

Overview

Purpose of Administration Supplement

In accordance with the Montana Office of Public Instruction (OPI) and the Office of the Commissioner of Higher Education (OCHE), ACT has created the following document to guide your non-test sessions for the ACT with Writing. There are specific non-test items the state has asked to be omitted. This document contains verbal instructions that align with OPI's intended use of the non-test section.

For the Test Coordinator

OPI requires that all TCs complete the **ACT Test Coordinator Student Privacy Assurance Form**. Access to the form will be emailed separately to TCs near your materials delivery date. This form must be completed by **September 23** for the optional Fall 2020 testing and **March 9** for Spring 2021 testing. Contact the OPI Assessment Help Desk with questions about this requirement.

For the Room Supervisor

Prior to beginning the non-test session or preparation of the ACT answer document, a copy of the last page of this insert should be provided to each examinee. In addition, be sure to read the ACT-provided directions on:

- Page 26 of The ACT Test: Administration Manual: State Testing and District Testing – Standard Time
- Page 34 of The ACT Test Administration Manual: State Testing and District Testing – Accommodations Testing

The room supervisor should read the text below, verbatim, to the examinees:

As part of the state testing program, some of your identifying information requested on the answer document is automatically provided to ACT and also necessary in order to receive a score report. This information includes first name, last name, district and school identification information, your grade, date of birth, state student identification number (if applicable), and gender.

Today we will complete the non-test portions of your answer document, which asks for additional information about you, your educational background, experiences, and outside school activities and interests. You must accurately complete the information in Blocks A and B on page 1 and Blocks N, O, P, and R on the back page to receive your score report. All other questions presented here are voluntary and are not required to receive a score report.

Block A: Your name and mailing address are required to receive a score report.

Block B: Your name is required to receive a score report.

Block C: [Leave blank].

Block D: Your date of birth is required to identify your score record.

Block E: Your gender is required for your record to be included in group reporting.

Block F: Your racial/ethnic background is required for your record to be included in group reporting.

E-Mail address: Please complete.

Block G: [Leave blank].

Block H: Please complete.

Block I: [Leave blank]. Block J: [Leave blank]. Block K: [Leave blank].



Block L: Please complete the ACT Educational Opportunity Service (EOS) if you wish to receive this service for potential scholarship opportunities. By checking the EOS box, you are opting in to receive information about educational, scholarship, career, and financial aid opportunities at no charge to you. ACT research shows that EOS participation benefits students by giving them more opportunities to receive information from universities. Selecting the EOS box will permit universities to share information with you about their college and programs of study. If you do not select this EOS box, your contact information will not be shared with universities.

Block M: The College Planning/Reporting Scores question is optional, but **required** if you want to have scores sent to colleges and universities of your choice. By selecting the Section M box, you are able to share your score report with up to four colleges at no cost to you. If you choose not to check this box, you may send your scores later at a cost to you of \$13 per college.

Block N: Required to receive a score report.

Block O: Required to receive a score report.

Block P: Required to receive a score report.

Block Q: [Leave blank].

Block R: Required to receive a score report.

Block S: [Leave blank]. Block T: [Leave blank]. Block U: [Leave blank].

Block V: State Use Questions

[Student Profile Section] Montana has determined a set of critical questions from consulting with local School Superintendents. Answering questions about the courses you have completed in high school and post-secondary plans will help us understand what course-taking patterns lead to post-secondary success and it will also help the Montana University System support you with research-proven pathways to maximize your course-taking experience while in high school and share opportunities. These questions are optional and are not required to receive your score report. Please complete the following set of 23 critical questions to inform state and school leaders about how best to serve current and future Montana high schoolers.

*1- Admissions/Enrollment Information: Please complete.

*11- Intended College Major: Please complete.

*12- Occupation Choice: Please complete.

*18- Armed services interest: Please complete.

Turn to Taking the ACT - High School Information (Pages 8-9):

*83- Program description of HS Courses: Please complete.

*84–91 Number of years in English, Math, Social Studies, Science, Foreign Language: Please complete.

*94–98 Advanced Placement Courses: Please complete.

[State Use Questions] Please complete the state-use questions in Block V. This section includes questions specific to Montana students. Answer these questions to the best of your ability; the information will be used to support students with their post-secondary goals.

Please leave all other questions not specified in these instructions BLANK as they are not part of the state testing program.

The back page of the document I provided you contains additional information for each of the blocks and sections we are going to see. Please refer to that list as we make our way through this non-test session.

For the Examinee

Please refer to the list below when completing the non-test portions of the answer document.

Block A: Required to receive a score report.

Block B: Required to receive a score report.

Block C: [Leave blank].

Block D: Required to identify your score record.

Block E: Required for your record to be included in group reporting.

Block F: Required for your record to be included in group reporting.

E-Mail address: Please complete.

Block G: [Leave blank].

Block H: Please complete.

Block I: [Leave blank]. Block J: [Leave blank]. Block K: [Leave blank].

Block L: Please complete the ACT Educational Opportunity Service (EOS) if you wish to receive this service for potential scholarship opportunities. By checking the EOS box, you are opting in to receive information about educational, scholarship, career, and financial aid opportunities at no charge to you. ACT research shows that EOS participation benefits students by giving them more opportunities to receive information from universities. If you do not select this EOS box, your contact information will not be shared with universities.

Block M: Please complete the College Planning/Reporting Scores question. It is optional but **required** if you want to have scores sent to colleges and universities of your choice. By selecting the Section M box, you are able to share your score report with up to four colleges at no cost to you. If you choose not to check this box, you may send your scores later at a cost to you of \$13 per college.

Block N: Required to receive a score report.

Block O: Required to receive a score report.

Block P: Required to receive a score report.

Block Q: [Leave blank].

Block R: Required to receive a score report.

Block S: [Leave blank]. Block T: [Leave blank]. Block U: [Leave blank].

Block V: State Use Questions.

High School Course/Grade Information: [Leave blank].

Please complete the [Student Profile Section] questions 1, 11, 12 and 18 only. **This section is optional, but highly encouraged.** Providing this information helps your school evaluate and improve their instructional planning.

Please complete the [High School Information] questions 83, 84–91, and 94–98 only.

Please complete the [State Use Questions] questions in Block V. This section includes questions specific to Montana students. Answer these questions to the best of your ability; the information will be used to support students with their post-secondary goals.

Please leave all other questions not specified in these instructions BLANK as they are not part of the state testing program.

Reading State Use Questions to Examinees

The room supervisor reads these questions aloud to your examinees verbatim, as part of the scheduled non-test session (paper) or immediately before the timed test (online). All questions should be answered only by the examinees. They are to select only one response for each question.

Number	Question	Response
1	At the end of this school year what is the highest level of math you will have taken?	A. Pre-Algebra B. Algebra I C. Geometry D. Algebra II or above
2	Would you like to have your ACT score released to campuses within the Montana University System?	A. Yes B. No
3	Plans after high school: What do you plan to do in your first year after high school?	A. Attend a two-year college in Montana B. Attend a four-year college in Montana C. Attend a two-year college out of state D. Attend a four-year college out of state E. Not attend any college F. Work full-time at a job G. Work part-time at a job H. Enter an apprenticeship program I. Join the military J. Something else
4	What is the highest level of education that you PLAN to complete?	A. I do not plan to complete high school B. GED or other high school equivalency test C. High school diploma D. Technical certificate (examples: certified nursing assistant, emergency medical technician, welding, cosmetology, automotive repair, etc.) E. Two-year college degree – A.A. F. Four-year college degree – B.A./B.S. G. Graduate degree – M.A., J.D., or Ph.D. (for careers such as teacher, psychologist, lawyer, doctor, professor) H. I am unsure of my plans
5	Of the following options, which activity that you participated in during high school was the most beneficial?	A. Create a career plan? B. Complete a career inventory (e.g., a series of questions about your career interests)? C. Write a resume? D. Complete a job application? E. Participate in a practice interview? F. Work toward or earn an industry certificate? G. Create a college plan? H. Attend a college fair? I. Visit a college campus? J. Learn about different college majors? K. Learn about the academic requirements for getting into different colleges? L. Learn about how much different types of colleges cost and about financial aid?