



# SECURE STORAGE AND TRANSPORT of Test Materials

- PROGRAM: STATE/DISTRICT ■ PRODUCT: THE ACT® TEST , WORKKEYS® ASSESSMENTS
- AUDIENCE: TEST COORDINATORS

## Introduction

The ACT State testing and District testing guides, manuals, and any additional supplements are written for school staff with the understanding that test materials are shipped directly to the school and back to ACT from the school.

However, there may be situations that necessitate ACT materials be transported to another location. This could be as a result of your state testing program participating in district shipping, or your school/virtual school needing to provide off-site testing.

## District Shipping

Some state testing programs participate in a district shipping model. In this model, all shipments to and from ACT will first pass through a district official. District officials are responsible for the security of test materials while in possession of them and must follow the policies found in the *Test Coordinator Information Manual* or applicable administration manual.

## Off-Site Testing

Each school is expected to serve as a test site, testing all eligible students who are enrolled at the school.

**Note:** *If you cannot meet the facility requirements at the school or are a virtual school, you must find an alternative location and must follow the policies regarding off-site testing found in the Test Coordinator Information Manual or applicable administration manual.*

### Secure Test Materials for Paper Testing:

Secure test materials include all test booklets and all answer documents with an examinee's identifying information (even if the examinee completed only the demographic portions or only a barcode label was applied).

### Examples of Secure Test Materials for Online Testing:

Secure test materials include Student Authorization Tickets with examinees' individually assigned username and passwords to access tests, *Non-Test Information for Students* forms, and any used scratch paper.

## Storing and Transporting

- Test materials must remain in secure storage, except when being transported or used for testing.
- Test coordinators and testing staff may transport only the materials specifically assigned to their school for the test administration.
- The vehicle used to transport the materials may not transport examinees at the same time it contains test materials.
- No other individuals or third parties (including any couriers, distribution companies, or delivery companies) may receive or transport secure test materials.
- The *Secure Transport of Test Materials Form* is used when transporting secure test materials between locations.



- The form documents the dates, locations, item quantities, and personnel involved in the transport.
  - The completed form establishes a chain of custody, accounting for all secure materials.
  - If materials are transported to multiple locations, one form is required for each location.
- Secure materials may not be transported to multiple off-site locations any earlier than one week before the test administration. For a single off-site location, they may not be transported until the morning of testing.
  - Materials need to be transported back for return promptly after testing is complete.

## Receipt and Check-In

Within 24 hours of receipt:

- Follow the check-in procedures found in the “Receipt and Check-In of Test Materials” section of the *Test Coordinator Information Manual* or applicable administration manual.
- Store the materials per the “Secure Storage” section of the *Test Coordinator Information Manual* or applicable administration manual. More information on secure storage can also be found below.
- Contact ACT as soon as possible at the phone number on your ACT-hosted website if the package appears to be tampered with, items are missing or damaged, or serial numbers don't match your packing slip.

### Notes:

- *The district or off-site facility is responsible for having sufficient storage space for all test materials received from ACT.*
- *Another staff member may assist with the check-in of materials, as long as they meet requirements found in the Test Coordinator Information Manual or applicable administration manual.*

## Storage

Secure storage is considered a locked safe or vault to which only the test coordinator, substitute test coordinator, and possibly a few specifically authorized individuals have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet.
- The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

## Transport Tracking

- Complete the *Secure Transport of Materials Form* for each location, any time the materials are needed to be transported. Contact ACT for questions about off-site testing.
- Make a copy of the form for your records. Keep the original with the test materials.
- All types of materials must be tracked separately in the appropriate sections on the form.

## Transfer to the Second Location

When transferring materials to a school or off-site location, the test coordinator that received the materials from ACT should remove the materials from secure storage and take the following steps.

1. Complete section I: Transport Before Testing, of the *Secure Transport of Test Materials Form*.
2. Sign the form and have the school test coordinator do the same.
3. Make a copy of the form to keep for your records for one year.
4. Reseal the cartons with tape and write your name across the tape.

The second location is now considered in possession of the materials and is responsible for their security. They should follow all security and distribution requirements in the appropriate manual(s). The test coordinator at the second location should return the materials on the date indicated in the *Schedule of Events*.

## Transfer Back for Return to ACT

Upon receiving materials back from a school or off-site location, take the following steps *in the presence of the test coordinator at the second location*.

1. Open the cartons and locate the secure transport form. The second location should have placed it in the processing envelope in the first carton.
2. Complete section II: Transport After Testing of the *Secure Transport of Test Materials Form*.
3. Sign the form and have the test coordinator of the second location do the same.
4. Make a copy of the form to keep for your records for one year.
5. Insert the processing envelope into the polmailer and seal the polmailer.
6. Follow the instructions in the Test Materials section of the *Test Coordinator Information Manual* or applicable administration manual to finish packing the school's materials for return to ACT.



# Secure Transport of Test Materials Form

■ PROGRAM: STATE/DISTRICT ■ PRODUCT: THE ACT® TEST , WORKKEYS® ASSESSMENTS  
■ AUDIENCE: TEST COORDINATORS

## I. Transport Before Testing

### A. ACT Standard Time

Number of Test Booklets: \_\_\_\_\_

Number of Multiple-Choice: \_\_\_\_\_

Number of Writing: \_\_\_\_\_

### B. ACT Accommodations/Supports or Non-College Reportable

Number of Test Booklets: \_\_\_\_\_

Number of Multiple-Choice: \_\_\_\_\_

Number of Writing: \_\_\_\_\_

### C. ACT WorkKeys Standard Time

Number of Test Booklets: \_\_\_\_\_

### D. ACT WorkKeys Accommodations/Supports

Number of Test Booklets: \_\_\_\_\_

*By printing and signing below, I attest that I read and complied with the requirements for secure storage and transport. Transported test materials were counted, verified, and kept secure at all times.*

\_\_\_\_\_  
Location Where Materials Were Transported

\_\_\_\_\_  
Date of Transport

\_\_\_\_\_  
Individual Transporting Materials (Printed Name)

\_\_\_\_\_  
Individual Transporting Materials (Signature)

\_\_\_\_\_  
Individual Receiving Materials (Printed Name)

\_\_\_\_\_  
Individual Receiving Materials (Signature)

## II. Transport After Testing

### A. ACT Standard Time

Number of Test Booklets: \_\_\_\_\_

Number of Multiple-Choice: \_\_\_\_\_

Number of Writing: \_\_\_\_\_

### B. ACT Accommodations/Supports or Non-College Reportable

Number of Test Booklets: \_\_\_\_\_

Number of Multiple-Choice: \_\_\_\_\_

Number of Writing: \_\_\_\_\_

### C. ACT WorkKeys Standard Time

Number of Test Booklets: \_\_\_\_\_

### D. ACT WorkKeys Accommodations/Supports

Number of Test Booklets: \_\_\_\_\_

*By printing and signing below, I attest that I read and complied with the requirements for secure storage and transport. Transported test materials were counted, verified, and kept secure at all times.*

\_\_\_\_\_  
Location Where Materials Were Transported

\_\_\_\_\_  
Date of Transport

\_\_\_\_\_  
Individual Transporting Materials (Printed Name)

\_\_\_\_\_  
Individual Transporting Materials (Signature)

\_\_\_\_\_  
Individual Receiving Materials (Printed Name)

\_\_\_\_\_  
Individual Receiving Materials (Signature)

**Return this form and keep a copy for your records for one year.**