ACT® Memo

DATE: September 2014
TO: Test Coordinator
FROM: ACT State and District Testing
SUBJECT: ACT State and District Testing: School Establishment—Test Coordinator

Overview

In the upcoming testing year, your examinees will participate in ACT State and District Testing. The enclosed materials provide information you need to serve as your school's test coordinator (TC).

Test Coordinator Information Packet

The items below are enclosed for your review. They are also available at the website for your testing program.

- ***Checklist of Dates***: A document containing standard time and accommodations test dates and deadlines, as well as the link to your website, where you will find electronic copies of all reference materials.
- ***Administration Manuals***: Manuals containing facility and staff requirements, instructions for administering the pretest session, and instructions for test day.
- ***ACT-Approved Accommodations Information***: Guidelines for requesting accommodations for examinees with disabilities.

Establishment Window

To participate in this testing program, you must establish your school as a test site by completing an online establishment form. The establishment window opens on October 6, 2014 and closes on October 17, 2014.

Action Needed

Please take the following steps.

1. Review the Testing Staff Requirements and Testing Facility Requirements sections of the manual.
2. Follow the instructions in the email to complete the establishment profile form.

   Note: If you will need to appoint a new TC or indicate that your school will not be participating (due to a school closure, state exemption of your school, etc.), you should do so on the profile.

3. If you will have someone assisting you with accommodations requests, provide the accommodations information in this packet to them.

Note: If this package was addressed to someone who is no longer at your school, please contact us as soon as possible so that we can update our records and ensure that you receive the email.

Test Administration Training

A pre-recorded webcast will be available, followed later by a Q&A session. The training provides detailed instructions for all steps of test administration, which include:

- initial planning
- identification and training of room supervisors and proctors
- receipt and check-in of secure test materials
- secure storage requirements
- accounting for and return of all materials
- plans for makeup testing
- what's new for this year

Test coordinators are expected to participate in all training activities provided by ACT. Refer to the *Checklist of Dates* for the availability of webcasts and Q&A sessions.

Off-site Testing

Schools that are unable to meet the testing facility requirements defined in the manual may request permission to administer the ACT at an off-site location that meets the requirements. Off-site testing may also permit examinees from more than one school to test at a single location. ACT must approve all off-site testing.

During the online establishment process, you will have an opportunity to indicate the need to test off-site. If you do so, then shortly after you have completed your establishment form, you will be sent an email with a link to the off-site request form. (If you find you need this information at a later date, please contact ACT to request it.) Requests must be completed and submitted to ACT by the deadline listed in the *Checklist of Dates*.

Note: Failure to submit and be approved to test off-site, or transferring test materials to another location without prior approval from ACT, can result in the cancellation, delay, or misreporting of examinee scores.

Contacting Us

If you have questions, you may:
- Contact us electronically via the Contact Us web page at **http://www.act.org/aap/state/contact.html**
- Call us at 800.553.6244, ext. 2800 with standard time questions
- Call us at 800.553.6244, ext. 1788 with accommodations questions, or email specific questions to **ACTStateAccoms@act.org**

Enclosures

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