









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		 Load Student Data Upload File and Verify student information in PearsonAccessnext
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)

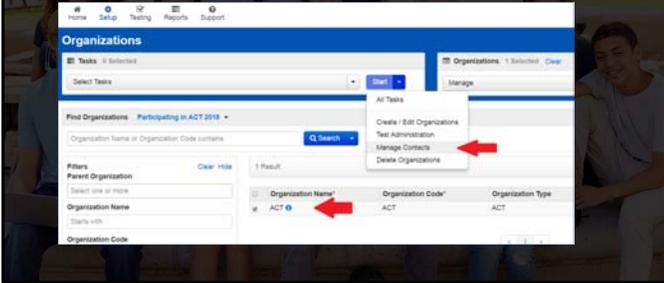
ACT test accommodations and English learner supports management system used by testing staff to submit requests



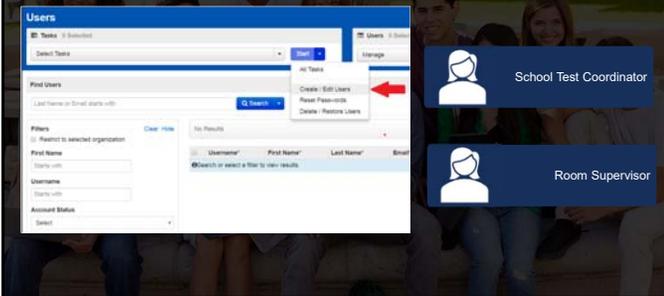
Pre-test activities
Manage Participation

The screenshot shows the 'Manage Participation' page in the ACT system. It features two main sections: 'Participating' and 'Not Participating', both of which are enclosed in red rectangular boxes. The 'Participating' section includes fields for 'Participating Student', 'Participating Student ID', 'Participating Student Name', and 'Participating Student Email'. The 'Not Participating' section includes fields for 'Not Participating Student', 'Not Participating Student ID', 'Not Participating Student Name', and 'Not Participating Student Email'. There are also buttons for 'Add' and 'Print' at the bottom of the page.

Pre-test activities Manage Contacts

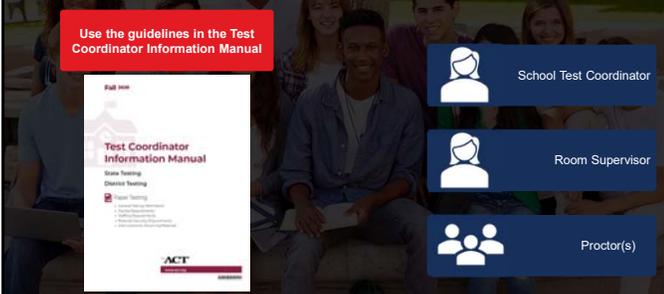


Pre-test activities Create Test Staff User Accounts



-  School Test Coordinator
-  Room Supervisor

Pre-test activities Select Qualified Staff & Complete Mandatory Training



-  School Test Coordinator
-  Room Supervisor
-  Proctor(s)

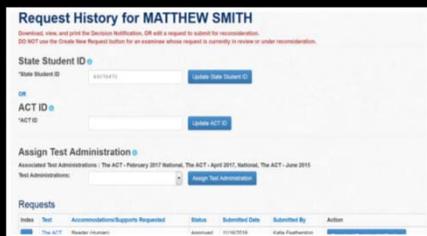
Pre-test activities

Accommodations Quick Start Guide



Pre-test activities

Associating a New Test Date for Accommodations



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

Pre-test activities

Submitting a New Accommodations Request



Pre-test activities
Verify Receipt of Test Materials

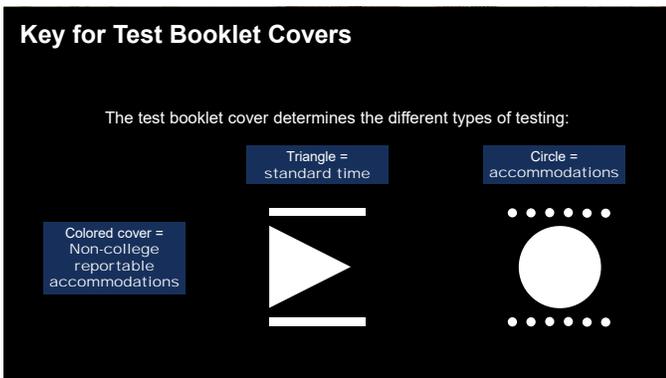


24HR Test Coordinator must open and verify the receipt of all test materials using the packing list

Key for Test Booklet Covers

The test booklet cover determines the different types of testing:

- Colored cover = Non-college reportable accommodations
- Triangle = standard time
- Circle = accommodations





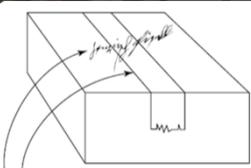
Materials must be used



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

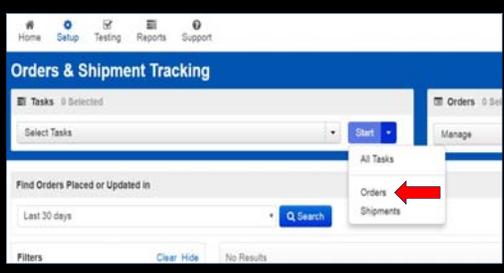
Order additional test materials if necessary



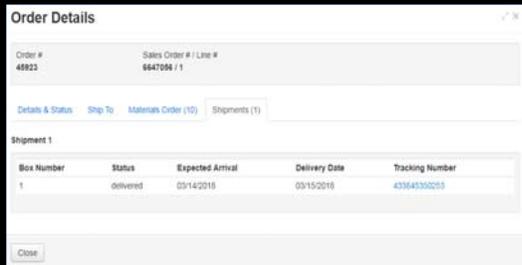
Only the Test Coordinator can access secure test materials before test day

Pre-test Activities

Ordering Additional Materials



Pre-test Activities Tracking Material Shipments



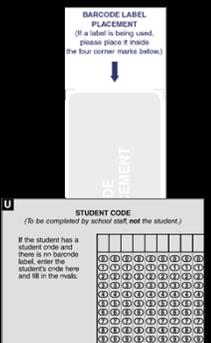
Pre-test activities Verify Receipt of Test Materials

If there is a security breach at any time
Call ACT immediately at

800.553.6244 ext. 2800

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
- If there is no bar code label, you must manually grid the student code for each examinee in Block U of the answer document



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

- Information about Examinees
- Potential Scholarship Data
- Examinees who do not test

ACT ACT Administration Supplement for Wyoming

Overview
In this document, you'll find information on the following:

- Purpose of state use questions
- How to collect information
- Reading questions to examinees

Note: In addition to procedures provided in the administration manual(s), follow these directions to accurately report scores to the examinee, school, and/or for accountability purposes. Incorrect information may prevent examinees from receiving scholarship opportunities.

Purpose of State Use Questions
The Wyoming Department of Education has requested that additional information be reported by examinees, in addition to the information provided in the Student Data Upload (SDU) file.

This information is used for any of the following reasons:

- Information about examinees
- Potential scholarship data
- Examinees who do not test

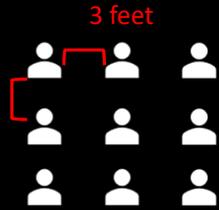
How to Collect Information
For paper testing: After examinees complete Blocks N through R, staff marks the state use questions listed in the "Reading State Use Questions to Examinees" section of this document. Examinees provide a response to questions in Block N (School Use Only—State Questions) on their answer document. This is completed through an in-school session prior to test day. Refer to the appropriate verbal instructions in the administration manual.

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

Grouping Students - Writing

Individual testing:

- Voice activated software

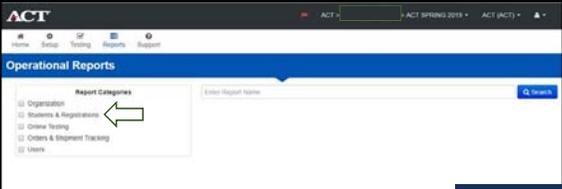
Group Testing:

- Computer (word processing software)
- Braille

Accommodations and Support Roster

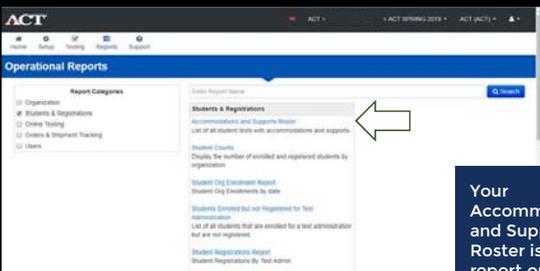
In PearsonAccess^{next}, under reports, click on select an action, then click on operational reports.

Accommodations and Support Roster



On the Operational Supports page select Students and Registrations.

Accommodations and Support Roster



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



Extended Break

Writing test only



Extended break for lunch or snack before writing test may be offered



All rooms testing school-wide that day must participate



Must maintain security of test materials



Continually monitor examinees for prohibited behaviors

Prepare Materials

The ACT Test Administration Manual

Test Booklet

The ACT Writing Test



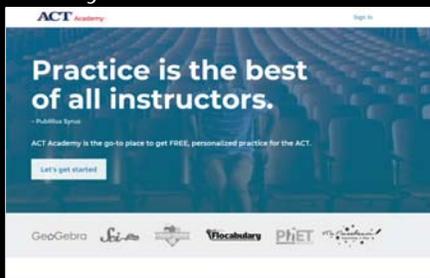
Prepare Your Examinees

Prepare Your Examinees

Resources to complete this activity:

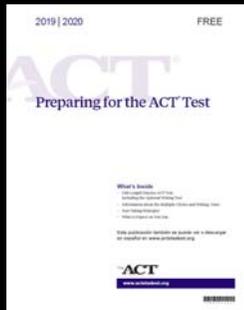
- Letter for Students (pdf)
- Information for Examinees
- Successfully Achieving College and Career Readiness for All Students.
 - Course Welcome
 - Why Take the ACT?
 - Understanding College and Career Readiness
 - Reviewing Curriculum and Instructional Systems
 - Preparing Students for the ACT
 - Analyzing and Using ACT Scores

ACT Academy

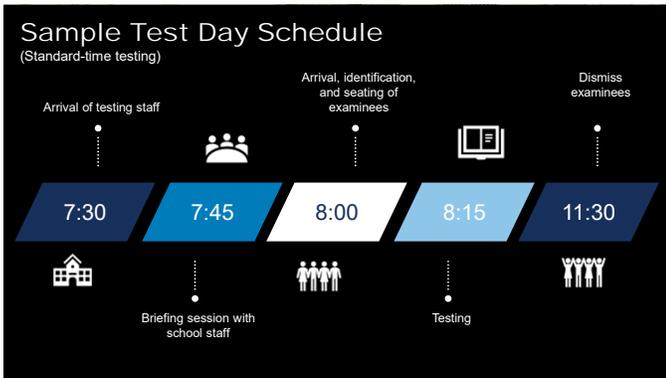


<https://academy.act.org/>

ACT Paper Practice Test







Watch for and Document Irregularities

- Prohibited Behavior by Students
- Individual Irregularities
- Group Irregularities

Misadministrations can cause scores to be cancelled

Timing Report - Paper

ACT Test Administration Forms
Standard Time, Paper
Timing Report

Record the actual time of day (e.g. 8:52 a.m.) these announcements are made for each test

	Duration	Start	\$ Minutes Remaining	Stop
Example		8:52 AM	152 AM	1:57 AM
Test 1	45			
Test 2	60			
Test 3	35			
Test 4	35			
Writing	40			

Is there an irregularity report regarding timing? Yes No

1				2			
Timing Chart for Test 1				Timing Chart for Test 2			
Start	Stop	Start	Stop	Start	Stop	Start	Stop
00:00	00:45	00:00	00:30	00:00	00:30	00:00	00:30
00:00	00:45	00:00	00:30	00:00	00:30	00:00	00:30

Test Day Activities

Collect Test room Documents

ACT State/District Testing Irregularity Report



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:

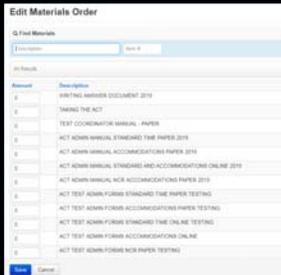
- Completed Testing
- Was dismissed for prohibited behavior

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)



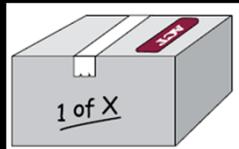
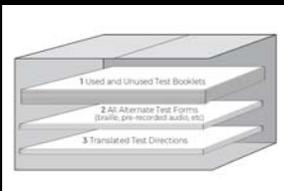
Site Header



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	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/wyoming	
