

ACT for Colorado – Training Workshop

Spring 2012

Colorado Test Administration Training Webcast
Presented by CDE and ACT

Workshop Agenda

- Overview of Testing
- Test Administration
 - Policies
 - Pre-Test (including non-test portions of test)
 - Test Day
 - Post-Test
- Test Accommodations
- Questions

OVERVIEW OF TESTING



Results of 2011 – Colorado

During the spring 2011 administration of the ACT for Colorado:

- 50,822 students successfully completed testing and received College-Reportable ACT Scores.
- 223 students successfully completed testing and received State-Allowed ACT Scores.

This is a “Real” ACT Test

- Form is equivalent to other ACT test forms
 - Administration must meet standard testing requirements
 - NCAA does accept for initial-eligibility
- Location of Testing – STATE
- Reports to High Schools (student and high school reports)
- Colleges and Universities
- State – Allowed Accommodations (not college reportable)

Colorado Use of Scores

- District and school performance framework reports (DPF and SPF) include participation and performance on the Colorado ACT
- Information about the performance framework reports may be found at:
<http://www.schoolview.org/>

What's New - 2012

- Food and drink in testing rooms
- TAC training link
- Proctor/Room Supervisor training

TEST ADMINISTRATION POLICIES



Standardized Procedures

- ACT Supervisor's Manuals
 - Standard Time
 - State Special Testing (Accommodations)
- All staff must read & follow
- Responsibilities:
 - Test Supervisor & Back-up
 - TAC
- Uniform procedures
- Verbatim verbal instructions

Authorized Dates and Times for ACT

- Standard Time Administration
 - April 24 – Initial Test Date
 - May 8 – Makeup Test Date
 - Must begin by 9 am
 - No afternoon or evening testing
- First activity of the morning
 - No early bird classes
 - No other organized activities
- Accommodations window – for ACT
 - April 24 – May 8

Standard Testing Requirements

- Applies to all days of testing – Initial, Makeup, and Accommodations
 - Facilities
 - Offsite Requests
 - Personnel
 - Security
 - Exact Timing
 - Test Day Documentation

Selecting / Preparing Rooms

- Desks & surfaces
- Face same direction
- Spacing
- Bulletin boards
- Temperature and lighting
- Limited distractions
- Materials provided by school

Local Staff Selection

- Available for entire test session
- Trained by the Test Supervisor
- Work with Test Supervisor, Backup Test Supervisor, and Test Accommodations Coordinator to help ensure a smooth administration

Standard Time Testing Staff Roles

- Room Supervisors
 - Same person all sessions
 - One for each room
- Proctors – assists room supervisor
 - A proctor is required in addition to the room supervisor for every 25 examinees (or portion thereof) after the first 25 (e.g., 26-50 examinees, one proctor)
 - Each additional 25, one more proctor
 - “Roving” proctor

Restriction on Test Preparation

- No ACT test preparation activities during current year for commercial gain
- Allowed only if:
 - Test prep is part of regular job responsibilities
 - Employer is not a commercial enterprise

Relatives Participating in Colorado Testing

- Test Supervisor / Back-up / TAC
 - Prior access, so no relatives testing in Colorado
- Room supervisors and proctors
 - Not in the same rooms
- Avoids appearance of conflict of interest
- Protects staff and related examinees

Relatives Participating in Colorado Testing

- Relatives are defined as:
 - Children / Stepchildren
 - Grandchildren
 - Nieces / Nephews
 - Siblings
 - In-laws
 - Spouses
 - Persons under your guardianship

Athletic Coaches

For Accommodated Testing – may not serve as the Test Accommodations Coordinator, if any student-athlete tests with accommodations.

For Standard Time and Accommodations testing – may not serve as a Room Supervisor – in any one-on-one situation where student-athlete is testing.

Administering the Test: Local Training Session Required

- Discuss before test day
 - Policies and Requirements
 - Pre-Test duties
 - Test Day assignments
 - Attentiveness during testing
 - Post-Test procedures

Administering the Test: Local Training Session Required (cont'd)

- Read and View
 - Room Supervisor/Proctor Training Video
 - *Supervisor's Manuals*
 - Training Outline*
 - Standard Time Manual*
 - Accommodations Manual*

Attentiveness During Testing

- Read only Supervisor's Manual
- Walk around room
 - Discourage prohibited behavior
 - Answer Questions
- Must not engage in non-test related activities:
 - No grading papers
 - No reading books
 - No talking casually
 - No using computer
 - No eating or drinking in the test room

PRE-TEST ACTIVITIES



Non-Secure Materials

- Week of March 12
- To Test Supervisor
 - *Supervisor's Manual*
 - *Taking the ACT for State Testing*
 - Answer documents (blank)
 - Answer Document Supplement
 - Barcode Labels

State-Assigned Student ID and Barcode Labels

- State-Assigned Student Identification numbers assigned for all examinees
- Must be included on answer document
- If ID number is unknown – Contact your RITS respondent to apply for a SASID through the RITS system. Only your RITS respondent can get a SASID for a student
- Labels will be yellow in color
- Affix to space designated on answer document for the label
- All students must grid identifying information and address – even those with labels

Answer Document Supplement – Answer Document Pages 1 & Back Page

- Colorado Answer Document Supplement
 - Block K: H.S. Code (If necessary)
 - Block S: Local ID Number (Optional)
 - Block U: State-Assigned Student ID
 - Block V: School Use Only State Specific Questions (Required)

Answer Document Supplement: Block V

- School Use ONLY questions
 - Must be completed for each student
 - School Use questions to be completed only by Testing Staff
- When to complete?
 - Questions 1-6, 8-9, 11 before the test, questions 7 and 10 after the test
- Use correct codes for responses

Completing Non-Test Portions of the Answer Document

- School-supervised non-secure session(s)
- Only students may complete the non-test portions of the answer document (not staff)
- Pre-test session must be held before test day
- Include all students in this session, including any with accommodations
- Verbatim instructions
- Block M: College codes

Collect and Organize: Completed Answer Documents Following Pre-test

- Collect answer documents (keep secure)
- Organize and Plan redistribution
 - Give partially completed answer documents for all Accommodated students to TAC after pre-test session
- Prepare Rosters for standard time test rooms
- Student reminders
 - Bring #2 pencils
 - Bring permitted calculator
 - Bring required ID
 - Don't bring your cell phone

ACT Standard Time Secure Materials

- To Test Supervisor
 - Week of April 16
 - Test Booklets
 - Supervisor's Report Form
 - Return envelopes / Plastic Polymailer Bags
 - Packing instructions
- Spring Break Conflict?
 - Week of April 9

Missing Secure Materials

- **IMMEDIATELY** - Report shortages or evidence of tampering
- Phone: 800/553-6244 – for ACT Testing
 - ext 2800 Standard Time
 - ext 1788 Special Testing

Security of Materials

- “Two Lock Rule”
- If materials are lost or misplaced, you will not be able to begin testing.
- Documented “Chain of Custody”

Test Day Pre-planning

- Review rooms
- Organize answer documents
- Prepare rosters
- Assign and train staff
- Authorized Staff (TS, BU, TAC) should prepare test day materials – other trained staff may help
- Practice verbal instructions
- Student reminders

Test Day Pre-planning (cont'd)

ACT State Testing Roster

(This document may be photocopied.)

Page ____ of ____

You may provide your own roster instead of this form IF it has **all** the information shown on this form.

Testing School Name _____ ACT High School Code _____
(for testing school)

City, State _____ Test Date _____

Room Supervisor _____ Room Name/Number _____

Type of ID
 P = Photo ID R and initials = Recognized
 L = ID Letter -- = Absent

Student's Name (please print or type) List all students scheduled to test in this room	Test Date Mark attendance by noting type of ID	
	Initial	Makeup
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

Test Supervisor: Return one completed form for each test room with your other reports.

TEST DAY



Test Day: Briefing Session

- Room Supervisors and Proctors arrival
 - At least 30 minutes prior to check-in
- Review procedures
- Last-minute details

Test Booklet Count Form

- Test Supervisor hand-delivery of test materials to Room Supervisor(s)
 - Document with Test Booklet Count Form
 - Establishes Chain of Custody

ACT State Test Booklet Count Form—INSTRUCTIONS ON REVERSE—Sample on page 62

Testing School Name _____ ACT High School Code _____
(for testing school)

City, State _____ Test Date _____

Room Supervisor _____ Room Name/Number _____

Received Before Testing—Complete A and B on test day morning when the room supervisor receives materials from the Test Supervisor. **Record all test booklets** received for this room. Include any booklets added after the initial count. Both the room supervisor and Test Supervisor must sign/initial below when booklets are transferred.

A. Multiple-Choice Test Booklets Received: Total multiple-choice test booklets received for this room _____ Sequence A First serial number _____ Last serial number _____ (Sequence B) First serial number _____ Last serial number _____	B. Writing Test Booklets Received: Total Writing Test booklets received for this room _____ Sequence A First serial number _____ Last serial number _____ (Sequence B) First serial number _____ Last serial number _____
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I have counted and verified the test booklets received for this room.
Room Supervisor Signature _____ Test Supervisor Initials _____

C. Examinee Count During Test 1
Number of examinees testing in this room _____ ← These two numbers must match → Number of occupied seats shown on the seating diagram _____

Returned After Testing—Complete D, E, and F after you collect all test materials. Do not dismiss examinees until all materials have been accounted for. Both the Test Supervisor and room supervisor must sign/initial below when materials are returned.

D. Multiple-Choice Test Booklets Returned: Complete after Test 4. Quantity USED _____ Quantity UNUSED _____ TOTAL multiple-choice test booklets returned to Test Supervisor <i>Must equal "A" above</i> _____	E. Writing Test Booklets Returned: Complete after the Writing Test. Quantity USED _____ Quantity UNUSED _____ TOTAL Writing Test booklets returned to Test Supervisor <i>Must equal "B" above</i> _____
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F. Answer Folders Returned: Number of answer folders for examinees who tested _____
Make sure you have **one** answer folder for every examinee in the room. **This number must equal C above.**

I have counted and verified the answer folder and test booklets returned:
Test Supervisor Signature _____ Room Supervisor Initials _____

Test Supervisor: Return this form with your roster.

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Observers

- Authorized Observers
 - ACT
 - CDE
 - Letter and ID
- Unauthorized Observers
 - Media
 - Test prep companies
 - Parents
 - School board members and District Officials

Identifying Students

- Personal recognition by school staff
- Yearbook
- Current official photo ID
- Check IDs at the door and mark rosters

Admitting Students

- Direct students to seats
 - Alphabetical OK
 - Left / right and front / back
 - Be “directive” about it
- No late arrivals
- No cell phones or other electronic devices

Permitted Calculators

- Details in *Taking the ACT for State Testing* or at <http://www.actstudent.org/faq/answers/calculator.html>
- Prohibited features - see website
- Check at the door upon students entering the room and periodically during Test 2 – Mathematics
- Permitted calculator is ultimately the student's responsibility
- If school provides students calculators – distribute before testing begins as students are being admitted to the test room.

ACT - Test Day Schedule

Standard Time

- ACT English *45 min.*
 - *(no break)*
- ACT Mathematics *60 min.*
 - *(15 min. break)*
- ACT Reading *35 min.*
 - *(no break)*
- ACT Science *35 min.*

Exact Timing of Tests

- Use more than one timepiece (not a cell phone)
- Refer to the Test Timing Chart in the Supervisor's Manual
- Time each room individually
 - No "central" timing
- Record times in Supervisor's Manual:
 - Standard Time: *Testing Time Verification Form*
 - Remember to give 5-minute warning
 - Special Testing: *Accommodations Administration Report*

Standard Time – Test Timing Chart

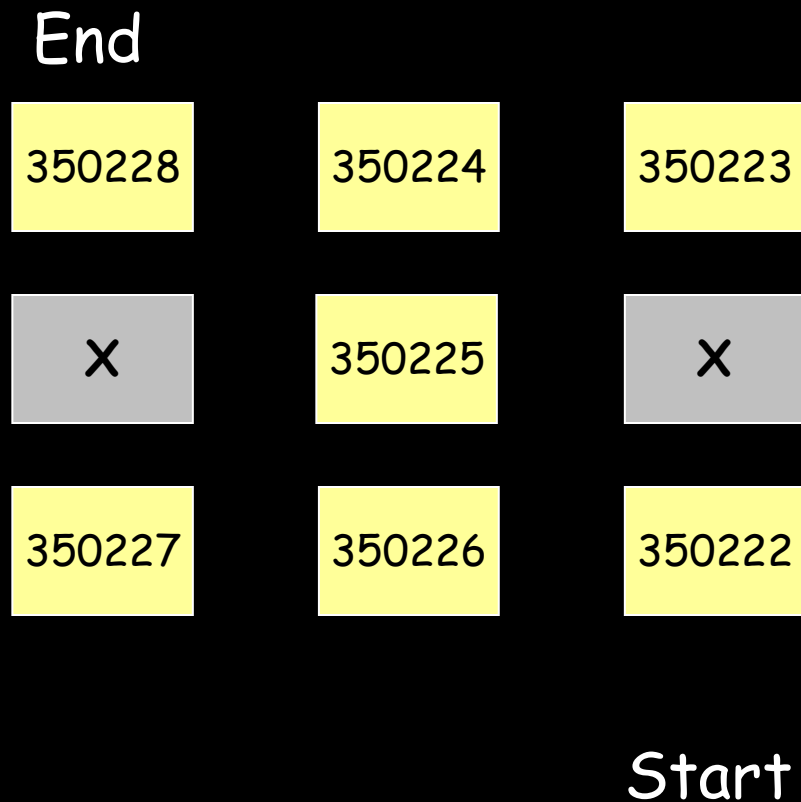
Standard Time—Test Timing Chart

All times are "minutes after the hour"

	<i>TEST 1</i> 45 minutes	<i>TEST 2</i> 60 minutes	<i>TEST 3</i> 35 minutes	<i>TEST 4</i> 35 minutes	<i>WRITING TEST</i> 30 minutes
START	STOP	STOP	STOP	STOP	STOP
:00	:45	:00	:35	:35	:30
:01	:46	:01	:36	:36	:31
:02	:47	:02	:37	:37	:32
:03	:48	:03	:38	:38	:33
:04	:49	:04	:39	:39	:34
:05	:50	:05	:40	:40	:35
:06	:51	:06	:41	:41	:36
:07	:52	:07	:42	:42	:37
:08	:53	:08	:43	:43	:38
:09	:54	:09	:44	:44	:39
:10	:55	:10	:45	:45	:40
:11	:56	:11	:46	:46	:41
:12	:57	:12	:47	:47	:42
:13	:58	:13	:48	:48	:43
:14	:59	:14	:49	:49	:44
:15	:00	:15	:50	:50	:45
:16	:01	:16	:51	:51	:46
:17	:02	:17	:52	:52	:47
:18	:03	:18	:53	:53	:48
:19	:04	:19	:54	:54	:49
:20	:05	:20	:55	:55	:50
:21	:06	:21	:56	:56	:51
:22	:07	:22	:57	:57	:52
:23	:08	:23	:58	:58	:53
:24	:09	:24	:59	:59	:54
:25	:10	:25	:00	:00	:55
:26	:11	:26	:01	:01	:56
:27	:12	:27	:02	:02	:57
:28	:13	:28	:03	:03	:58
:29	:14	:29	:04	:04	:59

	<i>TEST 1</i> 45 minutes	<i>TEST 2</i> 60 minutes	<i>TEST 3</i> 35 minutes	<i>TEST 4</i> 35 minutes	<i>WRITING TEST</i> 30 minutes
START	STOP	STOP	STOP	STOP	STOP
:30	:15	:30	:05	:05	:00
:31	:16	:31	:06	:06	:01
:32	:17	:32	:07	:07	:02
:33	:18	:33	:08	:08	:03
:34	:19	:34	:09	:09	:04
:35	:20	:35	:10	:10	:05
:36	:21	:36	:11	:11	:06
:37	:22	:37	:12	:12	:07
:38	:23	:38	:13	:13	:08
:39	:24	:39	:14	:14	:09
:40	:25	:40	:15	:15	:10
:41	:26	:41	:16	:16	:11
:42	:27	:42	:17	:17	:12
:43	:28	:43	:18	:18	:13
:44	:29	:44	:19	:19	:14
:45	:30	:45	:20	:20	:15
:46	:31	:46	:21	:21	:16
:47	:32	:47	:22	:22	:17
:48	:33	:48	:23	:23	:18
:49	:34	:49	:24	:24	:19
:50	:35	:50	:25	:25	:20
:51	:36	:51	:26	:26	:21
:52	:37	:52	:27	:27	:22
:53	:38	:53	:28	:28	:23
:54	:39	:54	:29	:29	:24
:55	:40	:55	:30	:30	:25
:56	:41	:56	:31	:31	:26
:57	:42	:57	:32	:32	:27
:58	:43	:58	:33	:33	:28
:59	:44	:59	:34	:34	:29

Distribution of Test Books



- After students are seated
- Only when prompted by verbal instructions
- Individually, one-by-one
- In sequential, serial number order
- Only to those present

Standard Time: Break(s) Between Tests

- 15 minutes after Test 2
- NOT Lunch
- Remind students to be quiet
- No cell phone usage or possession
- Room attended at all times by staff
- If students don't return on time
 - Resume testing
 - No makeup time
- Irregularity Report – if too long or too short

Group Irregularities

- Document and call ACT if:
 - Inclement weather
 - Power failure
 - Emergency evacuations
 - Major disturbance
 - Missing materials
 - Mistiming
- Ph: 800/553-6244 – for the ACT
 - ext 2800 Standard Time
 - ext 1788 Special Testing
- Document minor distractions

Individual Irregularities

- Defective materials
 - Replace (standard time)
 - If Accommodated Materials – Call ACT
- Examinee illnesses
 - Schedule for makeup
- Marking in future section of document
- Irrational behavior
- Document everything

Prohibited Behavior

- Prohibited Behaviors:
 - Creating disturbance
 - Giving / receiving help
 - Working on previous section of the test/working beyond time allotted for the test
 - Cell phone usage or possession
 - Calculator issues
- Void answer document – attach to Irregularity Report
 - No makeup test
- If security breach
 - Call ACT
- Document everything

Results of 2011 – Colorado

During the spring 2011 administration of the ACT for Colorado some students did not receive ACT scores as a result of:

- Prohibited Behavior 90
- Misadministrations 97

Our goal is to eliminate incidents which cause students not to receive scores

POST-TEST



Post-test: Test Day Documentation Room Supervisor Responsibilities

- Account for all test booklets and answer documents before dismissing students
- Verify that you have an answer document for each student who tested.
- Validate correct student barcode label applied to each answer document
- Verify that each answer document has
 - Form Number
 - Complete school use only sections

Post Test: Test Day Documentation

Test Supervisor Responsibilities

- Account for all materials returned by each Room Supervisor:
 - Test Materials
 - Answer documents to be scored
 - Documentation/Administrative Forms
- Account for all standard time materials
- Make copies of completed test documentation for your school files

Ordering Standard Time Makeup Test Materials

- Makeup examinees
 - April 24 absences - check roster
 - Illness / unable to finish
 - NOT if dismissed for prohibited behavior
 - Examples
- *Enter Makeup orders online – Even if number is zero*
- *You will receive an email with instructions by April 24*
 - By 5:00 Central Time, April 25th
- New materials May 1 - 3

Standard Time:

GREEN Ink Envelope

- **ANSWER DOCUMENTS FOR PROCESSING**
 - Supervisor's Report Form
 - Answer documents to be scored
 - Answer documents – for No Test Records

DO NOT include blank, or other Answer documents that are **NOT** to be processed.

Standard Time: **RED** Ink Envelope

- TEST ADMIN. FORMS
 - Irregularity reports
 - Void answer documents – attached to Irregularity Report
 - Test Roster(s)
 - ID Letters *(if any)*
 - Test Booklet Count Form(s)
 - Testing Time Verification Form(s)
 - Seating Diagram(s)
 - Testing Staff List

Standard Time ACT Answer Documents

- Follow Packing Instructions:
- Use (Color) Plastic Polymailer Bag(s) for return of:
 - **RED** Envelope materials
 - **GREEN** Envelope materials
 - Unused Polymailers
- All Other Materials **MUST** be returned in cartons.
 - *These materials will Not be processed and scored*
- Seal and Keep Secure until pickup

Standard Time Non-Process Materials: Packaging for Return

Follow the packing instructions listed on page 60 of the Supervisor's Manual:

- Unused test booklets
- Used test booklets
- Used Supervisor's Manuals
- Unused answer documents for students no longer enrolled
- Seal and keep secure until pickup

Packing: Initial Test Date and Makeup Test Date

After Initial and Makeup ACT Test – April 24 & May 8

- Pack used answer documents for scoring (**GREEN** ink envelope) – inside (color) plastic polymailer bag
- Pack Administrative Forms and void answer documents from prohibited behavior with Irregularity attached (**RED** ink envelope) – inside plastic polymailer bag
- Return ALL test booklets (used and unused) – in cartons

After Makeup ACT Test – May 8

- Return everything else in cartons provided (e.g., all Supervisor's Manuals, blank or unused answer documents)

Return Shipping: FedEx Will Pick Up

- Pre-scheduled FedEx pickups
 - April 25
(Initial ACT test date)
 - May 9
(ACT makeup and accommodations testing)
- **YOU MUST Call ACT Immediately if FedEx does not pickup your ACT Test Materials by close of business the designated date**
Ph: 800/553-6244 x 2800

Success for you and your Students

*Avoiding the Pitfalls – **Standard Time***

- Testing (verbal instructions) must begin by 9 am
- No extra breaks or extended breaks
- Ensure full amount of time allowed for each test
- Arrange seating appropriately

ACCOMMODATIONS



Test Accommodations

- For Test Accommodations Coordinators and Test Supervisors
- TAC Video at http://www.act.org/aap/video/standards_training.html
- We will discuss:
 - Types of Accommodations
 - Materials security & organization
 - Administration procedures
 - Return of materials

Locally Approved Accommodations

- Standard time limits with normal breaks
 - Regular type
 - No special test format
- Examples
 - Wheelchair access
 - Sign language interpreter for spoken instructions (not items)
 - Seating at front of room
 - Separate room
 - Diabetic student

ACT-Approved Accommodations

- Approval from ACT required if documented disability.
- Request must be received by January 27
- Examples:
 - Extended time
 - Multiple days
 - Alternate formats
 - Cassettes or DVDs
 - Large type
 - Reader
 - Braille
- Testing window April 24 – May 8

State-Allowed Accommodations

- If student does not meet criteria for ACT-Approved accommodations, school may request State-Allowed accommodations
 - Submitted to ACT by April 13
- Separate Materials and Testing Room
- Accommodations Testing Window: April 24 – May 8
- Scores only for state assessment & accountability
 - No scores to colleges

Secure Materials for Students Testing with Accommodations

Shipped to TAC –

- ACT-Approved Preliminary Roster – Week of March 12
- Secure shipment: Week of April 16
- Spring Break Conflict? – week of April 9
- **Keep Cartons for Return**
- Keep the ACT-Approved and State-Allowed materials and administrations separate

Materials Security and Organization

- Test Materials and Rosters must be kept SECURE
 - Keep in locked storage
 - Confidential information
- Individual Packet for each ACT-Approved student
 - Only for named student
 - Only the approved accommodation(s)
- Kits for all State-Allowed students
- Decide number of rooms and assign staff – separate room for each timing code

Accommodations Testing - Testing Staff Roles

- Room Supervisor for each room
 - Same timing code per room
- Proctor – if more than 10 examinees in a room
- Reader (if approved by ACT)
 - Also serves as room supervisor
 - Only reads to one student
 - Must sign agreement

Sign Language Interpreters for the ACT

- Sign Language Interpreters for standard time students with hearing impairments
 - May sign spoken instructions only
 - May sign to small groups
- Written authorization from ACT required to sign test questions
 - If approved, must test students individually in a separate room
 - See Supervisor's Manual – State Special Testing for agreement and interpreter qualifications

Extended-time Testing Procedures

- **Do not mix** timing codes
- Tests in proper sequence – Never unattended
- If separate sessions/ days, must complete each test (Test 1, Test 2, etc.) in a single session
 - May reschedule within two-week window
- School bells allowed
- ACT Administration Report documents time used for each test
- Switching to Standard Time

Other Administration Requirements

- Same staffing standards
 - For Accommodated Testing – may not serve as the Test Accommodations Coordinator, if any student-athlete tests with accommodations.
- Reader = ONE student
- DVDs or cassettes with earphones = Group testing
- Transfer responses from large type worksheets or test booklets

Return of ACT-Approved Accommodations Materials

- **DO NOT USE** polymailers to return accommodated answer documents or administrative reports.
- Use **BLUE** ink envelope, be sure all answer documents and administrative reports are included.
 - Complete envelope checklist
 - Follow packing instructions
 - Use cartons materials were shipped in for return.
- May 9 – FedEx will pick up

Return of State-Allowed Accommodations Materials

- DO NOT USE polymailers to return accommodated answer documents or administrative reports.
- Use **BROWN** ink envelope, be sure all answer documents and administrative reports are included.
 - Complete envelope checklist
 - Follow packing instructions
 - Use cartons materials were shipped in for return.
- May 9 - FedEx will pick up

Success for you and your Students

Avoiding the Pitfalls – Accommodations

- Students testing on different test sections in the same room
- Timing Overage
- Testing out of Sequence
- No single test session may be longer than one day (for multi-day testing)
- Inappropriate student seating arrangements
- Different Timing Codes = Different Rooms
 - Do not change the approved timing code
- ACT-Approved separate from State-Allowed

Success for you and your Students

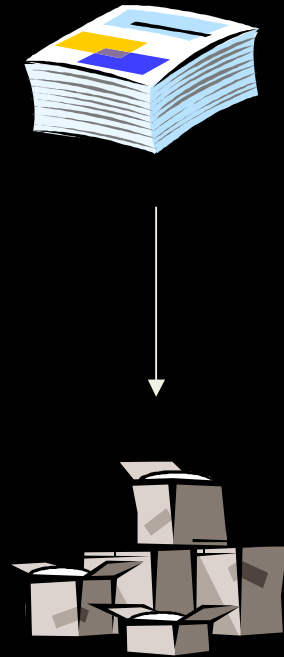
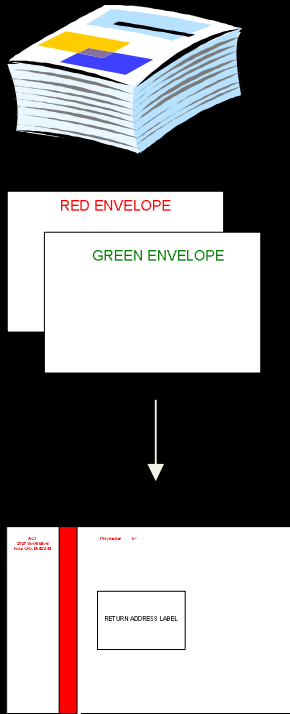
Avoiding the Pitfalls – Accommodations (cont'd)

- Standard Time separate from Accommodations
- One student per reader
- One Room Supervisor required for each room – No “dual” supervision of students in different rooms.
- Failure to return your test materials following the instructions provided may result in not processing your students’ answer folders.

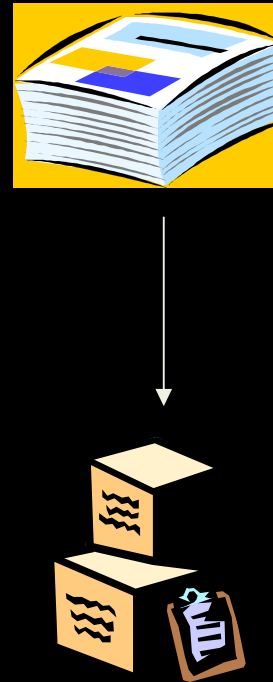
Keep Test Administrations and Materials Separate!

- If not, scores may be voided or delayed

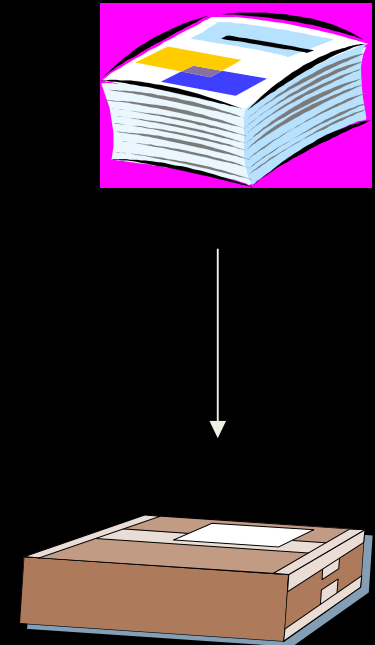
Standard Time



ACT-Approved Accommodations



State-Allowed Accommodations



Give yourself credit!

To ensure that your participation in this webcast is noted, ACT and CDE ask you to provide us with the following information:

- Your name
- Your testing role
- Your school's six-digit ACT high school code

At the conclusion of this webcast, please email the above information to COTest@act.org

Questions?

- Administration issues
 - ACT: 800/553-6244 x 2800
 - cotest@act.org
- Accommodations questions
 - ACT: 800/553-6244 x 1788
 - ACTStateAccoms@act.org
- Program issues
 - 303-866-6877