



**Welcome to the Utah
Test Administration Training
State and District Testing
Spring 2018**

The ACT®



Today's Goals

- Provide high level information to Utah district and school staff to assist in the successful planning and administration of the ACT test
- Provide an understanding of tasks that schools will need to complete
- Provide resources and contact information to help with questions

Test Dates

- Initial test date: **February 27, 2018**
 - FedEx pickup: **February 28, 2018**
- 1st makeup test date: **March 20, 2018**
 - FedEx pickup: **March 21, 2018**
- 2nd makeup test date: **April 3, 2018**
 - FedEx pickup: **April 4, 2018**
- Accommodated test window: **February 27 – March 13, 2018**
 - FedEx pickup: **March 14, 2018**
- 1st makeup accommodated test window: **March 20 - 26, 2018**
 - FedEx pickup: **March 27, 2018**
- 2nd makeup accommodated test window: **April 3 – 9, 2018**
 - FedEx pickup: **April 10, 2018**
- Online testing window: **February 27-28, March 1, 6-8, 2018**

Testing Program Enhancements

The ACT



Change #1: The ACT Taken Online

- New for Utah for 2017-18 USBE is offering plus writing this year.
 - Plus writing is available in both paper/pencil and online format

Change #2: The ACT Taken Online

- Test can only be administered on the following days during the window of February 27 – March 8, 2018:
 - Tuesday
 - Wednesday
 - Thursday

Change #3: Submitting Address Changes

- Can now submit address change requests via an ACT online form

Change #4: Extended Break Option Before Writing

- Option to offer an extended break for lunch or snack between the multiple-choice tests and the writing test is now available
 - Decision is school-wide to all test rooms and for all administration dates
 - Security of test materials must be maintained during break
 - Examinees must be monitored for prohibited behavior
 - Pertains to writing and online testing

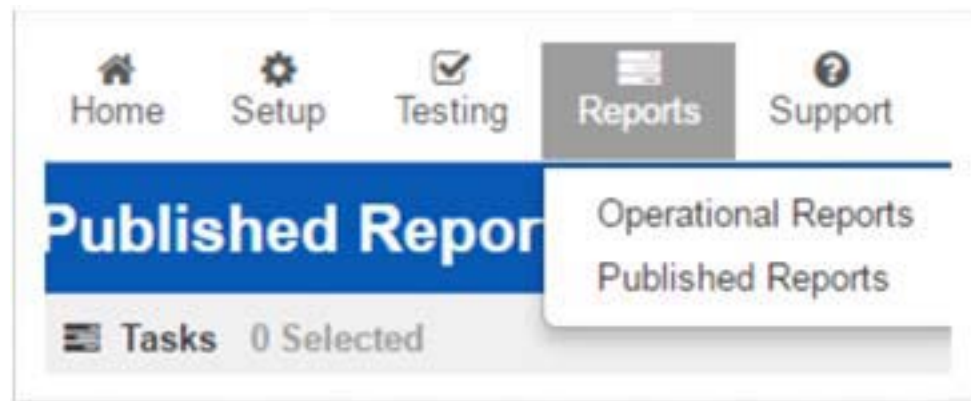
Change #5: Simplified Consolidated Returns

- Process for returning test materials to ACT has been simplified
 - Polymailers no longer used
 - General processing envelope used for all answer documents and test administration items.

Administration Type	Materials Color
ACT Standard Time, paper	Red
ACT Accommodations/Supports, paper	Aqua
ACT Online (standard time and accommodations)	Olive

Change #6: Reporting

- Reporting available electronically for 2017-18
 - Profile reports, NCR letters, and student data files will be available electronically through PANext

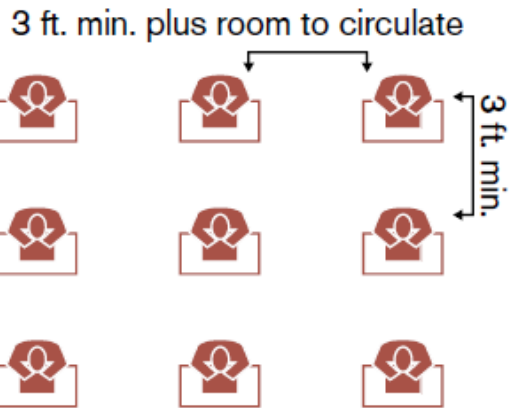


Test Facility Requirements

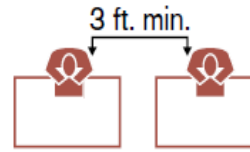
The ACT - Paper



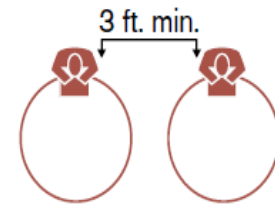
Room Setup and Seating Arrangements



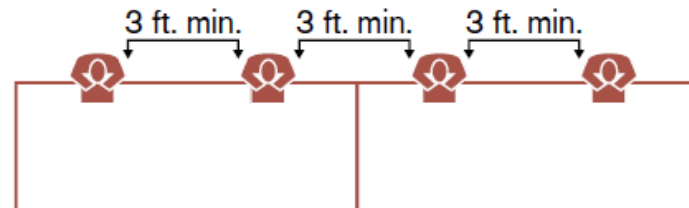
Tables under 6 feet



Round tables any size



8-Foot Tables



Test Room Items

- Two reliable timepieces
- A phone
- Proper lighting, temperature, and ventilation
- Free from distractions
- Test-related bulletin boards covered



Desk Surface Too Small

Off-Site Testing Requirements

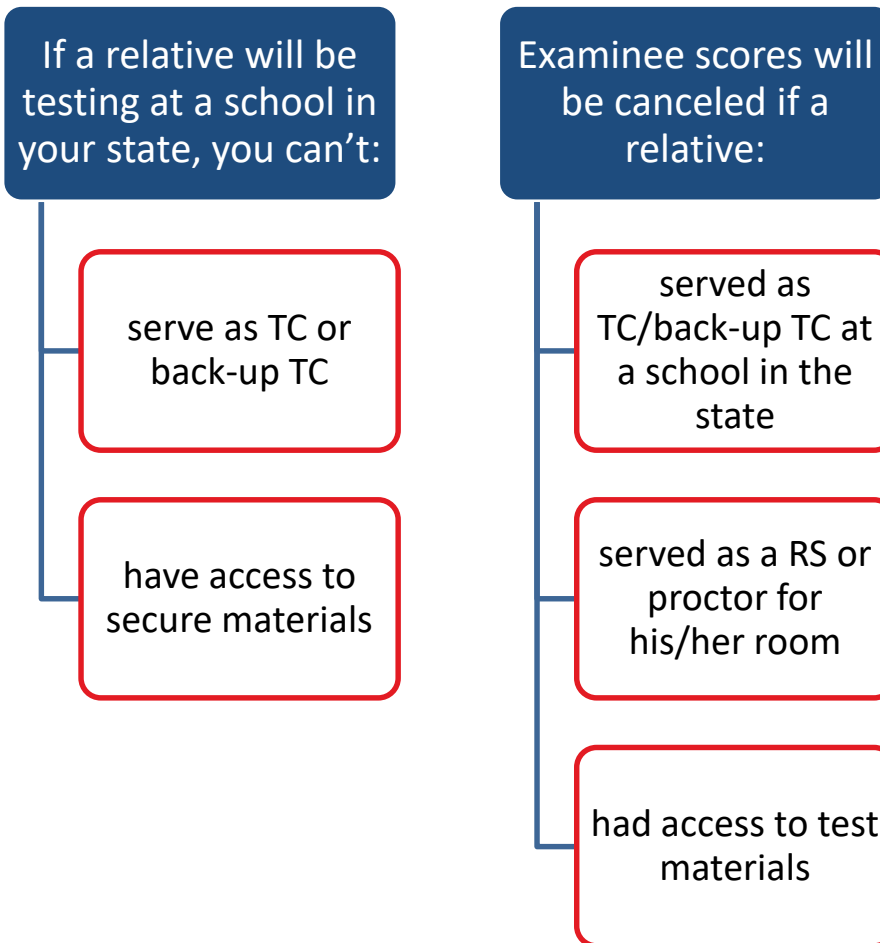
- Testing must only occur at a location that meets ACT facility requirements.
- Off-site testing is available for all days of testing: initial, makeup, and/or testing with accommodations.

Testing Staff Requirements

The ACT



Potential Conflicts of Interest



Selecting Testing Staff

- Persons ineligible to serve as staff:
 - High school students, volunteers, and lower-division undergraduate students
 - Anyone taking the ACT within 12 months
 - If one is involved in ACT test preparation

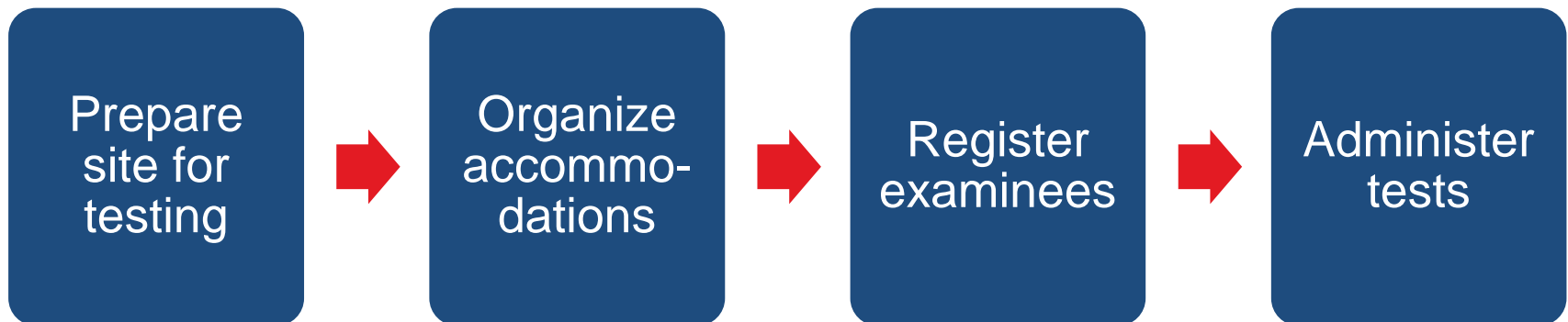
Athletic Coaches

- To protect coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:
 - may not have access to secure test materials before or after testing
 - may serve as a room supervisor, but may not supervise one-on-one testing for a student athlete. Administration Manual, p. 8
- 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.

Proctors

Examinees	Proctors
1–25	0
26–50	1
51–100	2
101–150	3
151–200	4

School Test Coordinators



Test Security Requirements

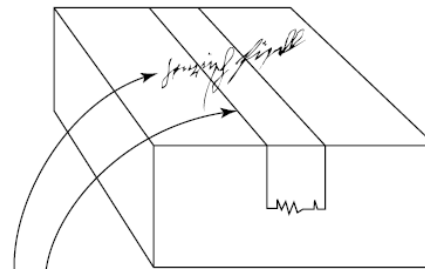
The ACT

ACT[®]



Receipt and Check-In of Test Booklets

- Within 24 hours of receipt, the test coordinator must open and verify the test materials.



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

Secure Storage

- If a safe or vault is unavailable, a locked file cabinet or closet in a locked room can be used.

Completing Non-Test Portions

The ACT



Non-Test Portions

- Must be completed before test day for paper testing
 - Session will last around an hour
- Online testing there is flexibility, Nontest can be completed before or up to four days after the test
 - Examinees will get a personal set of instructions with a unique claim code
- Skip questions 59 and 62 dealing with financial information and religious affiliation.
 - Refer to the administration supplement and provide to those testing online

Barcode Labels

- Apply labels to the back of the answer documents in the lower-right corner.



Accommodations

The ACT - Paper

ACT[®]



Locally Approved Accommodations

- No ACT approval needed
- Preferential seating (e.g. front of room)
 - To hear properly, or wheelchair access
- Small group or individual testing
- Snack, drink, or medication for an examinee with a medical need
 - Test individually to avoid disturbing others
- Sign language interpreter
 - Not a relative
 - For directions and time cues only

Non-College Reportable Accommodations

- No ACT approval required
- Not college reportable
- Ordering information: If you will need additional materials beyond what is being sent, the test coordinator will need to place an additional order.

ACT-Approved Accommodations

- Fully reportable to:
 - colleges
 - scholarships agencies
 - other entities
- Must have current at least one of the following:
 - Individualized Education Program (IEP)
 - Section 504 plan
 - An official accommodation plan

ACT-Approved Accommodations Request Process

- Requests were submitted through TAA
 - You must have trusted agent access to enter this site.
 - Available on state testing website
- Request reconsideration of ACT-approved accommodations deadline: January 26, 2018
- Late consideration request deadline: February 23, 2018

Test Day Activities

The ACT



Sample Test Day Schedule

7:30 a.m. Arrival of testing staff

7:45 a.m. Briefing session and distribution of test materials

8:00 a.m. Arrival, identification, and seating of examinees

8:15 a.m. 1) Begin reading verbal instructions

2) Distribute test materials

3) Administer 5 tests

4) Collect/verify test materials

Distributing Materials and Admitting Examinees to the Test Room

- Test coordinator must personally hand over materials to the room supervisors on test day.
- Never leave test booklets unattended.
- Verify identification, note on the roster:
 - Photo ID
 - ACT Student Identification Letter with Photo
 - Staff Recognition

Calculator Policy

- Review ACT's calculator policy.
- Check for prohibited calculators during check in and prior to test 2



ACT® Calculator Policy

Updated July 1, 2017

ACT® Test
ACT® WorkKeys®
PreACT®
ACT® Aspire®

ACT's calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing room, and protect the security of the test materials.

Examinees may use any 4-function, scientific, or graphing calculator, as long as it is not on the prohibited list and it is modified, if needed. Details are provided below. Calculators may only be used on the mathematics test, including ACT WorkKeys Applied Math. Sharing calculators during the test is not permitted.

Accessible calculators such as audio/"talking" or Braille calculators may be allowed under ACT's accessibility policies.

Examinees are responsible for:

- Bringing an acceptable calculator
- Making sure their calculator works properly and has new batteries if battery-operated
- Knowing whether their calculator is permitted (for the most current information on the calculator policy, visit www.act.org or call 800.498.6481 for a recorded message)
- Bringing a backup calculator and/or extra batteries, if they wish, in case their primary calculator fails

Testing staff is responsible for:

- Confirming that all calculators used by examinees are approved before testing begins
- Checking backup calculators, if they are needed

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality, including:

Texas Instruments:

- All model numbers that begin with TI-89 or TI-92
- TI-Nspire CAS
Note: The TI-Nspire is permitted if not marked CAS.

Hewlett-Packard:

- HP Prime
- HP 48GII
- All model numbers that begin with HP 40G, HP 49G, or HP 50G

Casio:

- fx-CP400 (ClassPad 400)
- ClassPad 300 or ClassPad 330
- Algebra fx 2.0
- All model numbers that begin with CFX-9970G

- Handheld, tablet, or laptop computers (including PDAs)
- Calculators built into cell phones or any other electronic communication devices
- Electronic writing pads or pen-input devices
Note: The Sharp EL 9600 is permitted.
- Calculators with a typewriter keypad (letter keys in QWERTY format)
Note: Letter keys not in QWERTY format are permitted.

The following types of calculators are permitted, but only after they are modified as noted:

- Calculators that can hold programs or documents: Remove all documents and remove all programs that have computer algebra system functionality.
- Calculators with an infrared data port: Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape. These calculators include the Hewlett-Packard HP 38G series, HP 39G series, and HP 48G.
- Calculators that make noise: Turn off the sound.
- Calculators with power cords: Remove all power/electrical cords.



In a computer-based testing environment:

- ACT Aspire tests for
- ACT WorkKeys provides an
- Hand-held calculators may not be

Seating Examinees

- Do not allow examinees to choose their seats.
- You may seat examinees alphabetically or in random order.
- Separate groups that arrive together.

Administering the Tests

The ACT

ACT[®]



Sequence of Tests

- Tests must be administered in exact order

The ACT with Writing	
Test 1	45 minutes
Test 2	60 minutes
Break	15 minutes
Test 3	35 minutes
Test 4	35 minutes
Break	Short or long break
Writing	40 minutes

Staff Attentiveness During Testing

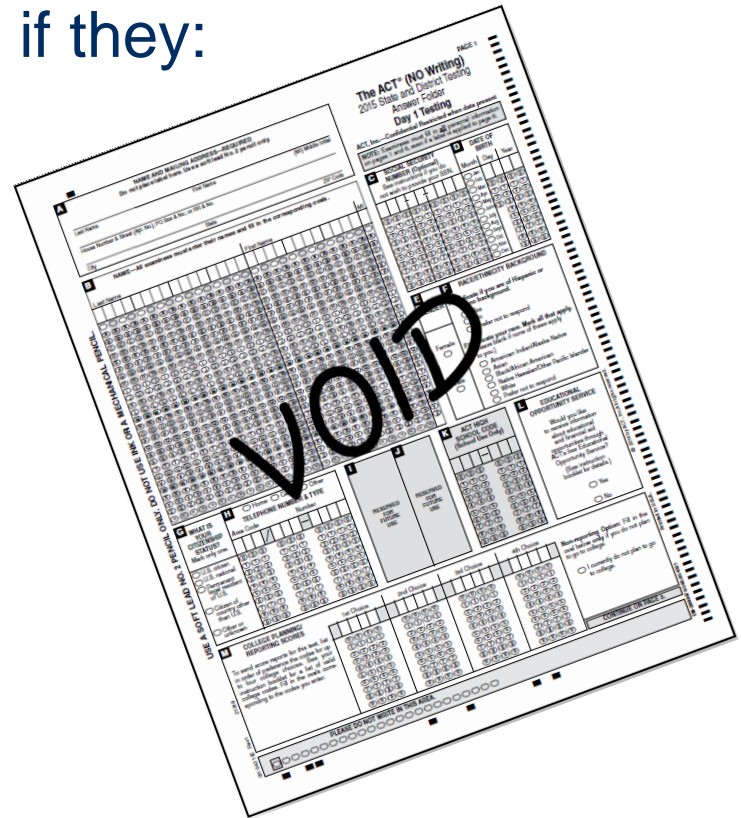
- Any activity unrelated to test administration is not allowed.
- Testing staff must walk around and be visible.

Examinees Who Leave During a Test and Return

- Collect test materials until they are readmitted.
- Examinees are not allowed to make up missed time.

Prohibited Behavior

- Examinees are to be dismissed if they:
 - misuse materials or calculator
 - cheat (or attempt to)
 - take test content (or attempt to)
 - don't follow testing rules
 - use inappropriate behavior
 - cause a distraction



Reasons for Scores to be Canceled

Reasons for Scores to be Canceled	
Rooms not set up correctly	Tests completed out of testing window
Conflict of interest with staff	Misuse of timing codes
Advanced access to test content	Using wrong test materials
Tests not given in correct order	Different timing codes in same room
Mistiming of test	Irrational or prohibited behavior
Test materials are duplicated/duplication is attempted	

After the Test

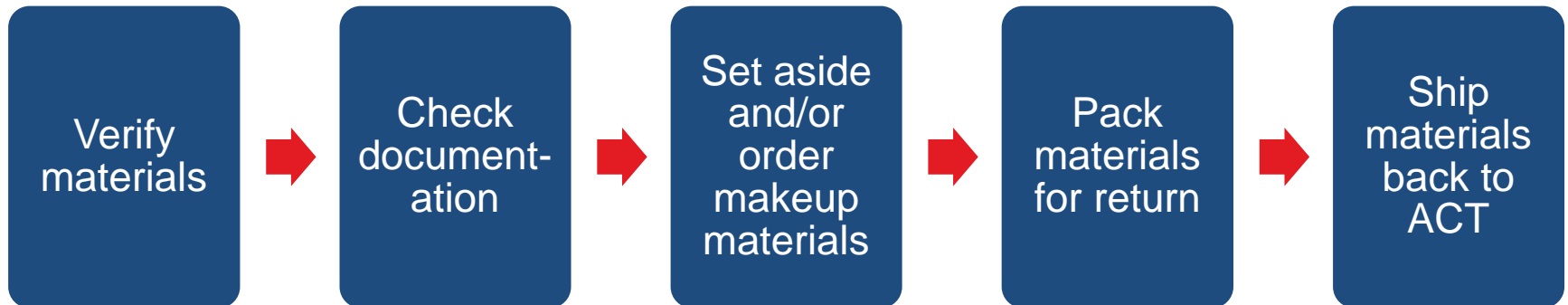
Collecting, Packing and Returning

The ACT



Test Coordinator Procedures

- Immediately after testing, the test coordinator must:



Test Booklet Form Number and Site Header

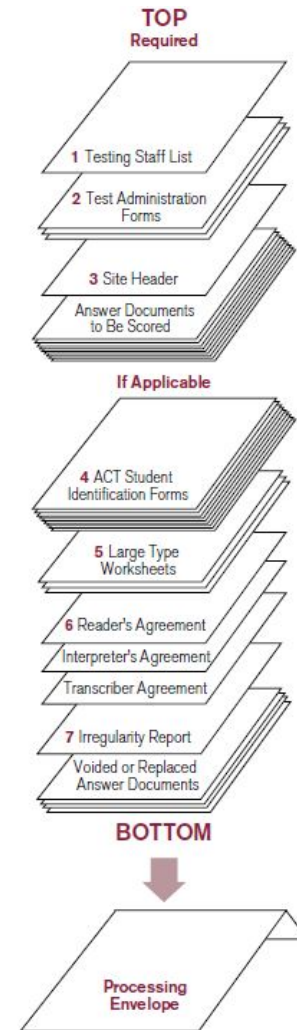
- Test coordinator ensures correct test booklet and form numbers are on the answer documents.
- Test coordinator puts answer documents under the site header to pack and return to ACT.

Collecting RS Documents before Dismissal

Document	Action	Copy for Records
Test Booklets	There are no answer documents inside and the test booklets are arranged in sequential serial number order.	
Answer Documents	Each answer document has the correct required identifying information on the front and back pages.	
Test Room Report	Completed, signed, and initialed by the TC and RS and all test booklets are accounted for.	X
Roster	All examinees scheduled to test are listed and whether they tested, with any ACT Student ID Letters attached.	X
Seating Diagram	All items in the top half are complete and test booklet serial numbers are recorded in the squares.	X
Timing Report	Each test has the start, 5 minutes remaining, and stop times recorded.	X
Irregularity Report	Signed with explanation, and voided/replaced materials are attached.	X

Packing the Processing Envelopes

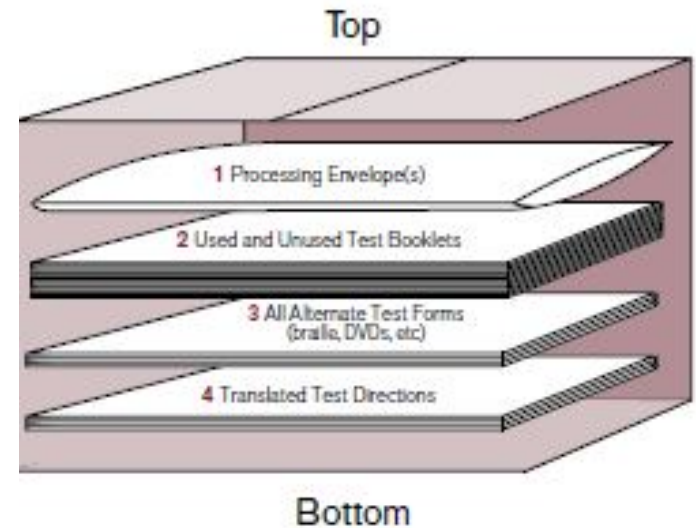
- Testing staff list
- Test Administration Forms
- Site Header and Answer Documents to be scored
- ACT Student Identification Forms
- The following if applicable:
 - Large Type Worksheets
 - Readers Agreement
 - Interpreters agreement
 - Transcriber agreement
- Irregularity Report and Voided or Replaced Answer Documents



Packing the Cartons

- Processing Envelopes
- Used and unused test booklets
- Testing staff list
- The following if applicable:
 - Alternate test forms
 - Translated test directions

- Do not return
 - Packing list
 - Administration manuals



Storage and Pickup

- Return the cartons to secure storage after materials are packed.
- On the date scheduled for pickup, place the cartons in the monitored pickup location.
- If not picked up in two days, call ACT

Makeup Testing

The ACT

ACT[®]



Examinees to Schedule for Makeup Testing

You may administer the makeup test to these examinees:

- Absent
- Arrived too late to admit
- Began but did not complete testing
- Did not complete the non-test portions prior to test day

Schedule Examinees for Makeup Testing

Unlike paper testing, online testing has no test date specifically designated for makeup testing. With online testing, an examinee may take a makeup test on one of the remaining test days within the online test window.

- Create a new test session or add the examinee to an existing test session.
- Move the examinee from his or her originally assigned session to the makeup session.
- See “PearsonAccess^{next} Test Sessions” and “Examinees and Test Sessions.”

Online Testing Overview

The ACT – Online Testing



The ACT Taken Online

- Time limits for online testing are the same as the paper test.
- Scores from online testing mean the same thing as scores from paper testing.
- Schools must choose the mode of testing for their students: Paper or online.
- Technical requirements: The online version of the ACT will support current releases of major operating systems and browsers. Technical requirements for online testing are posted on the ACT/Utah state testing website:
www.act.org/stateanddistrict/utah
- The last day to switch from online testing to paper was January 12, 2018.

Requirements for Online Administration

- School equipment must meet hardware, software, and other technical requirements defined by ACT. Site readiness included performing system checks to ensure technical requirements are met.
- ProctorCache software as defined by ACT in the Technical Guide for Online Testing must be installed.

Administrative Monitoring

- Each test room must have a separate computer for the room supervisor to access PearsonAccess^{next} to:
 - Start/close test session
 - Monitor testing progress
- Room supervisor's computer must pass the technical check and be located in an area where all examinees are visible.

Administrative Monitoring

- Each test room must have a separate computer for the room supervisor to access PearsonAccess^{next} to:
 - Start/close test session
 - Monitor testing progress
- Room supervisor's computer must pass the technical check and be located in an area where all examinees are visible.

The Online Process

Before Test Day	
Who	Activity
Test Coordinator	Creates user account in PearsonAccess ^{next}
	Assigns examinees to test sessions
	Prints student authorization tickets
Tech Coordinator	Reruns computer system checks a week before testing
	Pre-caches test content two days before testing
Examinee	Completes Nontest information online

The Online Process

On Test Day	
Who	Activity
Test Coordinator	Distributes materials to each room supervisor
	Assists staff with questions/issues; contacts ACT
Tech Coordinator	Assists with any system issues
Room Supervisor	Prepares computers for testing
	Starts test sessions in PearsonAccess ^{next}
	Admits examinees to rooms
	Provides students Student Authorization Tickets and seal codes

The Online Process

During Testing	
Who	Activity
Room Supervisor	Reads verbal instructions
	Distributes materials to examinees
	Monitors test sessions
	Handles and documents irregularities
	Ensures that all examinees submit their tests
	Closes test sessions in PearsonAccess ^{next}

Online Testing Components

- **PearsonAccess^{next}**
 - Where student data is stored
- **TestNav**
 - Secure, browser-based application used by students for online testing
 - Uploads student responses to PearsonAccess^{next} and saves an encrypted backup file as a student moves through the test
- **ProctorCache**
 - Stores local cached copy of test content
 - Saves bandwidth usage and quickly loads test
- **SystemCheck**
 - Evaluates testing workstation readiness
 - Run from testing stations

Student Authorization Tickets

- Student Authorization Tickets are:
 - Printout that contains the examinee's individually assigned username and password
 - Retrieved by the test coordinator from PearsonAccess^{next} before test day
 - Provided to the room supervisor on test day

Seal Codes

- Seal codes are:
 - A combination of letters and numbers examinees must enter to begin each test section
 - Retrieved by the room supervisor from PearsonAccess^{next} and provided to the examinee before each test.
 - Unique to each test session

What If?

What happens if issues are encountered with the network during testing?

- TestNav will save student responses to an encrypted backup file so the student can either continue testing or exit the system without losing response data.

Test Facilities

The ACT – Online Testing



Seating Arrangements

If the room has:	Then workstations:
No dividers between workstations	<ul style="list-style-type: none">• Must face the same direction, not the wall or each other• Must be placed 3 feet apart side-to-side and 5 feet front-to-back• Must be set up so examinees cannot see screens in front of them
Dividers between workstations	<ul style="list-style-type: none">• Do not need to face the same direction• May face the wall/each other if adequate privacy exists
U-shaped seating configuration	<ul style="list-style-type: none">• Must face the wall and not each other

Room Setup and Seating Arrangements

Online Testing Workstation Spacing

Acceptable

Online Testing Seating Arrangement Examples

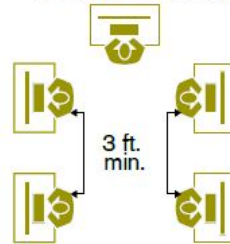
Without Dividers, Study Carrels, or Partitions



With Dividers, Study Carrels, or Partitions



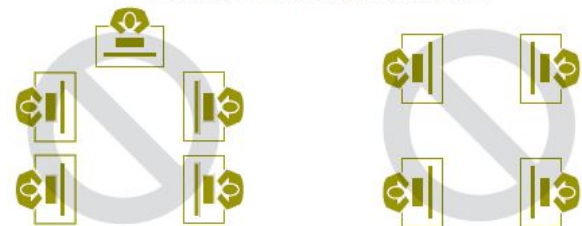
U-Shaped Seating



Unacceptable

Online Testing Seating Arrangement Examples

Examinees Facing Each Other



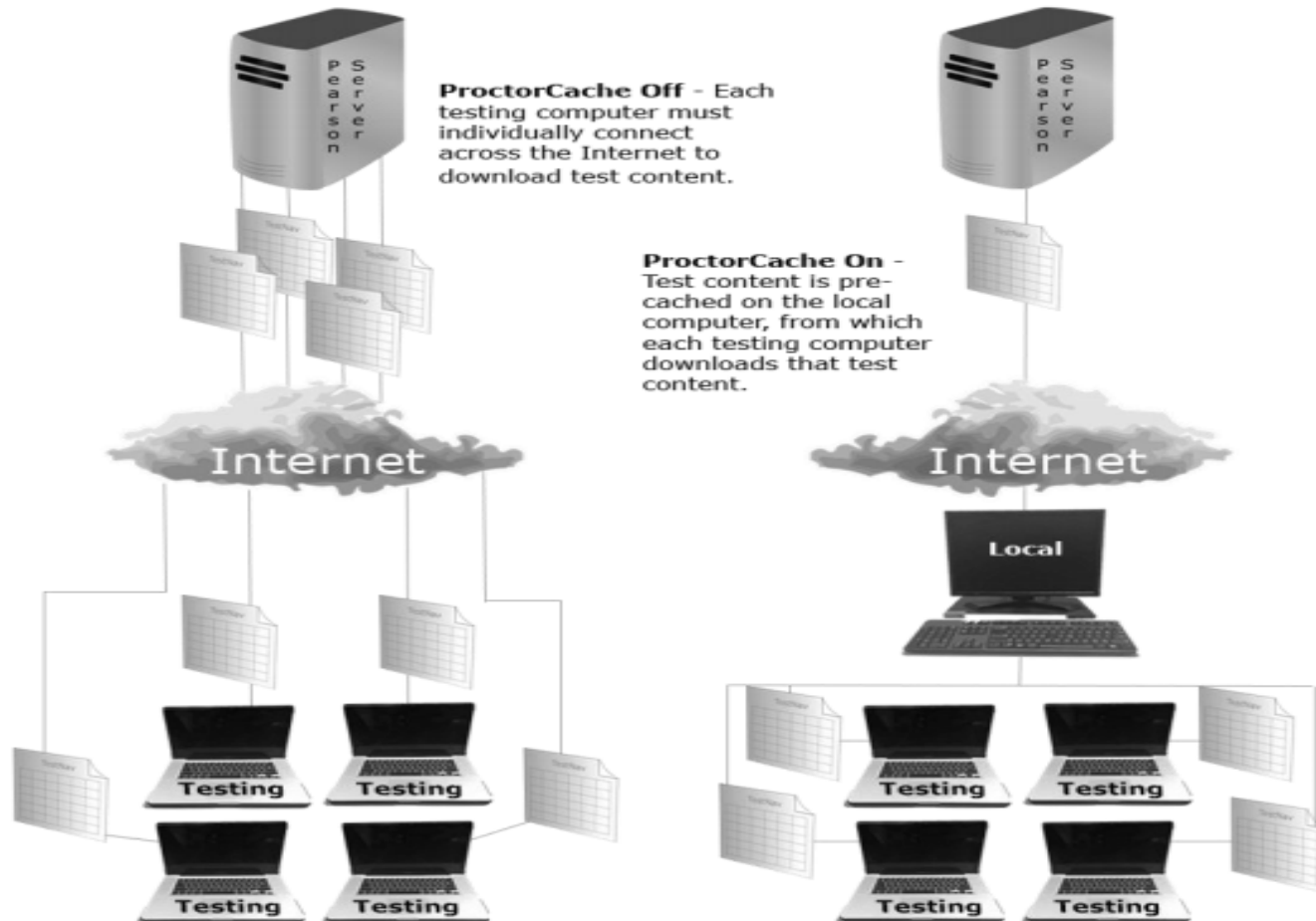
Technical Requirements

- Your school **must** download the ProctorCache software.
 - Almost 97% of issues that arose during online testing were at schools that had not proctor cached.
Deadline was January 12
- Updated technical requirements can be found on the ACT/Utah state testing website

What is Proctor Caching?

- Software used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content
- Allows you to pre-cache test content to your local network before a test
- Reduces the burden on your ISP by eliminating redundancy in requests for test content
- Stores an encrypted local copy of all pre-cached tests

Why Use Proctor Caching?



Technical Coordinator Responsibilities

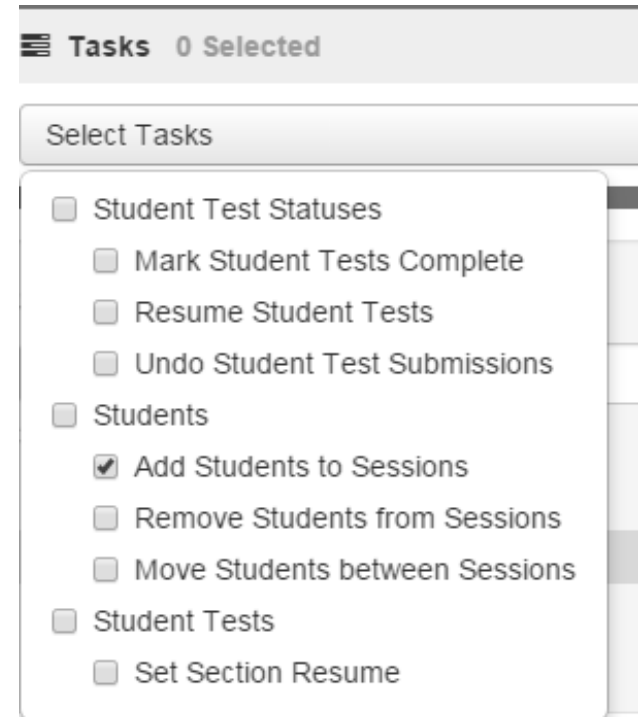
Ensuring computers
and infrastructure
meet online testing
requirements

Helping staff set up
for test day

Troubleshooting
technical issues
examinees may
have with testing

Test Sessions

- Assign examinees to test sessions no later than two weeks before the first day of the testing window.



Security of Test Materials

- Secure materials include:
 - Nontest instructions for online testing
 - Student authorization tickets
 - Used scratch paper
- Materials must be locked when not in use with authorized access.

Preparing Examinees

The ACT – Online Testing



Nontest Instructions for Online Testing

- Each examinee will get a personal set of instructions with a unique student code.
- Examinees have until 4 days after the test window to complete their nontest information.
- Nontest information should not be completed on test day.

How to Complete the Nontest Information

- Holding an in-school session
- Asking examinees to complete Nontest information on their own time

Accommodations

The ACT – Online Testing



ACT-Approved Accommodations for Online Testing

- ACT-approved accommodations for online testing:
 - Additional or stop-the-clock breaks with standard time
 - Extended time to complete each test
 - Testing over multiple days
- For other test formats or with a reader, examinees must test via paper.

Student Authorization Tickets

- For examinees with accommodations testing over multiple days:

The student authorization ticket must be reused each day.

Collect the ticket each day and keep it secure until handing it back for the next test.

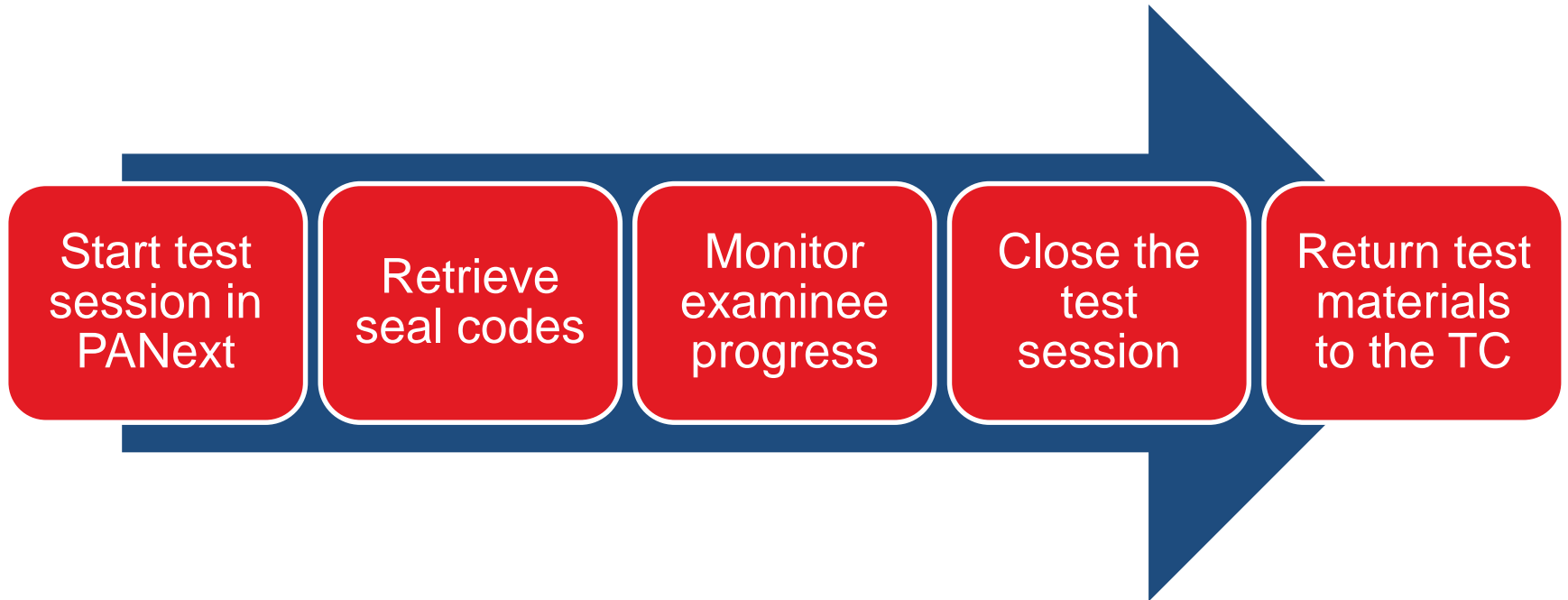
Tickets cannot be used as scratch paper since they are reused.

Administering the Online Tests

The ACT – Online Testing



Administering the Tests



Prepare Test Room Computers

- Room supervisors will take the following steps before admitting examinees:
 - At the administrative computer, open an approved browser and launch **PearsonAccess^{next}**
 - At each work station, launch the TestNav app
 - Know how to retrieve seal codes from **PearsonAccess^{next}**
 - Have student authorization tickets for all examinees in your room

Test Day Documentation: Room Supervisor Responsibilities

- When examinees submit the last test, they are automatically logged out of TestNav.
- Before dismissing examinees:
 - Collect the student authorization tickets and scratch paper.
 - Keep each examinee's scratch paper and student authorization ticket together.

Irregularities

The ACT – Online Testing



Irregularities

- Irregularity Report
 - Completed online in PearsonAccess^{next}.

Please fill out the following form. Highlight

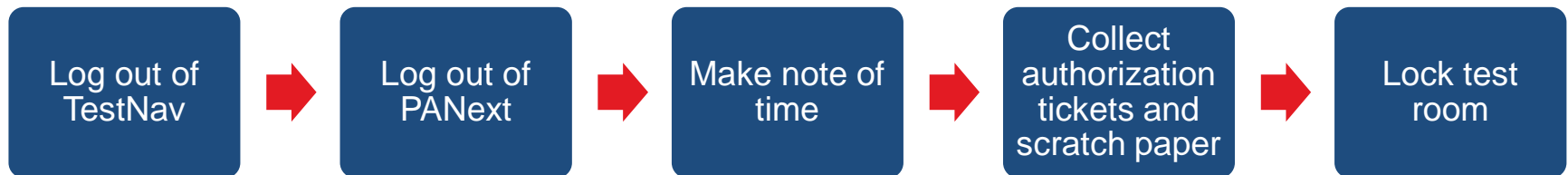
ACT **Irregularity Report for Online Testing**

Test Center Name:	<input type="text"/>	Your Name:	<input type="text"/>	Your Role:	<input type="radio"/> Test Coordinator <input type="radio"/> Room Supervisor
ACT High School Code/Test Center Code:	<input type="text"/>	Test Date:	<input type="text"/>		
City, State:	<input type="text"/>	Test Session Name in PearsonAccess ^{next} :	<input type="text"/>		

Individual Irregularities: Use this section to record irregularities that affect individual examinees. You can record up to three individual irregularities in this section. Complete additional Irregularity Reports if you have more than three individual irregularities to report.

	Examinee 1	Examinee 2	Examinee 3
What is the examinee's name?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is his/her claim code in PearsonAccess ^{next} ?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What happened?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did it happen?	It happened at <input type="text"/> .	It happened at <input type="text"/> .	It happened at <input type="text"/> .

Emergencies



Reporting

The ACT

ACT[®]



ACT Test Reporting

- **Student Report**

- 1 copy of the ACT Student Report sent to student's home address

- **School-Level Reports**

- ACT Student Report (1)
- ACT Student Labels (2)
- ACT High School Check List Report (1)

The above reports will be sent to schools 3-8 weeks following receipt of answer documents.

- ACT State-Allowed Score Notification Letter (2)—delivered **electronically (NEW!)** no later than July 31, 2018.
- ACT Profile Report- High School (1)—delivered **electronically (NEW!)** no later than July 31, 2018.

ACT Test Reporting

- **District-Level Reports**
 - **Delivered electronically (NEW!)**
 - ACT Profile Report—High School
 - ACT Profile Summary Report—District
 - ACT Student Level Data File

Delivered no later than July 31, 2018.

Things To Start Thinking About

Things to Start Thinking About

- Facilities planning
- Computer room setup and meeting minimum requirement
- Planning for uninterrupted testing
- Selecting staff that meet ACT's testing staff requirements
 - Room supervisor
 - Proctor (if needed)
 - Roving proctor
- Training staff
- Planning for non-test session
- Ensuring that testing material is secure before and after testing

Important Dates

- Request ACT-approved accommodations, using late consideration form.
 - **January 16 - February 23, 2018**
- Request reconsideration of ACT-approved accommodations on the ACT in TAA.
 - **January 26, 2018**
- Add students and update student information in PearsonAccessNext. Place additional orders for initial test materials.
 - **January 19 – February 21, 2018**
- Receive test materials for initial testing (dependent on the date you selected)
 - **Week of January 29 or February 5, 2018**
- Create test sessions and assign students to test sessions. **Online only**
 - **January 29 – March 8, 2018**
- Attend Q&A session about test administration.
 - **February 9, 2018 3p.m. MT**

Important Dates, continued

- Validate configuration and lock down devices. (Online only)
 - **February 20 2018**
- Conduct sessions for examinees to complete non-test information on the answer document.
Paper testing
 - **Once materials arrive – February 26, 2018**
- Train room supervisors and proctors. Prepare rooms and materials.
 - **Once materials arrive – February 27, 2018**
- Conduct sessions for examinees to complete non-test information for the ACT taken online or provide the information to examinees to complete on their own.
 - **Once materials arrive – March 14, 2018**

Testing begins!

February 27, 2018

Resources

The ACT

ACT[®]



State Contact Information

- For Utah policy inquiries, please contact:
 - Rebecca Peterson, Utah State Board of Education
 - 801-538-7694
- rebecca.peterson@schools.utah.gov
- www.schools.utah.gov/main/

Resources

- ACT-Utah website:
www.act.org/stateanddistrict/utah
- ACT Utah Schedule of Events
- Customer Service:
 - Standard Time Test Administration:
800.553.6244, ext. 2800
 - Accommodations Administration:
800.553.6244, ext. 1788

Any Questions?



Thank you!



ACT[®]

