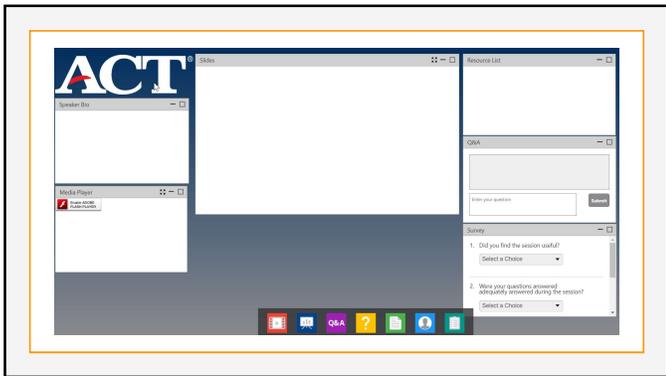
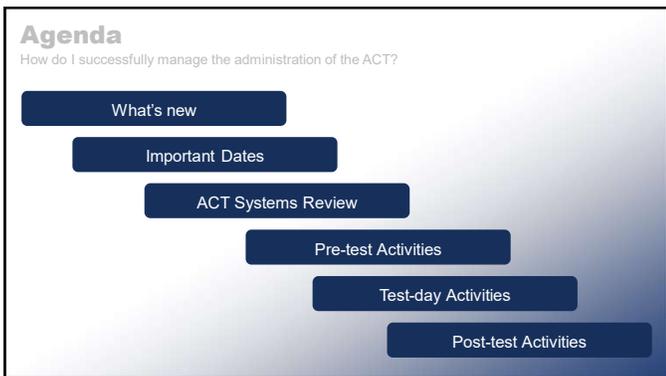




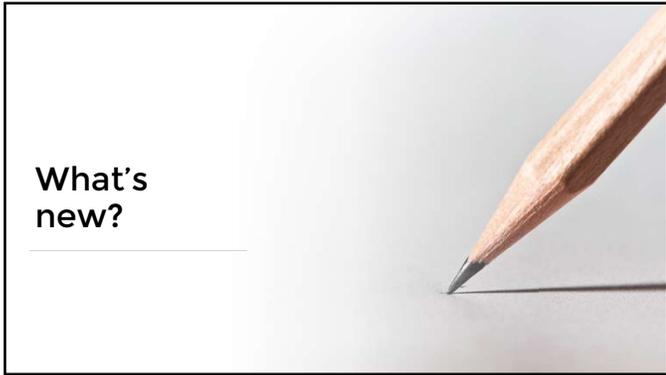
1



2



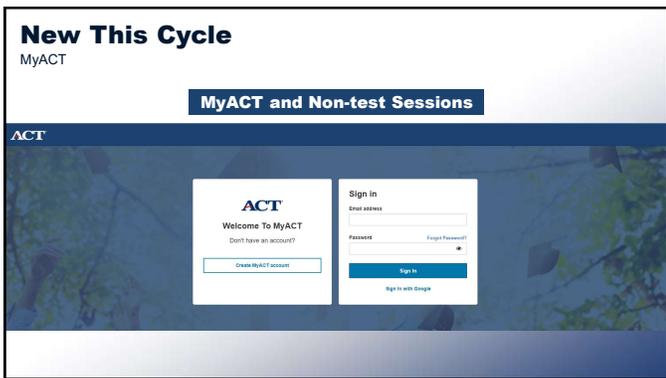
3



4



5



6

New This Cycle

Test date terminology

Previous:
Initial and
Makeup

Current:
Test Window 1
and
Test Window 2

7

New This Cycle

Success.act.org

Resources

Helpful Tools

Important Messages

8

What dates do I need to remember?

9

Test Days

| | Online Testing Window | Accommodations Testing Window |
|---------------|-----------------------|-------------------------------|
| Test Window 1 | April 20 - 29 | April 20 - 29 |

10

Important Dates

March 19, 2021

- Request accommodations
- Manage Participation and Contacts
- Load Student Data Upload file
- Online Testing: complete site readiness

Mar 22 – Apr 16

- Request Late accommodations

Apr 5 or Apr 12

- Receive test materials

Within 2 Days of Testing

- Students complete Non-test Questions

11

ACT Systems



12

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

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

TestNav (tn.actonline.act.org)

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

13

Test Accessibility and Accommodations System (TAA)

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

Online Reports Portal & TAA Interface (success.act.org)

Online interactive reporting interface and access point for TAA

14

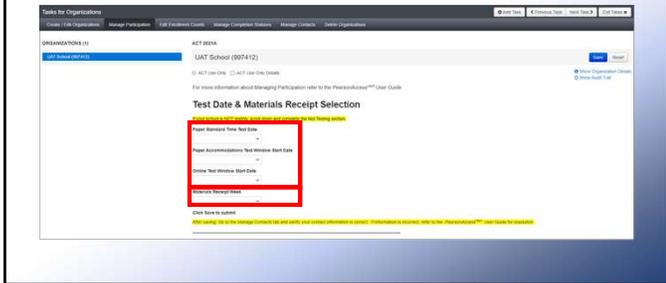
What are my pre-test activities?



15

Pre-test activities

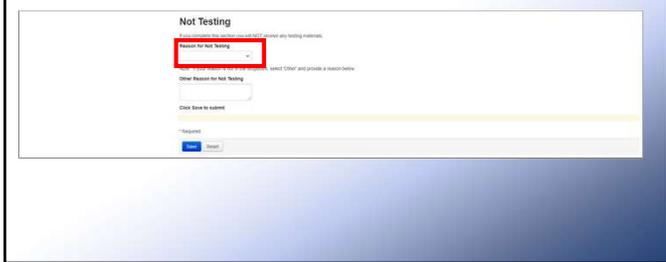
Manage Participation



16

Pre-test activities

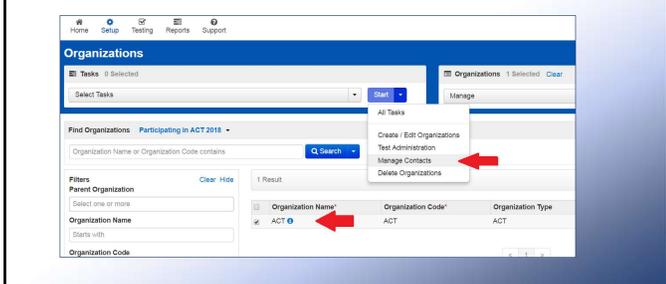
Manage Participation



17

Pre-test activities

Manage Contacts



18

Pre-test activities

Create Test Staff User Accounts

19

Pre-test activities

Select Qualified Staff & Complete Mandatory Training

Use the guidelines in the Test Coordinator Information Manual

20

Student Data Upload (SDU)

21

Pre-test activities

Verify Receipt of Test Materials

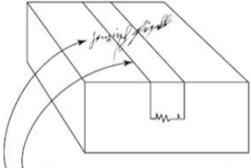


Test Coordinator must open and verify the receipt of all test materials using the packing list

22

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

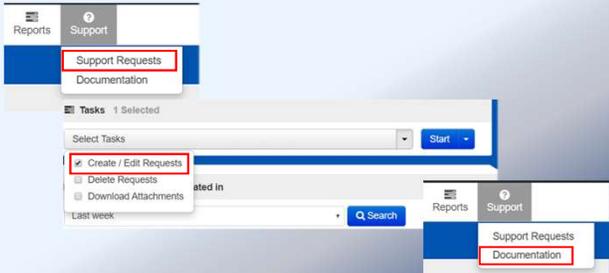
After counting materials:

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

23

Pre-test activities

Enroll and Unenroll Examinees



24

Pre-test Activities Tracking Material Shipments

Order Details

Order # 45923 Sales Order # / Line # 6647066 / 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 | 433845360253 |

Close

25

Pre-test activities

Students Complete Non-Test Information

Deadline is two 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

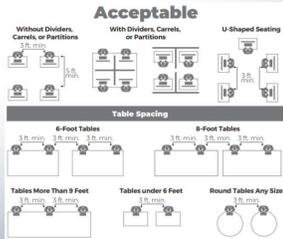
Examinees will answer questions at MyACT.org

26

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



27

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

28

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

29

Create Test Sessions

SESSIONS (1)

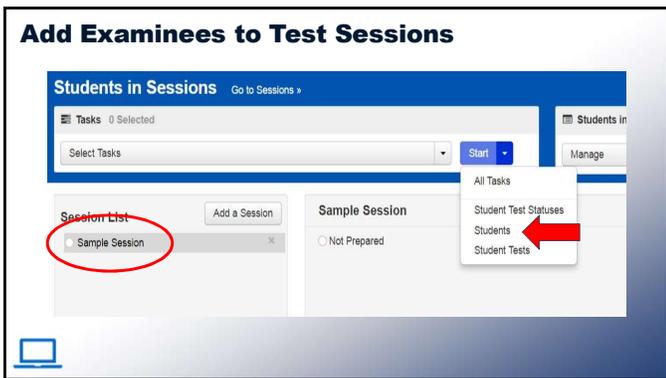
[Create Session](#)

Sample Session

| | |
|--|--|
| <p>Session Name*</p> <p>Sample Session</p> <p>Session Status</p> <p><input type="radio"/> Not Prepared</p> <p>Test & Form</p> <p>Test</p> <p><input type="radio"/> The ACT with Writing</p> <p><input type="radio"/> Proctor Reads Aloud</p> <p>Password*</p> <p>TCEIS</p> <p>Form Group Type*</p> <p>February 27 (Tuesday)</p> <p>View Custom Testable Settings</p> <p>Preaching Computer*</p> <p>ASB</p> <p><small>A pre-aching computer is required when there is one or more available.</small></p> | <p>Organization</p> <p>DEMO SCHOOL (12456)</p> <p>Actual Start Date</p> <p>Session has not been started</p> <p>Scheduling</p> <p>Scheduled Start Date*</p> <p>02/20/2019</p> <p>Scheduled Start Time</p> <p>01:00 AM CST</p> <p>Lab Location</p> |
|--|--|

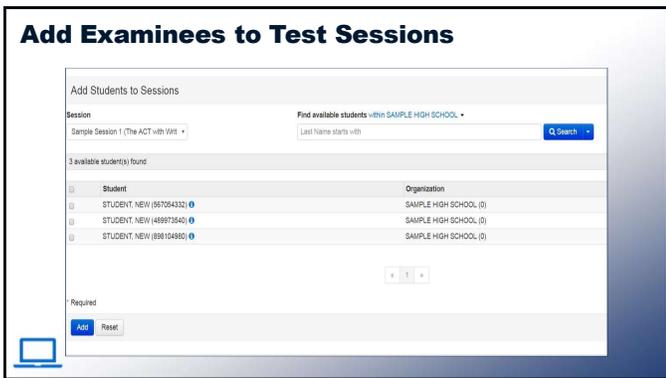
30

Add Examinees to Test Sessions



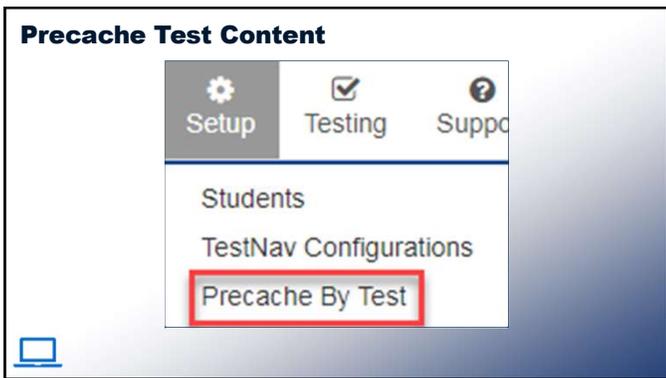
31

Add Examinees to Test Sessions



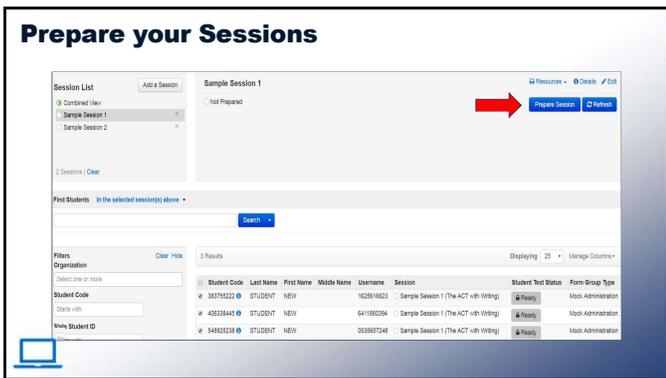
32

Precache Test Content



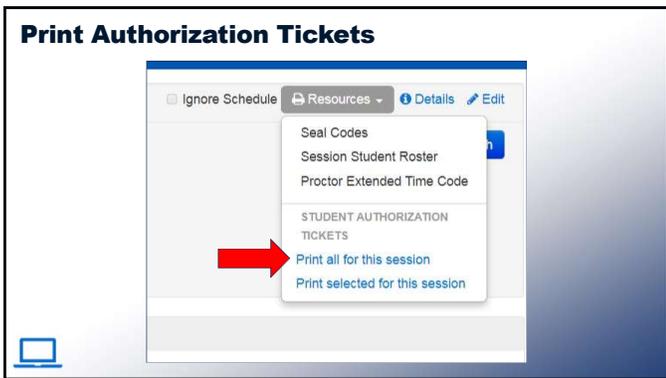
33

Prepare your Sessions



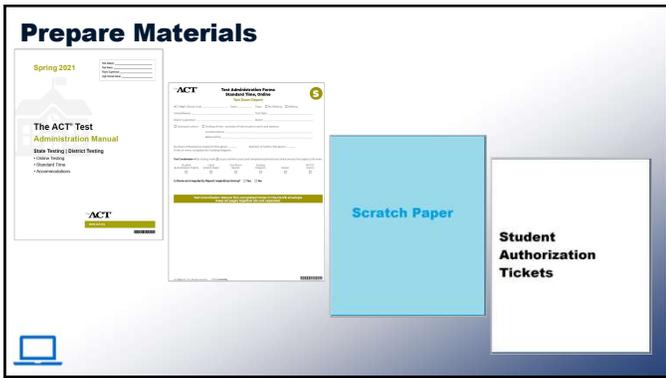
34

Print Authorization Tickets



35

Prepare Materials



36



37

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

38

ACT Paper Practice Test

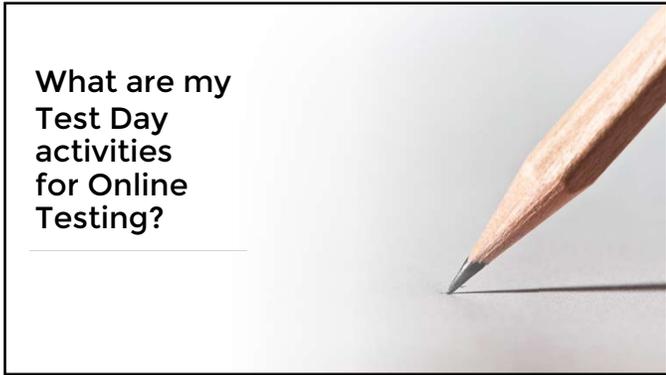
2020 | 2021 FREE

ACT
Preparing for the ACT Test

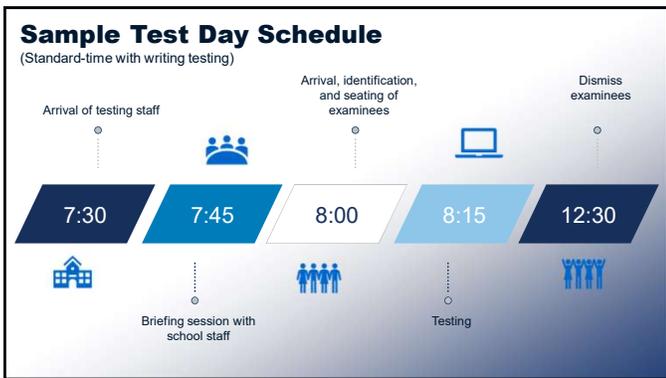
WHAT'S INSIDE
This practice test includes:
- Multiple-choice questions
- Short-answer questions
- Essay questions
- Writing sample questions
- Answer keys and explanations

ACT
www.act.org

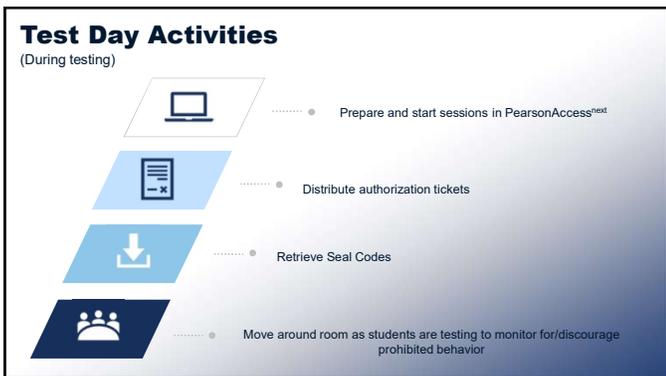
39



40

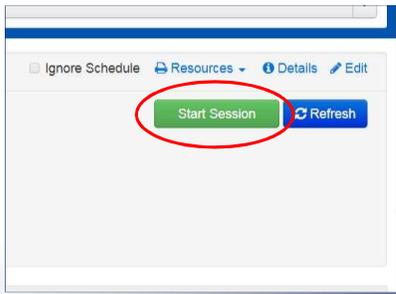


41



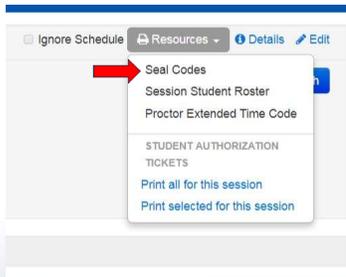
42

Start your Sessions



43

Provide Seal Codes - Online



44

Monitoring Online Testing

Displaying 25 Man

| | Student Test Status | Form Group Type | For |
|-------------|---------------------|--------------------|----------|
| he ACT with | Exited | March 20 (Tuesday) | The (15E |
| he ACT with | Resumed | March 20 (Tuesday) | The (15E |
| he ACT with | Ready | March 20 (Tuesday) | The (15E |
| he ACT with | Completed | March 20 (Tuesday) | The (15E |

45

Seating Diagram - Online

ACT Test Administration Forms
Standard Time, Online

S

Test Room Report

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.

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

| | | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Student Administration System | Label Search Paper | Test Room Report | Seating Diagram | Roster | ACT ID Forms |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is there an Irregularity Report regarding timing? Yes No

Test Coordinator—Return this completed folder in the OLIVE envelope. Keep all pages together (do not separate).

46

Seating Diagram - Online

ACT Test Administration Forms
Standard Time, Online

S

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 he or she is seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the Administrator's Manual for acceptable seating arrangements.

1 Seating Type

Desks Tables Carrels

Other _____

3 Distance between Examinees

Shoulder-to-Shoulder: _____ ft. Head-to-Head: _____ ft.

Minimum 36" Maximum 36" (36" min. partitions)

2 Partitions between Examinees

Yes No

4 Diagram of Room Setup and Seating

47

Seating Diagram - Online

ACT Test Administration Forms
Standard Time, Online

S

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 type of ID.

| Examinee's Name (please print) List all examinees scheduled to test in this room. | Type of ID | | |
|--|------------|---------------------------------|---------------------------------|
| | Photo ID | ACT Student Identification Form | and Staff Initials + Recognized |
| | P | F | R and initials |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |

48

Test Day Activities

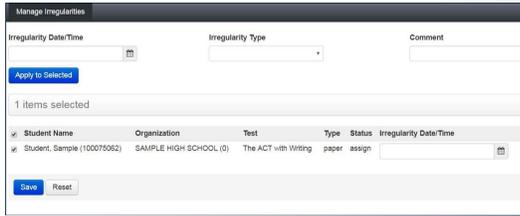
Collect Test room Documents (online testing)



49

Test Day Activities

Irregularity Reports (online testing)



50

Test Day Activities

If you did not test



51



52

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

53

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

54

Purge Cached Test Content



t35t1n6

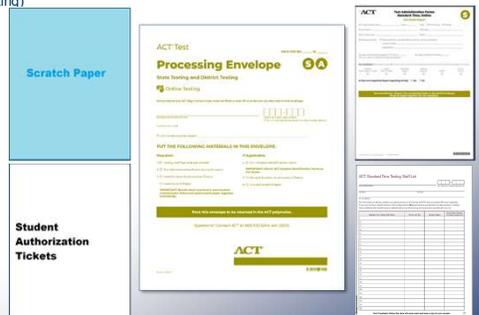
1. Go to a proctor caching computer.
2. Open the shortcut to ProtorCache
3. Select the tests tab.
4. Check the box next to the tests to purge.
5. Select the purge button.
6. Enter the proctor password in the popup window.
7. Repeat these steps on each proctor caching computer.



55

Packing the Processing Envelope

(Online Testing)




56

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 | 3-8 weeks | 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 Reporting |

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ACT Contact information

| | |
|--|--|
| Test Administration | Accommodations and Supports |
|  800-553-6244 ext 2800 |  800-553-6244 ext 1788 |
|  ACTDistrictTesting@act.org |  ACTStateAccoms@act.org |
|  act.org/StateAndDistrict/DistrictTestLateApril | |

PT10005SDTLA-C33631
