Getting Ready for the ACT® Test Administration Training

District Testing Late Spring

Agenda

1. 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

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!
We are updating your student experience! If you have an ACT student web account, you will need to update your account to MyACT. You will be able to access your previous ACT scores, plus all the new features MyACT offers!

I have an ACT web account and want to update to MyACT
I have recently taken an ACT test, but don't yet have an account
I have not taken the ACT before and am 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

What dates do I need to remember?
## Important Dates

<table>
<thead>
<tr>
<th>Feb 12, 2021</th>
<th>Feb 19, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request accommodations</td>
<td>Manage Participation and Contacts</td>
</tr>
<tr>
<td>Feb 15 – Mar 26</td>
<td>Mar 8 or Mar 15</td>
</tr>
<tr>
<td>Request Late accommodations</td>
<td>Receive test materials</td>
</tr>
<tr>
<td>Mar 8 or Mar 15</td>
<td>Within 4 Days of Testing</td>
</tr>
<tr>
<td></td>
<td>Students complete Non-test Questions</td>
</tr>
</tbody>
</table>

### ACT Contact information

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>Accommodations and Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td>800-553-6244 ext 2800</td>
<td>800-553-6244 ext 1788</td>
</tr>
<tr>
<td><a href="mailto:ACTDistrictTesting@act.org">ACTDistrictTesting@act.org</a></td>
<td><a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></td>
</tr>
<tr>
<td>act.org/StateAndDistrict/DistrictTestLateSpring</td>
<td></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)

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

Overview
A student record can exist in a Preliminary™ database 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 ACT® Subtests.

Important: The accuracy of student data is crucial. Work with your technical coordinator to create and import these files.

Creating and Importing the SDU File

The SDU file is created as an Excel file and saved in comma-delimited (.csv) or fixed-width (.txt) format for importing into Preliminary™.

Note: Preparing student data for import using a comma-delimited file (.csv) or fixed-width (.txt) format is strongly recommended, because it is the standard format expected. However, if all have the same and working knowledge on how to create a comma-delimited file, it is also acceptable.
**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.

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.

**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

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

- Re-seal cartons with the tape provided
- Sign your name across the seal
- Store in a secure location
- Return 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

Pre-test activities
Enroll and Unenroll Examinees

Pre-test Activities
Ordering Additional Materials

Orders & Shipment Tracking

Test: 2 sessions
Select Tests

Orders Shipment

Past Orders Placed or Updated in

Orders
Shipment
Pre-test Activities
Tracking Material Shipments

Verify Receipt of Test Materials
If you are participating in both 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 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

A B C D E F G

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
Prepares 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
Prepares 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
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 can see all examinees
- Workstation passed 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
What are my pre-test activities for online testing?

Create Test Sessions

Add Examinees to Test Sessions
Add Examinees to Test Sessions

Precache Test Content

Prepare your 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: 7:30
- Arrival, identification, and seating of examinees: 7:45
- Briefing session with school staff: 8:00
- Testing: 8:15
- Dismiss examinees: 12:30

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)
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 for/discourage prohibited behavior

Start your Sessions

Provide Seal Codes - Online
Monitoring Online Testing

<table>
<thead>
<tr>
<th>Student Test Status</th>
<th>Form Group Type</th>
<th>For</th>
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<tbody>
<tr>
<td>Enroll</td>
<td>March 20</td>
<td>The</td>
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<tr>
<td>Resumed</td>
<td>March 20</td>
<td>Thu</td>
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<tr>
<td>Ready</td>
<td>March 20</td>
<td>Thu</td>
</tr>
<tr>
<td>Completed</td>
<td>March 20</td>
<td>Thu</td>
</tr>
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</table>

Seating Diagram - Online

Seating Diagram - Online

Seating Diagram - Online
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?

- 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

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**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**

(Paper Testing)
Packing the Cartons

[Diagram showing packing process]

1 of X

Packing the Processing Envelope

(Online Testing)

Scratch Paper

Student Authentication Tickets

Report

[Diagram showing processing envelope]

Reporting Schedule

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<th>Request</th>
<th>Timeline</th>
<th>Description</th>
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<tbody>
<tr>
<td>Student Scores</td>
<td>School</td>
<td>3-8 weeks</td>
<td>Paper Report</td>
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<tr>
<td>Scores</td>
<td>School</td>
<td>3-8 weeks</td>
<td>Online account</td>
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<tr>
<td>High School</td>
<td>School</td>
<td>3-6 weeks</td>
<td>List of Examinees</td>
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<tr>
<td>Checklist Report</td>
<td>School</td>
<td>3-6 weeks</td>
<td>List of College Reportable Scores</td>
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<tr>
<td>High School Report</td>
<td>School</td>
<td>3-6 weeks</td>
<td>Record Labels</td>
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<td>College</td>
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<td>College Report</td>
<td>College</td>
<td>3-5 weeks</td>
<td>Dynamic Online Reporting</td>
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[Table showing reporting schedule]

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