

Overview

This document is a summary of staff and facility requirements. It will help choose staff and rooms for ACT State and District Testing.

Test Coordinator Requirements

Staff must protect the integrity of test materials and ensure all examinees are tested under the same conditions as examinees at other schools. Test coordinators (TC), and any staff assisting in the handling of test materials prior to test date, must meet the requirements listed below for each date of testing. This also applies to district officials in states with district shipping.

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| Conflicts of Interest | Relatives Testing | <p>If any staff member's relative or ward* at any school in the state or district will be testing with:</p> <ul style="list-style-type: none"> standard time: that staff member may not serve as TC or have access to secure standard time test materials accommodations: that staff member may not serve as TC or have access to secure accommodations test materials <p><i>*Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.</i></p> |
| | Test Preparation | <p>Staff may not be:</p> <ul style="list-style-type: none"> engaged in test preparation activities for the ACT® college readiness assessment or ACT WorkKeys® at any time, except as specifically required by school contract. The normal duties of a counselor or teacher are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise. anyone who intends to take the ACT or ACT WorkKeys within the next 12 months. |
| | High School or College Athletics Coaches | <p>To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:</p> <ul style="list-style-type: none"> may not have access to secure accommodations test materials before and after testing may serve as a room supervisor, but may not supervise one-on-one testing for a student-athlete <p><i>The policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.</i></p> |
| Expertise and Availability | Experience and Training | <p>Staff must be:</p> <ul style="list-style-type: none"> proficient in English experienced in testing and measurement a staff member of the school and meet any additional requirements of the state fully capable of dealing with the responsibilities associated with the handling of secure assessment materials able to participate in all training activities provided by ACT |
| | Receipt of Materials | <p>Each testing school requires an appointed TC. They must be available to:</p> <ul style="list-style-type: none"> serve in the appointed role the entire school year (e.g., do not appoint someone who is retiring mid-year) receive test materials shipments at the school when they are scheduled to be delivered according to the <i>Checklist of Dates</i> <p><i>In states with district shipping, the district official must be available to receive and transport test materials within state guidelines and within timelines noted on the Checklist of Dates.</i></p> |

Test Coordinator Responsibilities

Test coordinators are responsible for the tasks listed below.

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| Providing Enrollment Figures | <ul style="list-style-type: none"> Ensuring that the enrollment figure(s) for all examinees required to test at your school have been provided as directed. |
| Monitoring and Ordering Accommodations | <ul style="list-style-type: none"> Ensuring that ACT-Approved Accommodations requests are completed by the deadline listed in the <i>Checklist of Dates</i>. Ordering other accommodations test materials as needed. |
| Assigning and Training Room Supervisors and Proctors | <ul style="list-style-type: none"> Identifying a sufficient number of qualified assistants to serve as room supervisors and proctors. <ul style="list-style-type: none"> Standard time rooms: one room supervisor is required per room. If 1-25 examinees, proctor not required; 26-50 examinees, 1 proctor; 51-100 examinees, 2 proctors; 101-150 examinees, 3 proctors; and 151-200 examinees, 4 proctors. Accommodations rooms: one room supervisor is required per room, plus one proctor for every 10 examinees in the room after the first 10. Conducting a local training session for all testing staff before the test dates, including a review of the manual(s). |
| Coordinating Testing Activities | <ul style="list-style-type: none"> Arranging for all examinees to complete non-test portions of their answer documents in a supervised session at school, as described in the appropriate manual(s). If applicable, affixing barcode labels to examinee answer documents prior to test day. Ensuring all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior. |
| Maintaining Security | <ul style="list-style-type: none"> Checking in secure test materials within 24 hours of receipt. Ensuring security of test materials from receipt until return. Protecting materials from damage, theft, loss, and unauthorized access. Maintaining control over locked, limited-access storage to keep test materials secure. Ensuring that the tests are administered in strict compliance with all policies and procedures as documented in the manual(s) and in any supplements. Ensuring that each examinee testing with standard time uses only the authorized standard time materials assigned to the initial or the makeup day of testing. Ensuring that standard time testing occurs only on the initial or makeup day of testing. Ensuring that each examinee testing with accommodations uses only the authorized accommodations materials assigned for accommodated testing, and for ACT-Approved Accommodations, assigned to that examinee. Ensuring that accommodated testing occurs within the designated two-week testing window. |
| Ensuring Complete Documentation | <ul style="list-style-type: none"> Providing a timely response to requests from ACT when additional information is needed regarding your school or examinees. Reading and complying with all policies and procedures in the manual(s) and any supplemental information provided. Ensuring room supervisors complete all required documentation during the administration. Verifying and returning all required documentation and test booklets/alternate test formats immediately after testing as directed. Documenting all irregularities and consulting directly with ACT and the appropriate state agency regarding actions to be taken. <p><i>In states with district shipping, the district official ensures all administrative forms and test materials have been returned from the school.</i></p> |

Room Supervisor and Proctor Qualifications

The qualified assistants appointed as room supervisors and proctors must meet these requirements:

- Must be proficient in English.
- Must not be involved in the ACT and/or ACT WorkKeys test preparation outside of normal school duties.
- Must not be enrolled in high school.
- Must not assist in a room where a relative is testing or have access to the relative's answer document or test materials.
- Must not be an athletic coach who would serve as room supervisor in any one-on-one situation in which a student athlete is testing. This applies to all types of testing.
- Must not be anyone who intends to take the ACT and/or ACT WorkKeys within the next 12 months.
- Must not be a volunteer at the school.
- Must not be a lower-division undergraduate.

Facility Requirements

As stated in the manual(s), it is expected that all test sites will comply with the requirements listed below.

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| Test Room | <p>Select rooms that:</p> <ul style="list-style-type: none"> • can be reserved to allow time for the entire test session • can be rearranged to meet spacing requirements • are quiet and as free as possible from potential distractions • have good lighting, temperature, and ventilation • provide convenient access to restrooms <p><i>Avoid rooms with multiple levels or graduated seating unless you have no alternative.</i></p> |
| Testing Environment | <p>To ensure quiet test sessions:</p> <ul style="list-style-type: none"> • turn off audible signals that announce the beginning and end of classes • do not use a public address system • post signs to warn that testing is in progress |
| Room Capacity | <p>Maximum testing capacity is determined by:</p> <ul style="list-style-type: none"> • the number of properly arranged seats • the number of staff, per ACT staffing requirements • any needed test accommodations per ACT accommodations requirements <p>For test security and management, we recommend:</p> <ul style="list-style-type: none"> • 15-30 examinees testing with standard time per room. If you have no alternative, no more than 100 examinees testing with standard time per room. • up to 10 examinees testing with accommodations per room, or follow the guidelines as set by your state if less than 10 |
| Room Setup | <ul style="list-style-type: none"> • Testing staff must: <ul style="list-style-type: none"> • face the examinees and have a clear view of examinees and materials • be able to freely circulate the room to reach each examinee • Test topic information on walls or boards, (e.g., charts, strategy maps, or other aids) must be covered. • Examinees must be able to hear the room supervisor without difficulty. • Seating with dividers, study carrels, partitioned tables, or booths is prohibited. |

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| Seating Requirements | <p>Examinees must be:</p> <ul style="list-style-type: none"> • facing the same direction • seated no closer than 3 feet shoulder-to-shoulder or head-to-head using single level seating • seated in straight rows and columns, directly in line with each other • able to see the room supervisor • able to see the room clock, if there is one <p>If seating at tables, use these guidelines:</p> <ul style="list-style-type: none"> • Round table, any size = one examinee per table. • Rectangular table, less than six feet long = one examinee per table. • Rectangular table, six feet long or greater = one or more examinees per table as long as the distance between examinees meet ACT requirements. • Do not seat an examinee where two tables are joined together. |
| Writing Surface | <ul style="list-style-type: none"> • Writing surfaces must be large enough for all of the examinee's test materials. • Lapboards are not permitted. |

Test Day Requirements

As stated in the manual(s), it is expected that testing staff will comply with the requirements listed below on test day.

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| Security | <ul style="list-style-type: none"> • Ensure the constant security of materials. • Restrict access to secure test materials at all times, from the moment of receipt to return (documented "chain of custody"). • Properly identify examinees (photo ID or personal recognition by testing staff). • Do not permit examinees or others to modify responses after a test section has been completed. • Return all materials immediately after testing concludes. |
| Attentiveness | <ul style="list-style-type: none"> • Comply exactly with the manual(s), including reading Verbal Instructions verbatim. • Focus on monitoring tests—reading (except the manuals or supplements), grading papers, using a computer, and doing other personal work is not permitted. • Walk around the room frequently to monitor examinees. • Recognize the potential for prohibited behavior and take the appropriate action. |
| Timing of Test | <ul style="list-style-type: none"> • Use at least two timepieces in each room to ensure accurate timing. • Observe test times and break schedule exactly. • Administer tests in the order prescribed in the manual(s). • Standard time only: Testing must be the first activity of the morning. All room supervisors must begin reading the Verbal Instructions no later than 9:00 a.m. |
| Documentation | <ul style="list-style-type: none"> • Complete a staff list for each school. • Complete all test day documentation. • Complete header sheets accurately and place on top of answer documents returned for scoring/processing. |