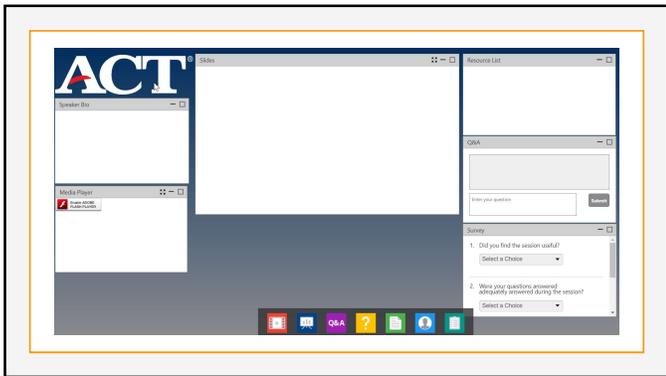
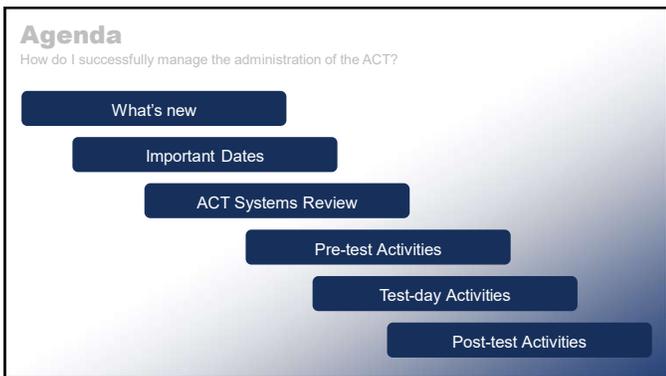




1



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

You're all set! Contact Support

Test Accessibility and Accommodations

Materials Ordering

Manage My Access

8

What dates do I need to remember?

9

Important Dates

Feb 12, 2021 Request accommodations	Feb 19, 2021		
	Manage Participation and Contacts	Load Student Data Upload file	Online Testing: complete site readiness
Feb 15 – Mar 26 Request Late accommodations	Mar 8 or Mar 15 Receive test materials	Within 4 Days of Testing Students complete Non-test Questions	

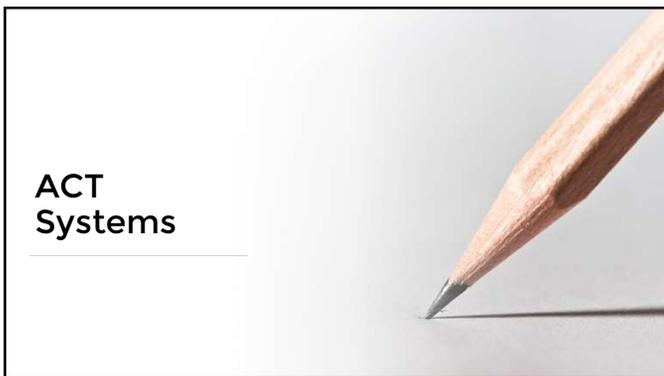
10

ACT Contact information

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

PT10005SDTES-CJ3625

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)

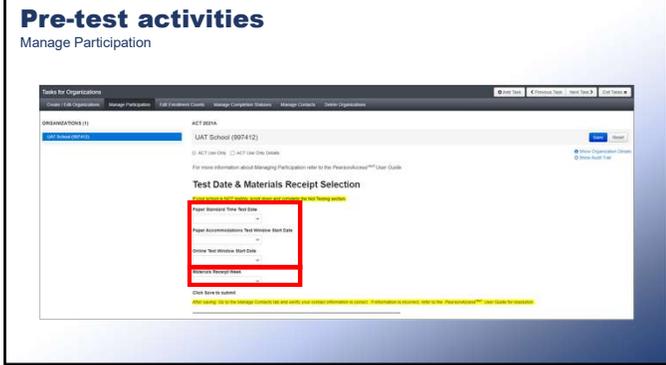
Online interactive reporting interface and access point for TAA

14

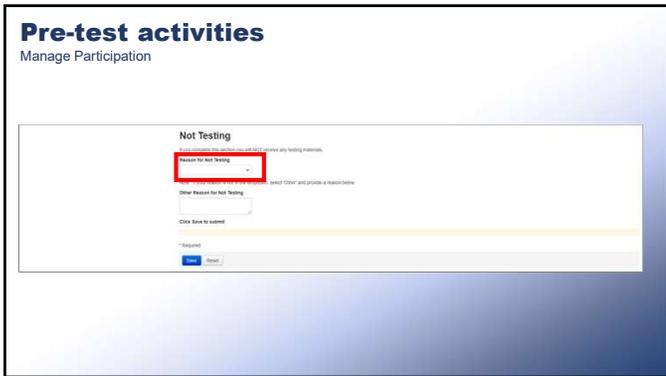
What are my pre-test activities?



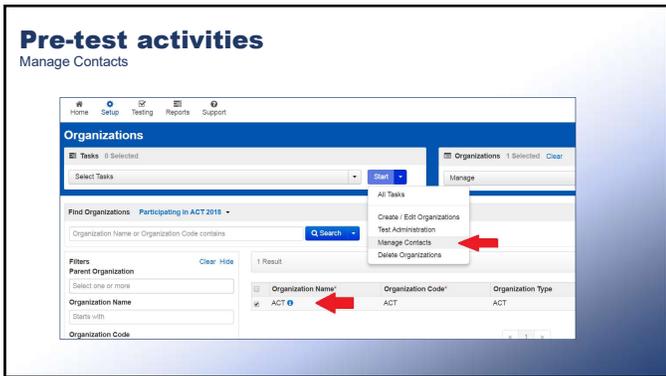
15



16



17



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

Key for Test Booklet Covers

The test booklet cover determines the different types of testing:

Colored cover = **Non-college reportable accommodations**

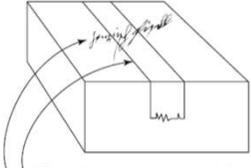
Triangle = **standard time**

Circle = **accommodations**



23

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

24

Pre-test activities

Verify Receipt of Test Materials

Order additional test materials if necessary

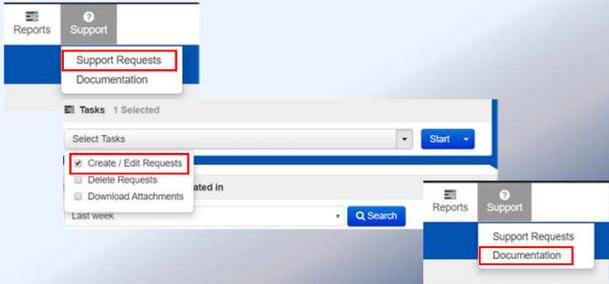


Only the Test Coordinator can access secure test materials before test day

25

Pre-test activities

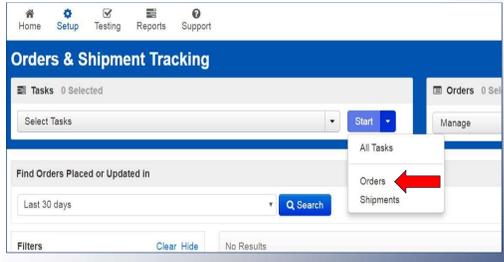
Enroll and Unenroll Examinees



26

Pre-test Activities

Ordering Additional Materials



27

Pre-test Activities
Tracking Material Shipments

Order Details

Order # 45923 Sales Order # / Line # 6647056 / 1

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

Shipment 1

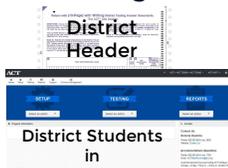
Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	03/14/2018	03/15/2018	433845380253

Close

28

Pre-test activities
Verify Receipt of Test Materials

District Testing



District Students in PearsonAccess^{next}

If you are participating in both

Materials and students must be kept SEPARATE

State Testing



State Students in PearsonAccess^{next}

MIXING MATERIALS COULD RESULT IN DELAYED OR CANCELED SCORES.

29

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

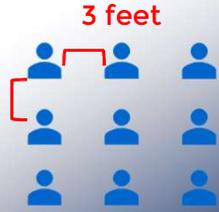
30

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



34

Pre-test activities

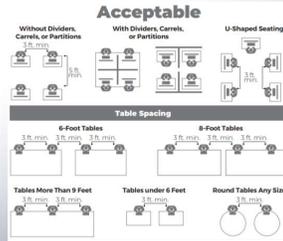
Prepare Testing Rooms (online testing)

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



35

Grouping Students



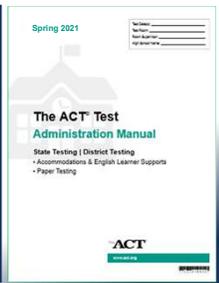
Individual testing:

- 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



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



37

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

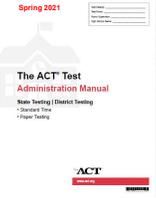


Do not enter any other site during the test session



38

Prepare Materials



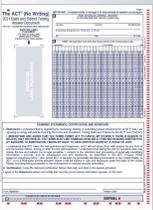
The ACT Test Administration Manual
State Testing | District Testing | Standardized Testing | Paper Testing



ACT Test Administration Exam
Standard Test Paper



Test Booklet



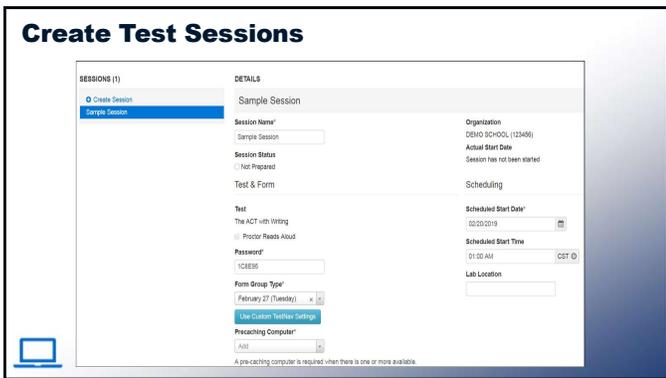
The ACT Test Writing Test Administration Manual



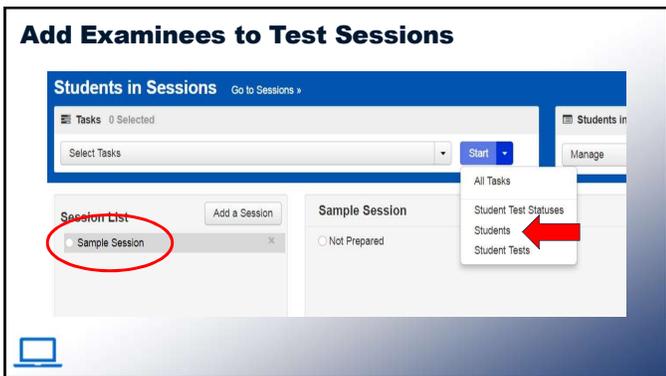
39



40

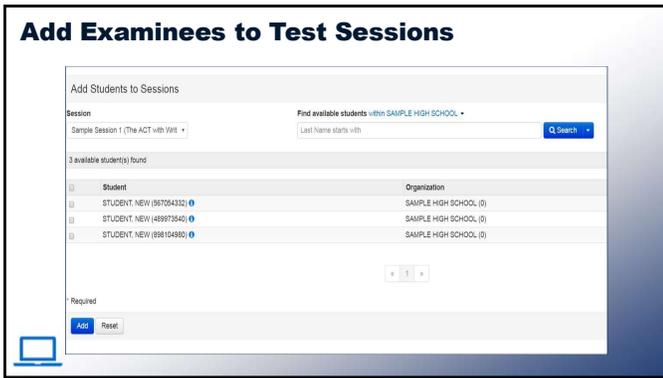


41



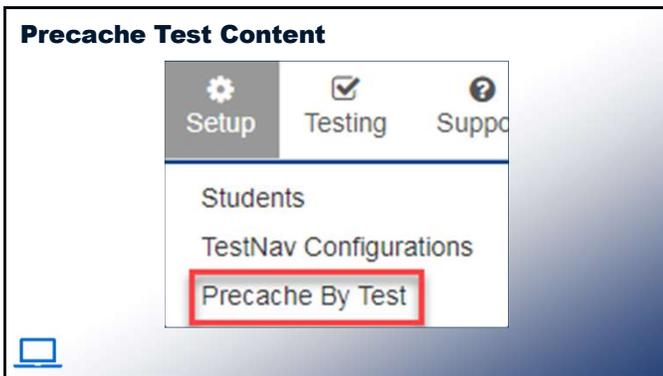
42

Add Examinees to Test Sessions



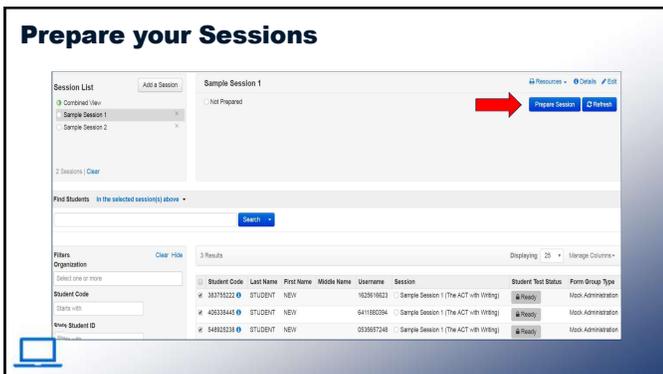
43

Precache Test Content



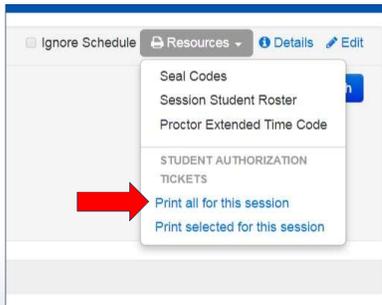
44

Prepare your Sessions



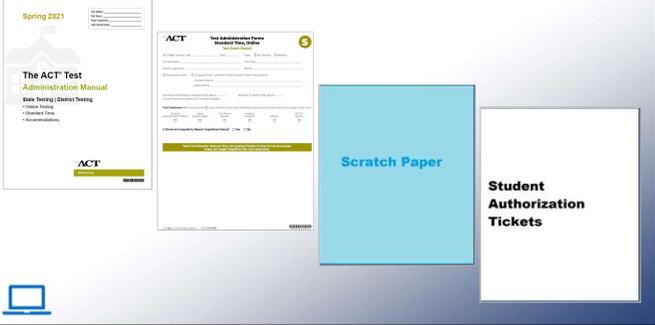
45

Print Authorization Tickets



46

Prepare Materials



47

What are the free test prep resources?

48

Prepare Your Examinees

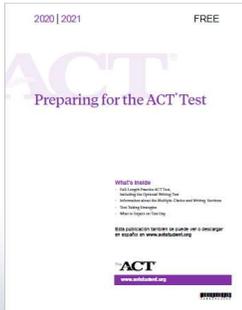
Prepare Your Examinees

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

49

ACT Paper Practice Test

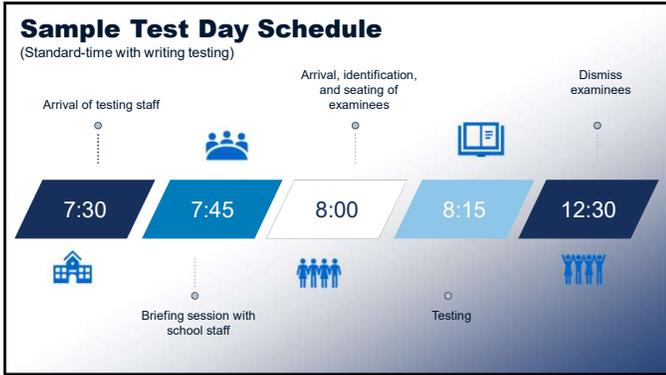


50

What are my
Test Day
activities
for paper
testing?



51



52

Watch for and Document Irregularities

Prohibited Behavior by Students

Individual Irregularities

Group Irregularities

Misadministrations can cause scores to be cancelled

53

Test Room Report

ACT Test Administration Forms
Standard Time, Paper
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: _____

BEFORE TESTING: Complete A through C to record and account for ALL TEST BOOKS/ETS provided to the room.

A. Multiple-Choice Test Booklets

First Serial Number	Last Serial Number	Total Booklets
_____ to _____	_____ to _____	A
Additional serial numbers not within the sequence above, Forg: _____		

B. Writing Test Booklets (If any, enter 0)

First Serial Number	Last Serial Number	Total Booklets
_____ to _____	_____ to _____	B
Additional serial numbers not within the sequence above, Forg: _____		

C. Sign and Initial as indicated to confirm the transfer of test booklets to the room supervisor.

Room Supervisor Signature: _____ Test Coordinator Initials: _____

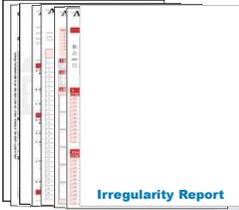
AFTER TESTING: Complete D through H to record and account for ALL MATERIALS returned to the test coordinator.

# Multiple-Choice Test Booklets	# Used	# Unused	Total # Booklets
_____	_____	_____	_____

54

Test Day Activities

Collect Test room Documents



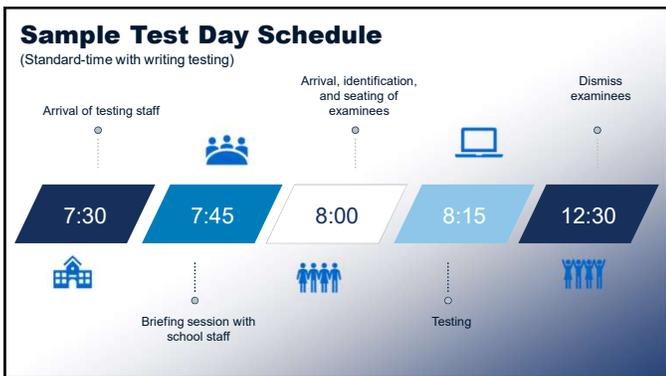
Irregularity Report

58

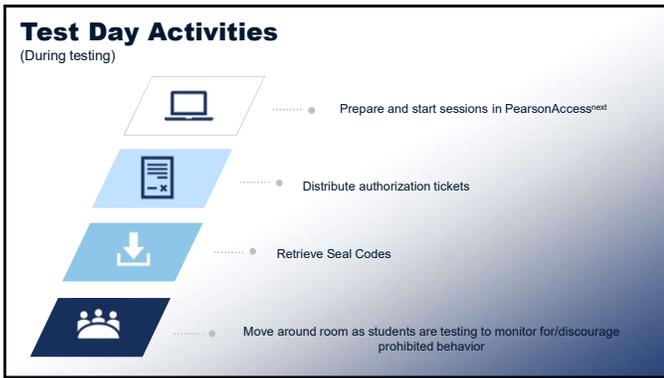
What are my Test Day activities for Online Testing?



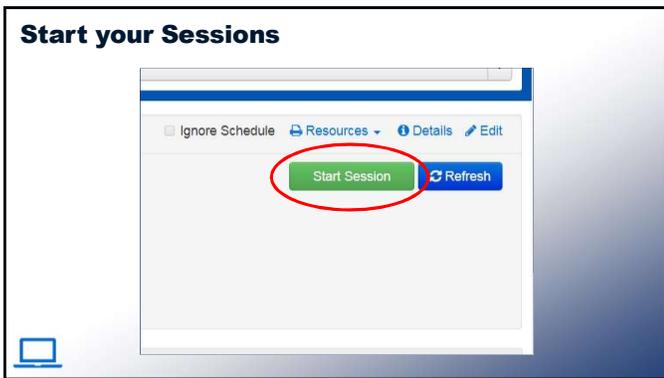
59



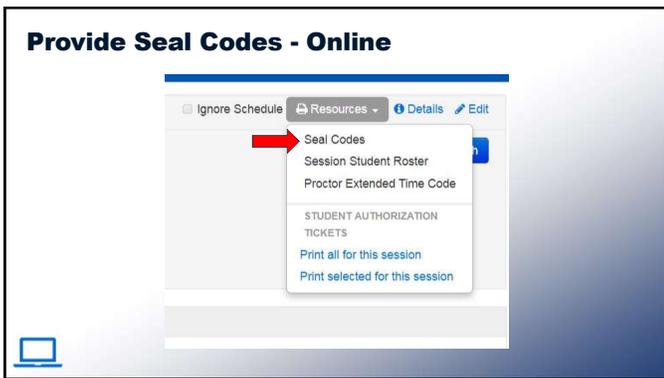
60



61



62



63

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

64

Seating Diagram - Online

ACT Test Administration Forms
Standard Time, Online
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 (S) as you confirm counts and completeness/correctness of documents that apply to this room.

Student Administration Tickets	Used	Test Room Report	Seating Diagram	Score	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).

65

Seating Diagram - Online

ACT Test Administration Forms
Standard Time, Online
Seating Diagram

Instructions:

- Complete Steps 1 through 4 during testing.
- In Step 4, select 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/walls, and walls.

See the Administration Manual for acceptable seating arrangements.

1 Seating Type
 Desks Tables Carrels
 Other _____

2 Partitions between Examinees
 Yes No

3 Distance between Examinees
Shoulder-to-Shoulder: _____ ft. Head-to-Head: _____ ft.
Minimum 3 ft. Maximum 5 ft. 6 in.

4 Diagram of Room Setup and Seating

66

Test Day Activities

If you did not test

```
graph LR; A[Mark "Did Not Test" in PearsonAccessnext] --> B[Discard the unused Site Header]; B --> C[Place Processing Envelope in a box]; C --> D[Prepare materials for return];
```

Mark "Did Not Test" in PearsonAccessnext

Discard the unused Site Header

Place Processing Envelope in a box

Prepare materials for return

70

What are my Post-test activities?

71

Post-test Activities

(paper testing)

- Order Upcoming Test Window Materials
- Packing the Processing Envelope
- Packing the cartons
- Reporting Schedule

72

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

73

Post-test Activities

Makeup Testing Paper

Order Materials for
Upcoming
Administration in
PearsonAccess^{next}

Edit Materials Order

0 Find Materials

Description Item #

14 Results

Amount	Description
1	WRITING ANSWER DOCUMENT 2019
1	TAKING THE ACT
1	TEST COORDINATOR MANUAL - PAPER
1	ACT ADMIN MANUAL STANDARD TIME PAPER 2019
1	ACT ADMIN MANUAL ACCOMMODATIONS PAPER 2019
1	ACT ADMIN MANUAL STANDARD AND ACCOMMODATIONS ONLINE 2019
1	ACT ADMIN MANUAL NCE ACCOMMODATIONS PAPER 2019
1	ACT TEST ADMIN FORBUS STANDARD TIME PAPER TESTING
1	ACT TEST ADMIN FORBUS ACCOMMODATIONS PAPER TESTING
1	ACT TEST ADMIN FORBUS STANDARD TIME ONLINE TESTING
1	ACT TEST ADMIN FORBUS ACCOMMODATIONS ONLINE
1	ACT TEST ADMIN FORBUS NCE PAPER TESTING

Save Cancel

74

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)

Be sure to only use the new test booklets assigned to each specific test window

75

Post-test Activities

Test Window 2 (Online Testing)

76

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.

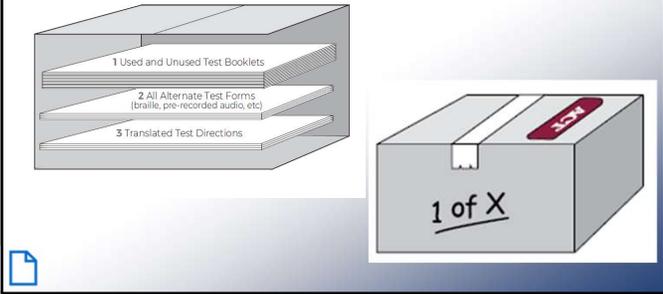
77

Packing the Processing Envelope

(Paper Testing)

78

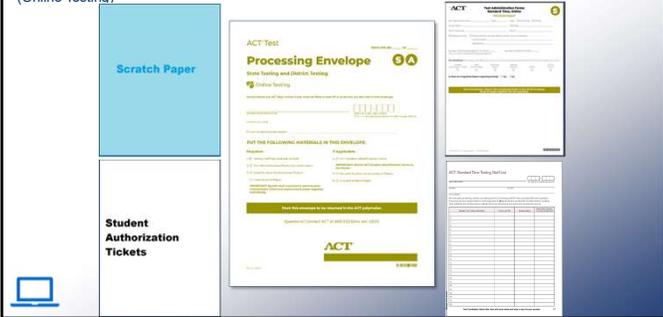
Packing the Cartons



79

Packing the Processing Envelope

(Online Testing)



80

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/DistrictTestLateSpring	

PT10005SDTES-CJ3625
