









Test Days

	Standard Time Paper	Accommodations Testing Window
Initial	October 6	October 6 – 9 and 12 - 16
Makeup	October 20	October 20 -23 and 26

Important Dates

August 28		
 Request Accommodations	 Manage Participation and Contacts	 Load Student Data Upload File and Verify student information in PearsonAccess ^{next}
August 31 – Oct 2	Week of Sept 14 or 21	Before October 6
 Request Late Accommodations	 Receive test materials	 Students complete Non-test Portion of answer document (paper)



PearsonAccess^{next} (testadmin.act.org)

Web application used by testing staff to manage participation, verify and register students, and order materials

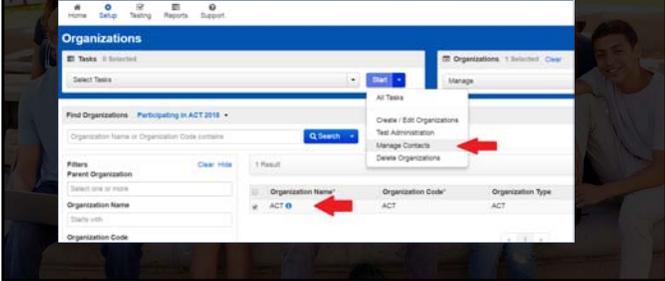
Test Accessibility and Accommodations System (TAA)

ACT test accommodations and English learner supports management system used by testing staff to submit requests

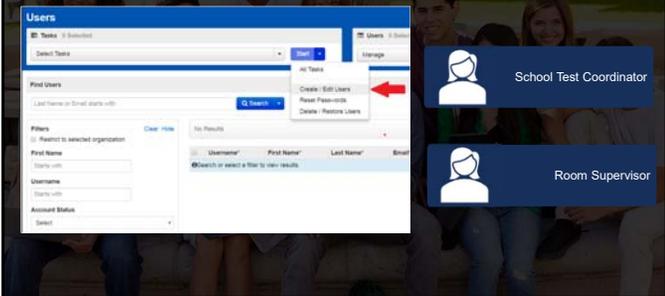


Pre-test activities
Manage Participation

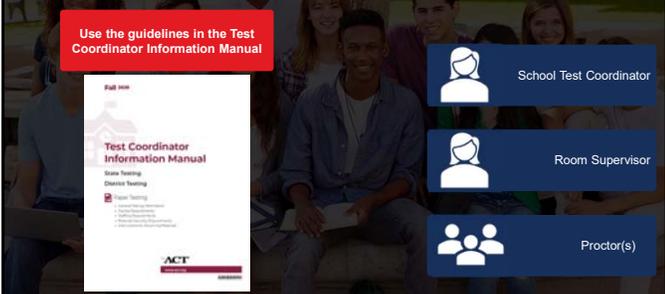
Pre-test activities Manage Contacts



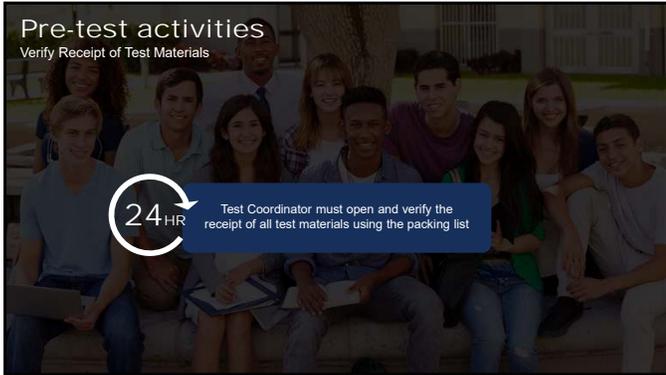
Pre-test activities Create Test Staff User Accounts



Pre-test activities Select Qualified Staff & Complete Mandatory Training



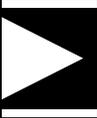
Pre-test activities
Verify Receipt of Test Materials



24HR Test Coordinator must open and verify the receipt of all test materials using the packing list

Key for Test Booklet Covers

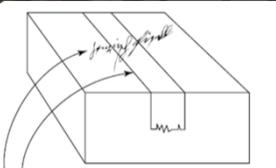
The test booklet cover determines the different types of testing:

<p>Triangle = standard time</p> 	<p>Circle = accommodations</p> 
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 <p>Materials must be used</p> 	 <p>Send materials together</p>
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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

Pre-test activities

Verify Receipt of Test Materials

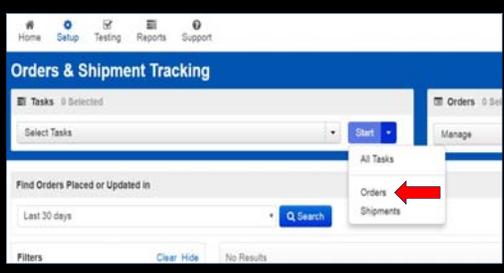
Order additional test materials if necessary



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

Pre-test Activities

Ordering Additional Materials



Pre-test activities

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

COMPLETE BLOCKS:
Score reports can not be mailed if these are incomplete

A	B	D	N	O	P	R
Printed Name and Address	First and last name	Date of Birth	Mailing Address	City	State	ZIP Code

K 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

State Specific Non-Test information

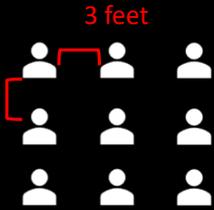
• Certain non-test information will be omitted



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



Grouping Students



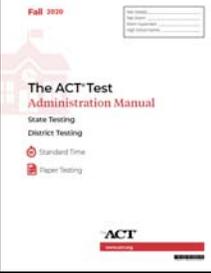
Individual testing:

- Stop-the-clock breaks
- Reader (Human)
- Scribe



Group Testing:

- Same timing code with similar accommodations/supports
- Pre-recorded audio or text-to-speech with individual computers and headsets

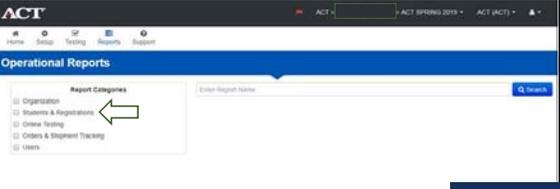


Accommodations and Support Roster



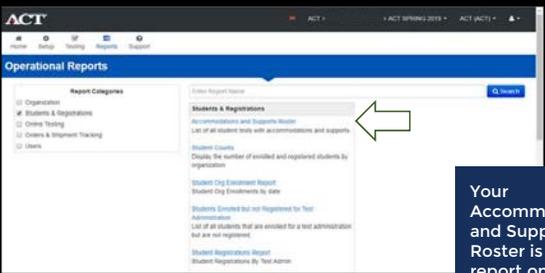
In PearsonAccess^{next}, under reports, click on select an action, then click on operational reports.

Accommodations and Support Roster



On the Operational Supports page select Students and Registrations.

Accommodations and Support Roster



Operational Reports

Report Categories

- Organizational
- Students & Registrations
- Online Testing
- Content & Impairment Tracking
- Users

Enter Report Name

Students & Registrations
 Accommodations and Supports Roster
 List of all student tests with accommodations and support

Student Counts
 Displays the number of enrolled and registered students by organization

Student City Enrollment Report
 Student City Enrollments by date

Students Enrolled but not Registered for Test Administration
 List of all students that are enrolled for a test administration but are not registered

Student Registrations Report
 Student Registrations by Test Admin

Your Accommodations and Supports Roster is the first report on the list.

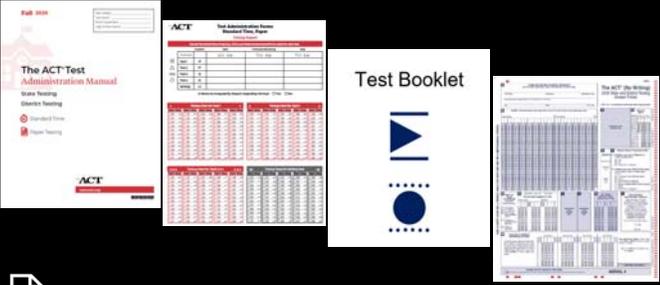
Pre-test activities

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



Prepare Materials



The ACT Test Administration Manual

ACT Test Booklet

ACT Test Administration Manual - Student Test Report





Prepare Your Examinees

Prepare Your Examinees

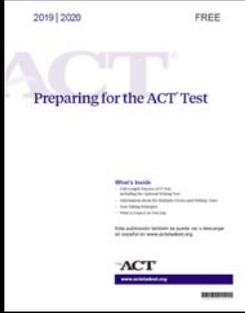
Resources to complete this activity:

- 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

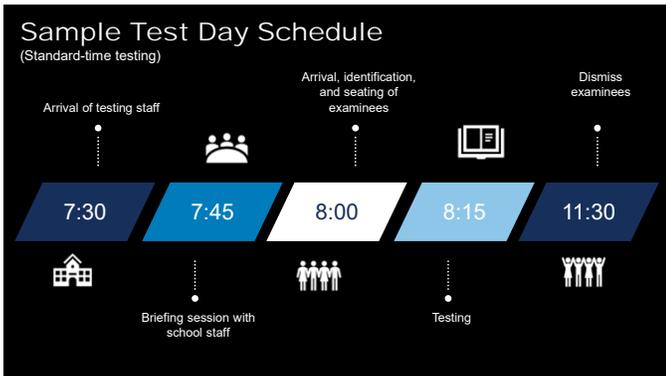
ACT Academy

<https://academy.act.org/>

ACT Paper Practice Test







Watch for and Document Irregularities

Prohibited Behavior by Students

Individual Irregularities

Group Irregularities

Misadministrations can cause scores to be cancelled

Test Room Report

ACT Test Administration Forms Standard Time, Paper **S**
Test Room Report
 ACT High School Code _____ State _____ Type No Writing Writing
 School Name _____ Test Code _____
 Room Supervisor _____ Room _____
 Testing at school Testing off-site - provide off-site location name and address
 Location Name _____
 Address/Zip _____
 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 this room.
A. Multiple-Choice Test Booklets First Serial Number _____ Last Serial Number _____ Total # Booklets _____
 Additional serial numbers not within the sequence above, Party _____
B. Writing Test Booklets (If any, enter ID) _____ Total # Booklets _____
 Additional serial numbers not within the sequence above, Party _____
C. Sign and Initial as indicated to confirm the transfer of test booklets to the room supervisor. Room Supervisor Signature _____ Test Coordinator Initials _____
BEFORE TESTING: Complete D through F to record and account for ALL TEST BOOKS returned to the test administrator.
D. Multiple-Choice Test Booklets # Used _____ # Unused _____ Total # Booklets _____
 # Returned _____ # Not Returned _____

Roster

ACT Test Administration Forms Standard Time, Paper
Roster Page _____ of _____
 Select testing program as required.
 Note: You may affix your own roster to this form instead of writing the information below, but only if it includes the Sign of ID.
Type of ID
 #1 - Check ID
 #2 - ACT Student Identificative Kiosk
 #3 - ACT Staff Initials - Recognized
 #4 - None
 Examinee's Name (please print) _____ Hours administered by testing type of ID
 #1 #2 #3 #4
 List all examinees scheduled to test in this room.
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____



Post-test Activities
(paper testing)

- Order Makeup 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 initial test date
- Arrived too late to begin testing
- Did not complete required non-test portions of the answer document
- Began but did not complete testing (must retake entire battery)

Yes

Student:

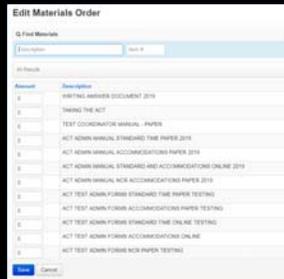
- Completed Testing
- Was dismissed for prohibited behavior

No

Post-test Activities

Makeup Testing Paper

Order Makeup Materials in PearsonAccess^{next}



Post-test Activities

Materials you will receive with the Makeup Kits

- New test booklets
- 2 additional answer documents
- 2 additional administration manuals
- 2 additional copies of Test Administration Forms
- A Site Header
- Processing Envelope(s)

Be sure to only use the new test booklets shipped for makeup testing



Packing the Processing Envelope

(Paper Testing)



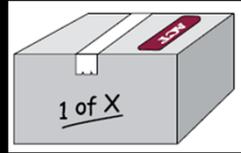
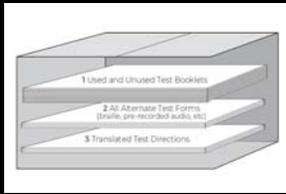
Site Header



Answer Documents



Packing the Cartons



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	1 week after Student Report	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 Reports

ACT Contact information

Test Administration

Accommodations and Supports

 800-553-6244 ext 2800

 800-553-6244 ext 1788

 statetesting@act.org

 ACTStateAccoms@act.org

 act.org/stateanddistrict/montana
