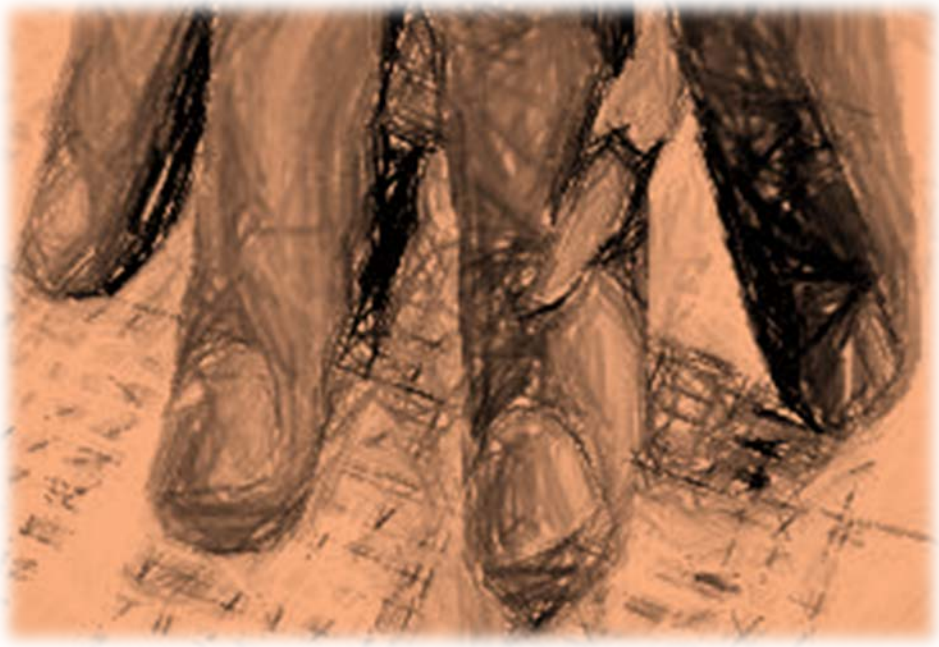
Test Administration Training

State Testing

Test Materials, Pretest Activities, Success for You and Your Students



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Test Materials Topics

- Security of materials
- Nonsecure materials shipment
- Preliminary roster review
- Secure materials shipment
- Guidance on accommodations

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Security of Materials Requirements

- "Two Lock Rule"
  - Locked limited access room
  - Locked vault or non-portable cabinet
  - Limited number of staff with key
- Report shortages or evidence of tampering
  - Do not begin testing without first receiving instructions from ACT
    - Phone: 800.553.6244
      - extension 2800 Standard Time
      - extension 1788 Accommodations

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Nonsecure Materials Shipment

- Review Checklist of Dates for delivery
- Sent to the attention of Test Supervisor (TS) which includes:
  - Supervisor's Manuals State Testing
  - *Taking the ACT for State Testing*
  - Blank answer documents used for both standard time and accommodated testing
  - Answer Document Supplement, if applicable
  - Barcode labels, if applicable
- Contact ACT for additional quantities, if needed

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Secure Materials: Review Preliminary Roster

- Review Checklist of Dates for delivery
- Preliminary roster sent to the attention of Test Accommodations Coordinator (TAC)
  - Must review
  - Follow instructions provided in cover letter
  - Contact ACT within one week of receipt with change requests
  - No response indicates agreement with roster

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Secure Materials Shipments

- Review Checklist of Dates for delivery
- Standard Time materials to TS
- Accommodations materials to TAC
- Check-in within 24 hours of receipt
- Keep secure at all times, lock in secure storage
- Access prior to test day limited to TS, BU, TAC
- Retain cartons for return of materials after testing

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Accommodations Materials Guidance

- ACT-Approved Accommodations—test package assigned to each approved student
  - *Scores may be cancelled if one student's assigned test materials are used to test another student.*

- Check DVDs with computer software prior to testing

- No overage added to State-Allowed Accommodations orders

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Pretest Activities Topics

- Students complete non-test portion of the answer document
- Prepare rosters
- Apply barcode labels or grid state assigned student ID number
- Provide information to students
- Calculator policy
- Locally approved accommodations

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Students Complete Non-test Portion of Answer Document

- Hold school supervised pretest sessions *before* test day, *not* on the same day as testing
  - Test Accommodations Coordinator must coordinate with Test Supervisor to ensure students testing with accommodations are included in a pretest session
- *Students* (not staff) complete non-test portion of the answer document at pretest session
  - Verbal instructions in Supervisor's Manual
  - Student directions in *Taking the ACT for State Testing*
- *Remember to provide the answer documents for students who are scheduled to test with accommodations to the TAC.*

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Prepare Rosters

- Test Supervisor prepares Standard Time
- ACT provides ACT-Approved Accommodations roster to Test Accommodations Coordinator
- Test Accommodations Coordinator prepares State-Allowed Accommodations, if applicable

Preparing the Answer Document: Barcode Labels/State Assigned Student ID Number

- Affix label only in designated area on the back page of the answer document
- *Students must grid identifying information and address*, even if barcode label is present
- Barcode label captures Student ID number
  - If no barcode label, *staff* complete Block U

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Provide Information to Students

- When and where to report
- Other school specific information
  - Testing in a wing of the school
  - Off-site testing transportation, if applicable
- Students should bring:
  - #2 pencils
  - Permitted calculator
  - Required identification (refer to manual)
- Students should NOT bring:
  - Cell phone, other electronic devices

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Calculator Policy

- Calculator use covered in *Taking the ACT State Testing*
- Calculators allowed for Mathematics test only
- Prohibited features - see website: http://www.actstudent.org/faq/answers/calculator.html
- Check calculator when admitting students into the room, and periodically during Mathematics test
- Permitted calculator ultimately the *student's responsibility*
- If school provides calculators:
  - Check prior to test day, be sure they work
  - Distribute as students are admitted to the test room
  - Do not distribute between Tests 1 and 2
- *Passing out calculators between test one and test two is considered to be an unauthorized break in testing, which may result in cancellation of scores.*

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Locally Approved Accommodations

You may provide test accommodations without ACT review and approval if ALL of the following conditions are met:

1. Student must test with **standard time**
2. Student must not receive additional breaks
3. Student must use a regular type (10-point font) test booklet
4. Testing must occur on the initial or makeup test date
5. The accommodations provided must be consistent with the student's plan on file at school

- Examples:
  - Preferential seating (front of the room)
  - Wheelchair access
  - Small group or individual testing
  - Marking responses in test booklet

Fill out an Irregularity Report to document any locally approved accommodations.

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Success for You and Your Students Topics

- Tips for both Standard Time and Accommodations Administrations
- Tips for Standard Time Administrations
- Tips for Accommodations Administrations

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Success for You and Your Students

- Administer tests in order: Test 1, Test 2, Test 3, Test 4
- No extra breaks or extended breaks
- Accurate timing of tests
- Do not provide extra time
- Administration documentation must be complete and accurate

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Success for You and Your Students

- Arrange seating appropriately
- No cell phones or other electronic devices
- Calculators may only be used for Mathematics
- Answer documents must be returned in a processing envelope by the deadline indicated on your *Checklist of Dates*

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Success for You and Your Students

- Room supervisor required for each room
  - No “dual” supervision of students in different rooms
- All students in a room must be working on the same test section
  - For example, all students working on Test 1—English at the same time
  - Exception: Timing Code 6 (time-and-a-half, self-paced, single session)
- Keep Standard Time separate from Accommodations

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Success for You and Your Students

- Standard Time
  - Testing (Verbal Instructions) must begin by 9:00 a.m.
  - Provide full amount of time for each test

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Success for You and Your Students

- ACT-Approved Accommodations
  - Do not change the approved Timing Code
  - Different Timing Codes = different rooms
  - Each test section must be completed in one session, and no session may be longer than one day (for multiple day testing)
  - Reader administers test to one student at a time, one-on-one, not to a group
  - Use the assigned test package only for the student for whom it is assigned

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Contact Us

- Standard Time
  - ACT: 800.553.6244, ext. 2800
  - Contact Us: www.act.org/app/state/contact.html
- Accommodations
  - ACT: 800.553.6244, ext. 1788
  - ACTStateAccoms@act.org

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Thank you!

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