Timing Report - Paper



Test Day Activities

Collect Test room Documents





Post-test Activities
(paper testing)

- Order Makeup Materials
- Packing the Processing Envelope
- Packing the cartons
- Reporting Schedule



Post-test Activities
Makeup testing

Determine student eligibility for makeup testing

Student:

- Was Absent on initial test date
- Arrived too late to begin testing
- Did not complete required non-test portions of the answer document
- Began but did not complete testing (must retake entire battery)

Yes

Student:

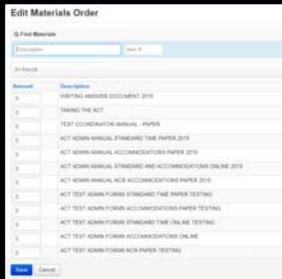
- Completed Testing
- Was dismissed for prohibited behavior

No

Post-test Activities

Makeup Testing Paper

Order Makeup Materials in PearsonAccess^{next}



Post-test Activities

Materials you will receive with the Makeup Kits

- New test booklets
- 2 additional answer documents
- 2 additional administration manuals
- 2 additional copies of Test Administration Forms
- A Site Header
- Processing Envelope(s)

Be sure to only use the new test booklets shipped for makeup testing



Packing the Processing Envelope

(Paper Testing)



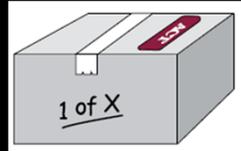
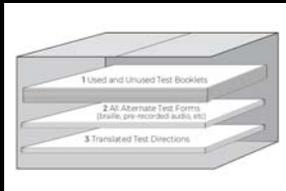
Site Header



Answer Documents



Packing the Cartons



Reporting Schedule

Document	Student Score Report	Student Online Scores	High School Checklist Report	High School Report	Student Score Labels	Student College Report	Online Reports Portal
Recipient	Student	Student	School	School	School	College	School, District, State
Timeline	3-8 weeks	1 week after Student Report	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks
Description	Paper Report	Online account	List of Examinees	List of College Reportable Scores	Record Labels	College Reportable Scores	Dynamic Online Reports

ACT Contact information

Test Administration

Accommodations and Supports

 800-553-6244 ext 2800

 800-553-6244 ext 1788

 statetesting@act.org

 ACTStateAccoms@act.org

 act.org/stateanddistrict/districttestfall
