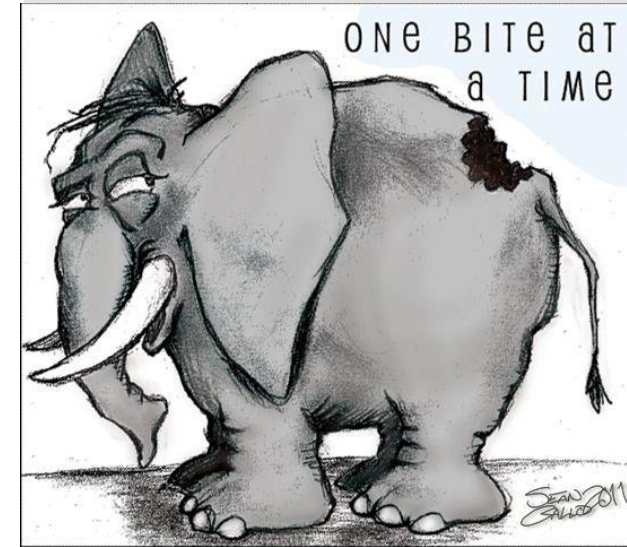


ACT Administration Q&A

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Passed ADA accessibility check 2/15/2018



Agenda

- Review of upcoming dates and deadlines
- Test preparation
- Test administration
- Resources for information

Upcoming dates and deadlines – before the test

- Feb. 21st
 - Last day to enroll students and order additional materials for 2/27 testing
- By Feb 26th
 - Complete non-test portions (paper)
 - by 4 school days after testing (online).
 - Room supervisor and proctor trainings
 - All needed room prep & supply gathering

Questions & Discussion part 1



Upcoming dates and deadlines - testing

- Feb 27th
 - Initial test date (paper) and opening of online testing window
 - FedEx pickup: Feb 28th (paper)
- March 20th
 - 1st makeup test date
 - Enroll students Feb 28th – March 20th
 - Order additional materials according to schedule on “Schedule of Events”
 - FedEx pickup: March 21st

Questions & Discussion part 2



Key testing preparation items

- Proctors/ room supervisors
 - standard time = 1 per 25 students
 - Accommodated testing = 1 per 10 students
- Arrange room setup and seating ahead of time
- Two timepieces (cellphone not one of them)
- Test day schedules set up, distributed
- Communication – identify who needs what message, by when, and how
 - i.e., bells off, lunch schedule changes, class period or day's schedule changes, ID to bring, items NOT to bring, prep to do – there is still time to complete practice tests, assignments for staff, etc..
 - Make sure the communication happens!

Questions & Discussion part 3



Key items for test administration day

- Proctors and room supervisors
 - Where to be, when
- Testing materials organized and ready to be handed out
 - alphabetical order by testing room assignment works well (double check before)
- Online testing
 - computers set up, plugged in, sessions loaded
 - Room supervisors ready to start sessions and know how to manage testing for the students in their session (trained ahead of time!!)
 - tech person ready and available to help with troubleshooting issues
- ID checking plan – what do you expect students to use for ID?
- Calculator plan – what calculators are you planning to have students use?
- Testing administration manuals flagged and ready to go

Questions & Discussion part 4



Resources!!

- Best resource: [Utah's ACT Website](https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/utah.html) (<https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/utah.html>)
 - Testing administration manuals
 - Non-test portion instructions
 - PearsonAccessnext User Guide
 - Printable forms and other detailed instructions
- ACT help desk 1-800-553-6244 X 2800, state code 45 for standard administration questions
- ACT accommodations help desk 1-800-553-6244 X 1788, state code 45 for accommodated administration questions
- Me – Rebecca.Peterson@schools.utah.gov
801.538.7694

Further Questions & Discussion?



It's going
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