Getting Ready for the ACT® Test Administration Training
District Testing Early Spring

Agenda
- How do I successfully manage the administration of the ACT?
  - What’s new
  - Important Dates
  - ACT Systems Review
  - Pre-test Activities
  - Test-day Activities
  - Post-test Activities
What’s new?

New This Cycle
Watch policy

Remove from Wrist
Place on Desk

Electronic Devices
Prohibited

New This Cycle
MyACT

MyACT and Pretest Sessions

Welcome to MyACT!

- If you are a student and want to go to MyACT,
- If you are a teacher and want to go to MyACT,
- If you have not taken the ACT before and are creating an account for the first time,

- If you have a student account and want to go to MyACT,
- If you have an ACT test, but don’t yet have an account,
- If you have not taken the ACT before and are creating an account for the first time.
New This Cycle
Test date terminology

Previous:
Initial and Makeup

Current:
Test Window 1 and Test Window 2

New This Cycle
Success.act.org

What dates do I need to remember?
**Test Days**

<table>
<thead>
<tr>
<th>Test Window 1</th>
<th>Paper</th>
<th>Online Testing Window</th>
<th>Accommodations Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Window 1</td>
<td>March 2</td>
<td>March 2 - 11</td>
<td>March 2 - 12</td>
</tr>
<tr>
<td>Test Window 2</td>
<td>March 16</td>
<td>March 16 - 25</td>
<td>March 16 - 26</td>
</tr>
</tbody>
</table>

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 15, 2021</td>
<td>Request accommodations</td>
</tr>
<tr>
<td>Jan 22, 2021</td>
<td>Manage Participation and Contacts</td>
</tr>
<tr>
<td>Jan 22, 2021</td>
<td>Load Student Data Upload File</td>
</tr>
<tr>
<td>Feb 19, 2021</td>
<td>Online Testing complete site readiness</td>
</tr>
<tr>
<td>Jan 18-Feb 26</td>
<td>Request Late accommodations</td>
</tr>
<tr>
<td>Feb 8 or Feb 15</td>
<td>Receive test materials</td>
</tr>
<tr>
<td>Within 4 Days of Testing</td>
<td>Students complete Non-test Questions</td>
</tr>
</tbody>
</table>

**ACT Systems**
Web application used by testing staff to manage participation, verify and register students, order materials and manage online testing.

Secure test delivery engine used by examinees to take the tests online.

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

Online interactive reporting interface and access point for TAA.

What are my pre-test activities?
**Pre-test activities**

Create Test Staff User Accounts

- School Test Coordinator
- Technical Coordinator (Online Only)
- Room Supervisor (Online Only)
- Proctor(s)

Select Qualified Staff & Complete Mandatory Training

- School Test Coordinator
- Technical Coordinator (online testing only)
- Room Supervisor
- Proctor(s)

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**Student Data Upload (SDU)**

Overview

A student record must exist in PowerSchool for all students who will take the Student Data Upload (SDU) file to import data for a group of students who will be taking the ACT or academic subject exams.

**Creating and Importing the SDU File**

SDU file is created in an Excel file and saved in comma-separated (csv) format for importing into PowerSchool.

Note: The SDU file is for report using comma-separated data file (.csv) format for importing into PowerSchool.
Pre-test activities
Verify Receipt of Test Materials

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

After counting materials:
1. Reseal in the same place as before.
2. Sign your name across the seal. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.
3. Store in a secure location.
4. Return cartons for return shipment.

Key for Test Booklet Covers

The test booklet cover determines the different types of testing:

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

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**Pre-test activities**
Enroll and Unenroll Examinees

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**Pre-test Activities**
Ordering Additional Materials
Pre-test Activities
Tracking Material Shipments

Order Details

Pre-test activities
Verify Receipt of Test Materials

MIXING MATERIALS COULD RESULT IN DELAYED OR CANCELED SCORES.

Pre-test activities
Verify Receipt of Test Materials

If you are participating in both District Testing and State Testing, Materials and students must be kept SEPARATE.

District Testing
State Testing

District Students in PearsonAccess
State Students in PearsonAccess

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 Information

- Deadline is four days after examinees complete testing
- One hour (approximately)
- Each examinee will need:
  - Personalized copy of the Non-Test Instructions Students
  - One copy of the Taking the ACT booklet
- Examinees will answer questions at MyACT.org

Pre-test activities
Minimal Demographics (paper testing)

- Apply barcode labels to page 1 of the answer documents
- If there is no bar code label, you must manually grid the student code for each examinee in Block J of the answer document
- Must complete before testing begins (blocks A – G)

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

- Score reports can not be mailed if these are incomplete
- Printed Name and Address
- First and last name
- Mailing Address
- City
- State
- ZIP Code
- Date of Birth
- 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

Pre-test activities
Prepare Testing Rooms (online testing)

Allow 15 – 30 standard-time examinees to each room

Single-level classrooms

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

Cover test-related bulletin boards

Grouping Students

Individual testing:
- Breaks as needed
- Reader (Human)
- Scribe

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

Spring 2021

The ACT® Test
Administration Manual
Web Testing/Remote Testing
ACT-Generated Score Reports

The ACT logo

34
35
36
**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

**Pre-test activities**

**Prepare Testing Rooms (online testing)**

- Room must have separate administration computer workstation
- Workstation must remain stationary located where observer all examinees
- Workstation must pass system check
- No iPads, cell phones, tablets or other electronic devices used in test room
- Do not enter any other site during the test session

**Prepare Materials**

Test Booklet

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What are my pre-test activities for online testing?

Create Test Sessions

Add Examinees to Test Sessions
Print Authorization Tickets

Prepare Materials

What are the free test prep resources?
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 Paper Practice Test

What are my Test Day activities for paper testing?
Sample Test Day Schedule
(Standard time with writing testing)

Arrival of testing staff
Arrival, identification, and seating of examinees
Dismiss examinees

7:30
7:45
8:00
8:15
12:30

Briefing session with school staff
Testing

Watch for and Document Irregularities

Prohibited Behavior by Students
Individual Irregularities
Group Irregularities

Misadministrations can cause scores to be cancelled

Test Room Report
Test Day Activities
Collect Test room Documents

What are my Test Day activities for Online Testing?

Sample Test Day Schedule
(Standard-time with writing testing)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Arrival of testing staff</td>
</tr>
<tr>
<td>7:45</td>
<td>Arrival, identification, and seating of examinees</td>
</tr>
<tr>
<td>8:00</td>
<td>Testing</td>
</tr>
<tr>
<td>8:15</td>
<td></td>
</tr>
<tr>
<td>12:30</td>
<td>Dismiss examinees</td>
</tr>
</tbody>
</table>
Test Day Activities
(During testing)

- Distribute authorization tickets
- Retrieve Seal Codes
- Prepare and start sessions in PearsonAccess™
- Move around room as students are testing to monitor for/dissuade prohibited behavior

Start your Sessions

Provide Seal Codes - Online

Start Session
Seating Diagram - Online

Test Day Activities
Collect Test room Documents (online testing)

Test Day Activities
Irregularity Reports (online testing)
Test Day Activities
If you did not test

Mark “Did Not Test” in PearsonAccess™
Discard the unused Site Header
Place Processing Envelope in a box
Prepare materials for return

What are my Post-test activities?

Post-test Activities
(paper testing)
- Order Upcoming Test Window 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 test window 1
- Arrived too late to begin testing
- Began but did not complete testing (must retake entire battery)

**Yes**

Student:
- Completed Testing
- Was dismissed for prohibited behavior

**No**

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**Post-test Activities**

**Makeup Testing Paper**

Order Materials for Upcoming Administration in PearsonAccess™

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**Post-test Activities**

**Materials you will receive with testing kits**

- New test booklets
- Additional answer documents
- 1 test date flyer
- 1 administration manual
- 1 copy of Test Administration Forms per 30 kits
- A Site Header
- Calculator policy
- Processing Envelope(s)
Post-test Activities
Test Window 2 (Online Testing)

Create a new test session
Move examinees from original session to new session
Close original session
Print new student authorization ticket

Purge Cached Test Content

1. Go to a proctor caching computer.
2. Open the shortcut to ProtorCache
3. Select the tests tab.
4. Check the box next to the tests to purge.
5. Select the purge button.
6. Enter the proctor password in the popup window.
7. Repeat these steps on each proctor caching computer.

Packing the Processing Envelope
(Paper Testing)
### Packing the Cartons

- School and Invested Test Materials
- A4 Alignment Sheet (10 copies)
- Translated Test Directions

1 of X

### Packing the Processing Envelope

(Online Testing)

- Scratch Paper
- Processing Envelope
- Student Authentication Tickets

### Reporting Schedule

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>Student</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>College</td>
<td>School, District, State</td>
</tr>
<tr>
<td>Timing</td>
<td>3-6 weeks</td>
<td>3-6 weeks</td>
<td>3-6 weeks</td>
<td>3-6 weeks</td>
<td>3-6 weeks</td>
<td>3-6 weeks</td>
</tr>
<tr>
<td>Description</td>
<td>Paper Report</td>
<td>Online account</td>
<td>List of Examinees</td>
<td>List of College Reportable Scores</td>
<td>Reportable Scores</td>
<td>Dynamic Online Reporting</td>
</tr>
</tbody>
</table>

### Notes

- 79
- 80
- 81