



# COLORADO DEPARTMENT OF EDUCATION

201 East Colfax Avenue • Denver, Colorado 80203-1799  
303.866.6600 • www.cde.state.co.us

**Dwight D. Jones**  
Commissioner of Education

**Robert K. Hammond**  
Deputy Commissioner

**Kenneth R. Turner**  
Deputy Commissioner

To: High School Principals  
cc: District Assessment Coordinators  
From: Jim McIntosh  
Date: September 21, 2009  
Re: ACT for State Testing Colorado Online Schools — Spring 2010

Your school has been identified as an online school (i.e., students do not report to a physical building, all classes are taken online). As principal, you must make certain that your eligible grade 11 students are tested on one of two occasions – either the April 10, 2010, National Test Date (using a voucher issued by the Colorado Department of Education), or the May 12, 2010, makeup test date for ACT State Testing. For those students who do not test on the April National Test Date, you must be prepared to test them on the May makeup test date for State Testing. Your school will NOT administer the state test on April 28, 2010.

In order to establish your high school to administer the ACT, you will need to review and complete the information listed below, submitting profile forms by the **October 9, 2009** deadline:

- Enclosed you will find a **School Information** form for you, as principal, to complete and return to ACT by **October 9, 2009**. Forms may be faxed to ACT at 319/337-1019 or returned in the postage-paid envelope provided.
- To help plan for testing, please review the following enclosed documents: *Checklist of Dates* for online schools, *Summary of Test Administration Policies for the ACT State Testing*, *Standard Testing Requirements*, and *Qualifications and Responsibilities* for the Test Supervisor and Back-up Test Supervisor.
- Select two key staff: 1) Test Supervisor and 2) Back-up Test Supervisor. At your discretion, you may name yourself to a position. Please note that the same person may not serve as both Test Supervisor and Back-up Test Supervisor. ***It is mandatory that the staff appointed are not related to or guardian of any examinee participating in State Testing anywhere in your state during spring 2010.***
- Please distribute the enclosed packets of materials to the staff you appoint to serve as Test Supervisor and Back-up Test Supervisor. They will need to read the materials, complete the appropriate forms, and return them to ACT by **October 23, 2009**. Also included in their packets are the checklist of dates, *Summary of Test Administration Policies for the ACT State Testing*, *Standard Testing Requirements*, and *Qualifications and Responsibilities*.
- If your school is unable to meet the requirements as defined in the *Standard Testing Requirements* document, and you need to test at a site other than your school on the May 12 makeup test date, you must complete and submit to ACT the *Proposal for Offsite Administration of the ACT for State Testing* located on the your state's website (URL listed below) **by December 18, 2009**. It is the responsibility of the principal to be sure these requirements are met; and it is recommended that you confer with your appointed Test Supervisor on this activity.
- Attendance at training workshops is **mandatory for all sites** this year. If your site has newly appointed testing staff, they are required to attend. If your site does not have newly appointed testing staff, it is required that the Test Supervisor or Backup Test Supervisor re-attend a training workshop.

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Only grade 11 students enrolled at online schools will be eligible for the Colorado Department of Education ACT Voucher for the National Test Date. In November, ACT will provide to your school the *National Test Date Voucher Eligibility Request* form and a quantity of ACT registration packets (based upon your school's grade 11 enrollment). Also enclosed will be the *2009-2010 Application for ACT Extended Time National Testing* and the *2009-2010 Request for ACT Special Testing* for students requiring accommodations for April testing. Both accommodations forms can be photocopied or downloaded from the following website: <http://www.act.org/aap/disab/chart.html>.

It is important to note that no accommodations testing will be available on the May 12 State Testing makeup test date. The only accommodations testing opportunity for a student who has been authorized by ACT to test with accommodations is on or around the April 10, 2010 National Test Date. The May 12 test date will be a standard time administration only.

As an online school, you must be prepared to test any students on the May 12 makeup test date who do not test on the April National Test Date. Please be aware that you and your testing staff will be responsible for the following activities:

- Conduct a supervised session for students to complete the non-test portion of the answer folders before test day.
- Secure ACT test materials to be used on the makeup test day as specified by ACT.
- Provide a facility for students to test that meets ACT's standard testing requirements and test administration policies. This may involve some travel for students and/or testing staff.

Please periodically check the website listed below for updated information regarding the spring 2010 administration of the ACT.

<http://www.cde.state.co.us/cdeassess/documents/COACT/forms.htm>

If you have questions about the administration of the ACT, you may contact ACT State Testing at 800/553-6244, ext. 2800 or e-mail [cotest@act.org](mailto:cotest@act.org).

Thank you,

ACT State Testing

Enclosures

