Getting Ready for the ACT® Test Administration Training
District Testing Late April

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

Important Dates

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 Non-test Sessions
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>Online Testing Window</th>
<th>Accommodations Testing Window</th>
</tr>
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<tbody>
<tr>
<td>April 20 - 29</td>
<td>April 20 - 29</td>
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</table>

**Important Dates**

- **March 19, 2021**
  - Request accommodations
  - Manage Participation and Contacts
  - Load Student Data and Site
  - Online Testing: complete site readiness

- **Mar 22 – Apr 16**
- **Apr 5 or Apr 12**
- **Within 2 Days of Testing**
  - Request late accommodations
  - Receive test materials
  - Students complete Non-test Questions

**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)

Pre-test activities
Select Qualified Staff & Complete Mandatory Training

Use the guidelines in the Test Coordinator Information Manual

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

Student Data Upload (SDU)

- ACT
- Student Data Upload (SDU)
- File Requirements and Loading Instructions
- State Testing or District Testing

Overview
A student record must exist in PSHighScore™ for all students who test. Use the Student Data Upload (SDU) file to import data for a group of students who are taking the ACT, as well as ACT Science.

Creating and Importing the SDU File

- Import file into PSHighScore
- Note: Formatting for student data is the same for all data type files (e.g., subject or test data)
**Pre-test activities**
Verify Receipt of Test Materials

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

- After counting materials:
  - Re-seal cartons with the tape provided
  - Sign your name across the seal
  - Store in a secure location
  - Retain cartons for return shipment

1. Re-seal 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.
Pre-test Activities
Tracking Material Shipments

Order Details

<table>
<thead>
<tr>
<th>Order #</th>
<th>Sales Order #</th>
<th>Line #</th>
<th>Materials Order #</th>
<th>Shipment(s)</th>
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<tr>
<td>4853</td>
<td></td>
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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

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
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

Pre-test activities
Prepares 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

Create Test Sessions

- Sample Session
- Test Dates
- Test Time
- Test Form
- Scheduling
- Test Grouping
- Test Group Type
- Test Setting
- Test Location
Prepare your Sessions

Print Authorization Tickets

Prepare Materials
What are the free test prep resources?

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 Paper Practice Test
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>
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<tbody>
<tr>
<td>7:30</td>
<td>Arrival of testing staff</td>
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<tr>
<td>7:45</td>
<td>Arrival, identification, and seating of examinees</td>
</tr>
<tr>
<td>8:00</td>
<td>Briefing session with school staff</td>
</tr>
<tr>
<td>8:15</td>
<td>Testing</td>
</tr>
<tr>
<td>12:30</td>
<td>Dismiss examinees</td>
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</table>

Test Day Activities
(During testing)

- Prepare and start sessions in PearsonAccess™
- Distribute authorization tickets
- Retrieve Seal Codes
- Move around room as students are testing to monitor and discourage prohibited behavior
Test Day Activities
Collect Test room Documents (online testing)

Test Day Activities
Irregularity Reports (online testing)

Test Day Activities
If you did not test
What are my Post-test activities?

Post-test Activities
Makeup testing
Determine student eligibility for makeup testing

Yes

Student:
• Was Absent on test window 1
• Arrived too late to begin testing
• Began but did not complete testing (must retake entire battery)

No

Student:
• Completed Testing
• Was dismissed for prohibited behavior

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 ProctorCache.
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.

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**Packing the Processing Envelope**

(Online Testing)

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**Reporting Schedule**

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<td>School</td>
<td>School</td>
<td>College</td>
<td>School District State</td>
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<td>List of Examiners</td>
<td>List of College Reportable Scores</td>
<td>Record Labels</td>
<td>College Reportable Scores</td>
<td>Dynamic Online Reporting</td>
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