



Test Days

	Standard Time Paper	Accommodations Testing Window
Initial	September 22, 2020	September 22 -25 September 28 – October 2
Makeup	October 6	October 6 – 9 and 12
Emergency	October 20	October 20 – 23 and 26

Important Dates

August 14, 2020 Request Accommodations	August 21 Manage Participation and Contacts Verify student information in PearsonAccess ^{next}	
August 17 – Sept 18 Request Late Accommodations	Week of Sept 7 Receive test materials	Before Sept 22 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
Select Qualified Staff & Complete Mandatory Training

Use the guidelines in the Test Coordinator Information Manual

#all staff

Test Coordinator Information Manual
State Testing
Practice Testing
Sign-in Testing

School Test Coordinator

Room Supervisor

Proctor(s)

Pre-test activities
Accommodations Quick Start Guide

ACT Quick Start Guide for Requesting Accommodations
(with Request Form Support)

Pre-test activities
Associating a New Test Date for Accommodations

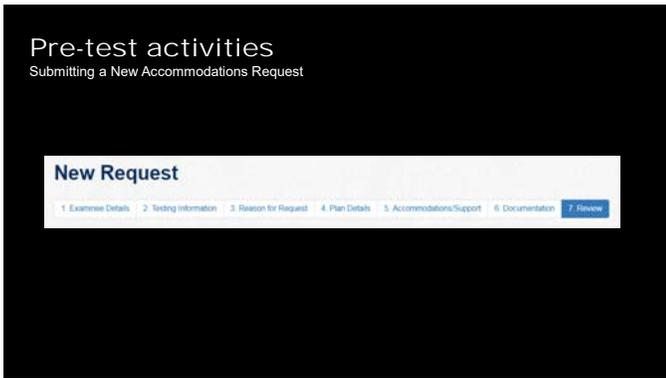
Request History for MATTHEW SMITH

State Student ID
ACT ID

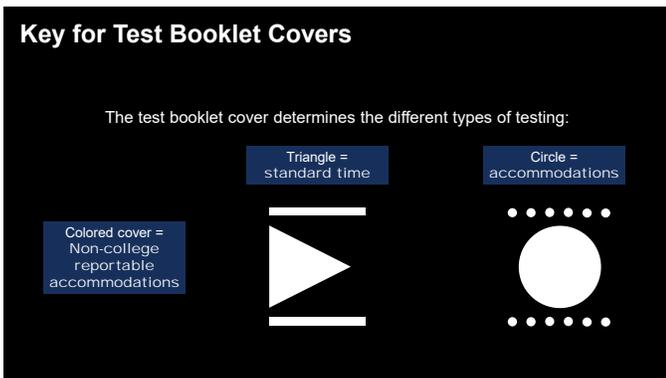
Assign Test Administration

Index	Test	Accommodations/Supports Requested	Status	Submitted Date	Submitted By	Action
1	Pre-ACT	Student Handbook	Approved	01/28/2020	Global Requestor	[Action]

1. Sign In
2. Search
3. Request History Page
4. Add test date
5. Select Assign button









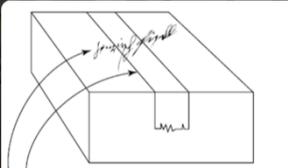
Materials must be used



Send materials together

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

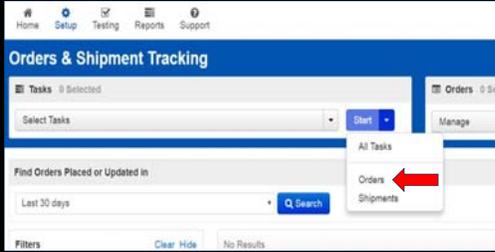
Order additional test materials if necessary



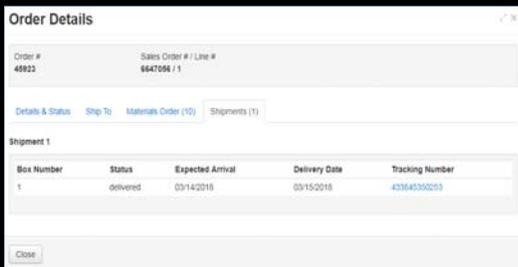
Only the Test Coordinator can access secure test materials before test day



Pre-test Activities Ordering Additional Materials



Pre-test Activities Tracking Material Shipments



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

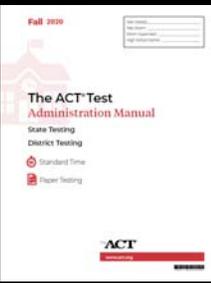
Grouping Students

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

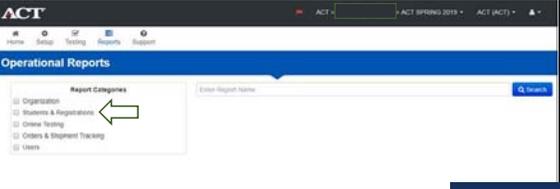


Accommodations and Support Roster



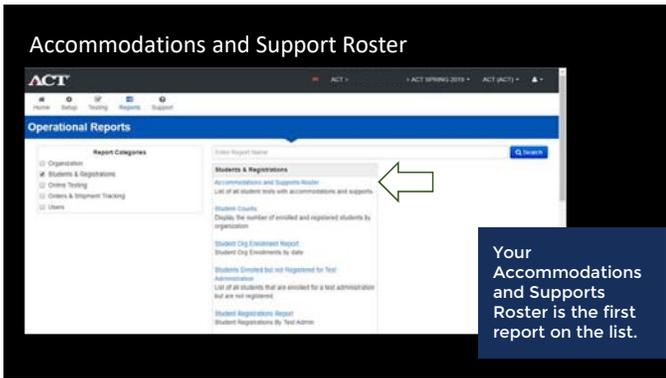
In PearsonAccess^{next}, under reports, click on select an action, then click on operational reports.

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.

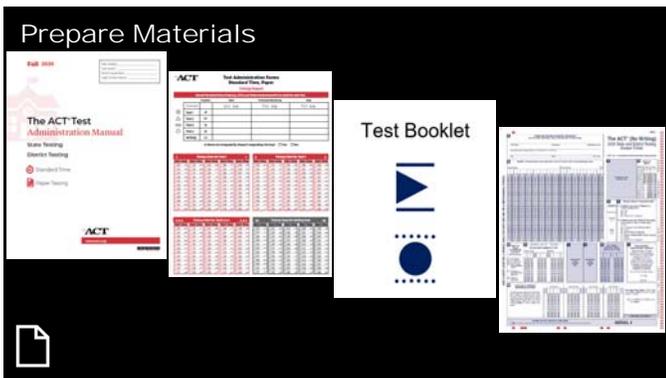
Pre-test activities

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

State Testing

Standard Time

Phone Testing

Test Booklet





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

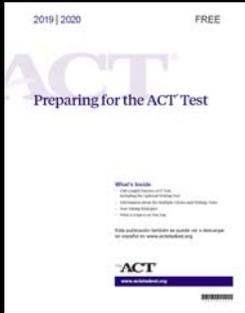
ACT Academy

Practice is the best of all instructors.

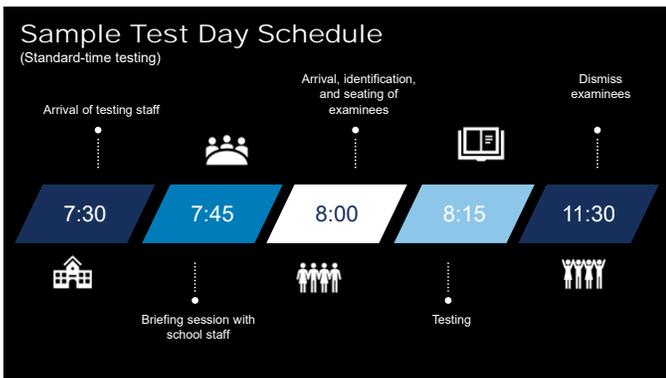
ACT Academy is the go-to place to get FREE, personalized practice for the ACT.

<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 be used and returned for ALL TESTS (ACT, ACT/SAT) 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, if any: _____
B. Writing Test Booklets (If any, enter ID) _____ Total # Booklets _____
 Additional serial numbers not within the sequence above, if any: _____
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 be used and returned for ALL TESTS (ACT/SAT) 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 _____
 Attach extra pages as required.
 Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the Sign of ID.
Type of ID
 # - Check ID
 # - ACT Student Identificative Items
 # and Staff Initials - Recognized
 - - - - -
 # - None
 Mark attendance by marking type of ID.
Examiner's Name (please print) _____
 (List all examinees scheduled to test in this room.)

Examinee #	First Name	Last Name	DOB	Sex	Handedness	Special Needs	Sign of ID
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:

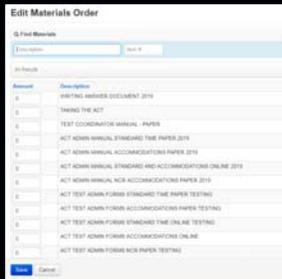
- Completed Testing
- Was dismissed for prohibited behavior

No

Post-test Activities

Makeup Testing Paper

Order Makeup Materials in PearsonAccess^{next}



Post-test Activities

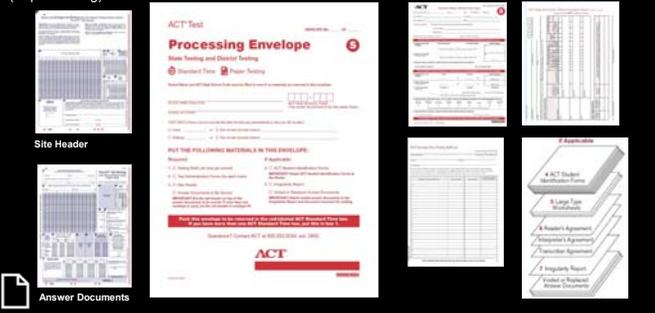
Materials you will receive with the Makeup Kits

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

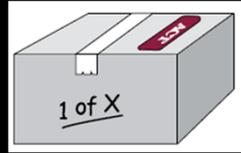
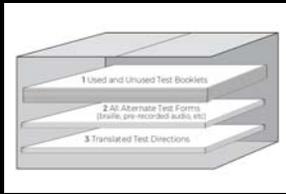
Be sure to only use the new test booklets shipped for makeup testing

Packing the Processing Envelope

(Paper Testing)



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	5-10 weeks	1 week after Student Report	5-10 weeks	5-10 weeks	5-10 weeks	5-10 weeks	5-10 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/nebraska
