



April

# ACT<sup>™</sup> Memo

**DATE:** September 24, 2012  
**TO:** Test Supervisor, Back-up, or Test Accommodations Coordinator  
**FROM:** ACT State Testing  
**SUBJECT:** Spring 2013 School Establishment—Appointed Testing Staff

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## Overview

Your principal has appointed you as your school's Test Supervisor (TS), Back-up Test Supervisor (BU), or Test Accommodations Coordinator (TAC) for the spring 2013 administration of ACT State Testing. All students considered as grade 11 according to state guidelines should be tested. This packet will provide information for establishing your school as a test site.

## Action Needed

1. Review the packet of information. It includes:
  - *Checklist of Dates*—includes both standard time and accommodations information.
  - *Summary of Requirements*—summarizes administrative policies and procedures for facilities, staff, and testing.
2. Once the principal has submitted their profile form and appointed you in the role of TS, BU, or TAC, you will receive an email from the **@act.org** domain. Go to the URL provided and it will take you to the Online Testing Information System (OTIS) website where the online establishment profile forms will be found.
3. Complete the online profile form assigned to your role as instructed. If you were assigned to multiple roles, complete each profile form.

## Additional Action Needed by the TAC

Additional documents are provided specific to accommodations. The appointed TAC will need to become familiar with these documents and abide by all accommodations deadlines posted in the *Checklist of Dates* (accommodations references are shaded in light gray). The accommodations forms include:

- *Procedures for Applying for ACT Test Accommodations*—provides detailed information about eligibility requirements, test accommodations available, and instructions for requesting accommodations for students.
- *Application for ACT-Approved Test Accommodations*—ACT must receive one form for each student applying for ACT-Approved Accommodations by the deadline. May be duplicated as needed. Forms must be mailed to ensure documents are legible for review.
- *ACT-Approved Accommodations Header*—*must* be completed and submitted with *each* group of completed accommodations forms sent to ACT. May be duplicated as needed.

## Establishment Deadline

The deadline for school establishment is **November 2, 2012**. ACT must receive all four (principal, TS, BU, and TAC) establishment profile forms. It is recommended that principals complete their portion of the establishment profile form by October 19, 2012 to allow time for the TS, BU, and TAC to complete their profiles prior to the deadline.

## Offsite Testing

The TS is responsible for ensuring that standard testing requirements are met at the school. Confer with the appointed TAC to determine where accommodations testing will take place. If your school is unable to meet the facility requirements as defined in the *Summary of Requirements*, and you need to test at a site *other than your school*, you must complete and submit to ACT the *Proposal for Off-site Administration* by **December 14, 2012**.

## Training

Refer to the *Checklist of Dates* for availability of test administration training and follow-up Q & A sessions. All TSs, BUs, and TACs are expected to participate in all training activities provided by ACT. Training materials will be provided to schools prior to these sessions.

## Test Dates

Initial Test Date	Makeup Test Date	Accommodations Testing Window
April 23, 2013	May 7, 2013	April 23 – May 7, 2013

## Additional Information

If you have additional questions, you may contact ACT State Testing in any of the following ways:

- Send an email with a question via the Contact Us web page at [www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
- **Standard time questions**—call 800/553-6244, ext. 2800
- **Accommodations questions**—call 800/553-6244, ext. 1788 or email specific questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org).

Enclosures