Getting Ready for the ACT®
Test Administration Training
District Testing
Late Spring
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ACT Operational Contract Fulfillment

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ACT Operational Contract Fulfillment
Guiding Question:
How do I successfully manage the administration of the ACT?

- What’s New
- Important Dates
- Pre-test Activities
- Test-day Activities
- Post-test Activities (including invoicing)
What’s New?
Examinees with the ACT-approved accommodation of time and a half in a single session (timing code 6) will have 50% extended time for each subject test of the ACT® test, with a hard stop after each test.

- Test 1 English – 70 minutes
- Test 2 mathematics – 90 minutes
- Break – 15 minutes
- Test 3 reading – 55 minutes
- Test 4 science – 55 minutes
- Break – 5 minutes
- Test 5 writing – 60 minutes
Accommodations and Supports Roster

• Still identifies the examinees and their approved accommodations and/or English learner supports

• The report is still accessed through PearsonAccessnext™

Pre-Recorded Audio Format

• USB only
Key for Test Booklet Covers

To identify which test booklet to use, the cover is different for each type of testing.

- **Triangle** = standard time
- **Circle** = accommodations

Colored cover = non-college reportable accommodations
Calculator Policy Update

• Examinees are fully responsible for making sure any calculator they bring to the test is an allowed model.

• Staff will continue to check for use of a prohibited calculator or improper use of the calculator.

• If your school provides calculators to examinees for testing, the school is responsible for making sure those calculators are acceptable.

Link to the calculator policy: https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf
Invoicing Change

• Invoicing is based on the total enrollment of students in PANext (SDU)

• Ensure accurate counts by midnight, the final day of makeup accommodated testing

• Submit Enroll/Unenroll requests (add or remove students) to ACT as needed by midnight

• Instructions for the enroll/unenroll process are found in the PearsonAccessnext User Guide

• Deadline: April 30th
What dates do I need to remember?
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15, 2019</td>
<td>Manage Participation in PearsonAccessnext™</td>
</tr>
<tr>
<td></td>
<td>Request ACT-approved accommodations through the TAA System</td>
</tr>
<tr>
<td></td>
<td>Upload your student information loaded into PearsonAccessnext™</td>
</tr>
<tr>
<td>February 18 – March 29,</td>
<td>Request ACT-approved accommodations using the Late Consideration Form</td>
</tr>
<tr>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Week of March 4 or</td>
<td>Receive test materials</td>
</tr>
<tr>
<td>Week of March 11</td>
<td></td>
</tr>
<tr>
<td>By April 1, 2019</td>
<td>Students complete the Non-Test Portion of the answer document (paper)</td>
</tr>
</tbody>
</table>
Important Dates

April 2, 2019 Initial Standard Time test date

April 2 – April 16, 2019 Accommodations Testing Window

April 2 – April 4, 2019
April 9 – April 11, 2019 Online Testing Window (Tues, Wed & Thurs only)

April 24, 2019 Makeup Test date

Your complete Schedule of Events is posted on the ACT-hosted testing website in the Orientation stage
**PearsonAccess™**

- Web application used by testing staff to manage participation, verify and register students, order materials, and online testing.
- Login at [https://testadmin.act.org](https://testadmin.act.org)

**Test Accessibility and Accommodations System (TAA)**

- ACT test accommodations and English learner supports management system used by testing staff to submit requests.
- Link is provided on the ACT-hosted testing website in the Configuration stage.
How do I Manage Contacts and Participation?
Manage Contacts
Manage Contacts
Create Test Staff User Accounts
Create Test Staff User Accounts
Tasks for Organizations

Manage Participation

Manage Participation

PARTICIPATING

It is expected that your school will participate in testing. Please complete the Participating section below.

If your school is NOT going to participate, go to the Not Participating section.

Participating

If your school is going to participate, take the following steps:
1. Select Paper Initial Standard Test Date.
2. Select Paper Initial Accommodations Test Window Start Date.
3. Select Material Receipt Date.
4. Click Save to submit.

Paper Initial Standard Test Date
I plan to use the following date as my paper initial standard time test day.

Paper Initial Accommodations Test Window Start Date
I plan to use the following date as my paper initial accommodations test window start day.

Note: Please check your schedule of events for the length of the window.
What are my Pre-test activities?
Pre-test Activities

Select Qualified Staff & Complete Mandatory Training

- School Test Coordinator
- Technical Coordinator (online testing only)
- Room Supervisor
- Proctor(s)
Verify Receipt of Test Materials

• Within **24 hours of delivery**, the School 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
Verify Receipt of Test Materials

- Order additional test materials if necessary

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

Call ACT immediately at 800.553.6244 ext. 2800 if there is a security breach at any time
Ordering Additional Materials

Pre-test Activities
## Tracking Materials Shipments

### Order Details

<table>
<thead>
<tr>
<th>Order #</th>
<th>Sales Order # / Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>45923</td>
<td>6647056 / 1</td>
</tr>
</tbody>
</table>

### Shipment 1

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Status</th>
<th>Expected Arrival</th>
<th>Delivery Date</th>
<th>Tracking Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>delivered</td>
<td>03/14/2018</td>
<td>03/15/2018</td>
<td>433845050253</td>
</tr>
</tbody>
</table>

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

- **Must** complete before test day
- One-hour session (approx.)
- Apply barcode labels to the back, lower right corner of the answer documents

Pre-test Activities
Students Complete Non-Test Portions of the Answer Document (online testing)

• Deadline is April 17th, four business days after the end of the testing window
• One-hour (approx.)
• Each examinee will need:
  • Their personalized copy of the Non-Test Instructions for Online Testing received with test materials (secure item!)
  • One copy of the Taking the ACT State and District Testing booklet
• Examinees will answer questions at www.actstudent.org/account

Complete instructions are available on the ACT-hosted ND state testing webpage in the Preparation stage
Prepare Testing Rooms

- Allow 15 - 30 standard-time examinees to each room
- Arrange seating so there is a minimum of 3 ft. between examinees
- Plan appropriately for students with local and/or ACT-approved accommodations
- Ensure proper lighting, temperature, and ventilation
Prepare Test Rooms (Online)

Can face each other WITH dividers

Cannot face each other WITHOUT dividers

Online Testing Seating Arrangement Examples

Acceptable

Without Dividers, Carrels, or Partitions

5 ft. min.

With Dividers, Carrels, or Partitions

5 ft. min.

U-Shaped Seating

3 ft. min.

Table Spacing

6-Foot Tables

3 ft. min. 3 ft. min. 3 ft. min.

8-Foot Tables

3 ft. min. 3 ft. min. 3 ft. min.

Tables More Than 9 Feet

3 ft. min. 3 ft. min.

Tables under 6 Feet

3 ft. min.

Round Tables Any Size

3 ft. min.

Unacceptable

Examinees Facing Each Other Without Dividers, Carrels, or Partitions

Examinees Too Close Together/Inadequate Aisle Space

Desk Surface Too Small
What are my Test Day activities?
Test Day Activities

Sample Test Day Schedule
(standard-time testing)

7:30 a.m. Arrival of testing staff
7:45 a.m. Briefing session with school staff
8:00 a.m. Arrival, identification, and seating of examinees
8:15 a.m. 1) Begin reading verbal instructions

2) Distribute test materials

3) Administer all 5 tests in order:
   - English 45 minutes
   - Mathematics 60 minutes
   - Break 15 minutes
   - Reading 35 minutes
   - Science 35 minutes
   - Break up to 45 minutes for lunch
   - Writing (if applicable) 40 minutes

4) Collect/verify test materials

1:10 p.m. Dismiss examinees
**Briefing Session**

Designate arrival time for room supervisors and proctors at least 30 mins prior to examinee check-in.

- Make staffing adjustments, if needed
- Review procedures
- Answer questions
- Announce any last-minute changes
- Remind staff about authorized personnel and introduce observers, if applicable
- Distribute materials to room supervisors after briefing session
Irregularity Report

*Testing irregularities*: interruptions and distractions which affect testing
  - Group Irregularities
  - Individual Irregularities

*Prohibited behaviors*: actions which result in examinee dismissal and voiding answer document

Complete an Irregularity Report to inform ACT of situations which impact testing.

If testing online, the irregularity report is completed in PearsonAccess®

Refer to manual for form and detailed information.
## Misadministrations Can Cause Scores to be Cancelled

<table>
<thead>
<tr>
<th>Reasons for Scores to be Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms not set up correctly</td>
</tr>
<tr>
<td>Standard time use of accom. materials</td>
</tr>
<tr>
<td>Conflict of Interest with staff</td>
</tr>
<tr>
<td>Accom use of standard time materials</td>
</tr>
<tr>
<td>Unauthorized transferred materials</td>
</tr>
<tr>
<td>Additional information provided</td>
</tr>
<tr>
<td>Advanced access to test content</td>
</tr>
<tr>
<td>Tests timed incorrectly</td>
</tr>
<tr>
<td>Pre-test info completed on test day</td>
</tr>
<tr>
<td>Tests administered on the wrong day</td>
</tr>
<tr>
<td>Tests not given in correct order</td>
</tr>
<tr>
<td>Different timing codes in same room</td>
</tr>
<tr>
<td>Test materials are duplicated/attempt</td>
</tr>
<tr>
<td>Answers not transferred properly</td>
</tr>
</tbody>
</table>
## Test Day Activities

### Collect Test Room Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Booklets</td>
<td>There are no answer documents inside and the test booklets are arranged in sequential serial number order</td>
</tr>
<tr>
<td>Answer Documents</td>
<td>Each answer document has the correct required identifying information on the front and back pages</td>
</tr>
<tr>
<td>Administration Manual</td>
<td>Keep for makeup testing or securely destroy</td>
</tr>
<tr>
<td>Test Room Report</td>
<td>Is completed and signed and initialed by the Test Coordinator and Room Supervisor and all test booklets are accounted for</td>
</tr>
<tr>
<td>Roster</td>
<td>All examinees scheduled to test are listed and if they tested or not, with any ACT Student ID Letters attached</td>
</tr>
<tr>
<td>Seating Diagram</td>
<td>All items are complete and test booklet serial numbers are recorded in the squares</td>
</tr>
<tr>
<td>Timing Report</td>
<td>Each test has the start, 5 minutes remaining, and stop time recorded</td>
</tr>
<tr>
<td>Irregularity Report</td>
<td>Is signed with explanation and voided/replaced materials are attached</td>
</tr>
</tbody>
</table>
What are my Post-test activities?
Post-test Activities

- Packing the Processing Envelope
- Packing the cartons
- Ensure accurate invoicing
- Reporting Schedule
Packing the Processing Envelope

- Test Admin Forms
- Irregularity Reports
- Staffing List
- Answer Documents
- Site Header
Packing the Cartons

1. Used and Unused Test Booklets
2. All Alternate Test Forms (braille, pre-recorded audio, etc)
3. Translated Test Directions
ACT has scheduled the pickup for you!

Pre-Scheduled FedEx Pickup

Standard Time Pickup – April 3rd

Accommodations and Online Testing Pickup – April 19th
Verify Final Enrollment

• Invoicing is based on the total enrollment of students in PANext (SDU)

• Responsibility sits with the Test Coordinator/District Test Coordinator to ensure the correct students are listed in ACT

• Submit Enroll/Unenroll requests (add or remove students) to ACT as needed by midnight on April 30th

• Instructions for the enroll/unenroll process are found in the PearsonAccessnext User Guide
Updating Enrollment

- Download the Enroll or Unenroll Students excel document
- Complete the template and save to your computer
Updating Enrollment

- Complete the New Request fields
- Attach the saved file
- Hit “Create”
# Reporting Schedule

<table>
<thead>
<tr>
<th>Document</th>
<th>Recipient</th>
<th>Timeline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Score Report</td>
<td>Student</td>
<td>3-8 weeks</td>
<td>Paper report</td>
</tr>
<tr>
<td>Student Online Scores</td>
<td>Student</td>
<td>1 week after Student Report</td>
<td>Online account</td>
</tr>
<tr>
<td>High School Checklist Report</td>
<td>School</td>
<td>3-8 weeks</td>
<td>List of Examinees</td>
</tr>
<tr>
<td>High School Report</td>
<td>School</td>
<td>3-8 weeks</td>
<td>List of College Reportable Scores</td>
</tr>
<tr>
<td>Student Score Labels</td>
<td>School</td>
<td>3-8 weeks</td>
<td>Record Labels</td>
</tr>
<tr>
<td>Student College Report</td>
<td>College</td>
<td>3-8 weeks</td>
<td>College Reportable Scores</td>
</tr>
</tbody>
</table>
# ACT Contact Information


<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administration</td>
<td>800-553-6244 ext 2800</td>
<td><a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a></td>
</tr>
<tr>
<td>Accommodations and Supports</td>
<td>800-553-6244 ext 1788</td>
<td><a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></td>
</tr>
</tbody>
</table>