

Slide 1 - Facility Requirements

Slide notes: Welcome to the facilities requirements portion of test administration training.

Facility Requirements Topics

- Selecting facilities
- Selecting test rooms
- Setting up rooms
- Seating arrangements
- Workstation/writing surfaces
- Ensuring quiet testing
- Off-site testing


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Slide 2 - Topics

Slide notes: The topics include facility selection, room selection, room set up, seating arrangements, workstation or writing surfaces, ensuring quiet test sessions, and off-site testing.

Selecting Facilities

- Select facilities that:
 - are accessible to persons with disabilities
 - can be reserved for the entire testing time, plus any potential delays

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Slide 3 - Selecting Facilities

Slide notes: Select testing facilities that are accessible to persons with disabilities and can be reserved for the entire testing time, plus any potential delays.

Selecting Test Rooms

- Select rooms that:
 - can be rearranged to meet spacing requirements
 - are quiet and as free as possible from potential distractions
 - have good lighting, temperature, and ventilation
 - provide convenient access to restrooms
- Avoid rooms with multiple levels or graduated seating

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Slide 4 - Selecting Test Rooms

Slide notes: Select rooms for each day of testing that:

can be rearranged to meet spacing requirements as needed

are quiet and as free from potential distractions as possible; away from other activity

have good lighting, temperature, and ventilation, and

provide convenient access to restrooms.

Avoid rooms with multiple levels or graduated seating.

Room Setup

- Testing staff must be able to freely circulate the room to reach each examinee.
- Cover or remove test topic information on walls or boards, such as charts, strategy maps, or other aids.
 - Geographical maps and periodic tables do not need to be covered.
- Examinees must be able to hear the room supervisor without difficulty; a microphone may be used if needed.
- The room supervisor must have a clear view of all examinees and materials.

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Slide 5 - Room Setup

Slide notes: To monitor examinees, staff must have room to circulate between desks or tables, and must be able to reach each examinee.

Bulletin boards containing possible test material- English, mathematics, reading, science, writing, and charts or maps that provide strategies for solving problems or writing essays must be covered or removed.

Don't worry about covering geographical maps and periodical charts.

Examinees must be able to hear the room supervisor without difficulty. The room supervisor may use a microphone if needed.

The room supervisor must have a clear view of all examinees and materials.

Room Setup for Paper Testing

- The room supervisor must be able to face all examinees during testing



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Slide 6 - Room Setup Paper Testing

Slide notes: For the paper format, the room supervisor must be able to face all examinees during testing.

Seating Arrangements for Paper Testing

- Seating with study carrels, dividers, partitioned tables, or booths is prohibited
- Examinees must be:
 - facing the same direction
 - seated in straight rows and columns, directly in line with each other
 - able to easily see:
 - the room supervisor, and
 - the room clock, if there is one

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Slide 7 - Seating Arrangements Paper Testing


Slide notes: For the paper format, the room must not have carrels, dividers, partitions or booths.

Examinees must be facing the same direction and must be seated in straight rows and columns, directly in line with each other, able to easily see the room supervisor and the room clock if there is a clock.

Seating Arrangements for Paper Testing

- Examinees must be:
 - seated no closer than:
 - 3 feet shoulder-to-shoulder
 - 3 feet head-to-head





Slide 8 - Seating Arrangements Paper Testing

Slide notes: Examinees must be at least three feet apart measured from shoulder-to-shoulder.

Examinees must be at least three feet apart measured from head-to-head.

Seating at Tables for Paper Testing

- Round table, any size = 1 examinee per table
- Rectangular table, less than 6 feet long = 1 examinee per table
- Rectangular table, 6 feet long or greater = 1 or more examinees per table as long as the distance between examinees is at least 3 feet measured shoulder-to-shoulder

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Slide 9 - Seating at Tables Paper Testing

Slide notes: For the paper format, if you will be using tables, there are seating restrictions based on the shape and size of the table.

Only one examinee may be seated at round table of any size.

Only one examinee may be seated at a rectangular table that is less than six feet long.

For rectangular tables that are six feet long or greater, there must be at least three feet measured shoulder-to-shoulder between examinees.

For the comfort of each examinee, if tables are pushed together do not seat an examinee where they join together.

All of these facility requirements are also found in the administration manual.

Workstation/Writing Surfaces

- Workstations/writing surfaces must provide enough space for examinees to work comfortably
- Lapboards are not allowed

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Slide 10 - Workstation/Writing Surfaces

Slide notes: Writing surfaces must provide enough space for examinees to work comfortably.

Lapboards are not permitted.

Ensuring Quiet Test Sessions

- To ensure quiet test sessions:
 - Turn off audible signals that announce the beginning and end of classes.
 - Do not use the public address system during test sessions.
 - Post signs to warn that testing is in progress.

Note: These are requirements for all days of standard time paper testing. These are recommendations, not requirements, for the remaining days of accommodations paper testing.

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Slide 11 - Ensuring Quiet Test Sessions

Slide notes: To ensure quiet test sessions,

- turn off audible signals that announce the start and stop of classes
- avoid using the public address system while testing is in progress, and
- post signs outside of test rooms to warn others to be quiet, that testing is in progress.

These are requirements for all days of standard time paper testing.

These are recommendations, not requirements, for the remaining days of accommodations paper testing.

Off-site Testing Requirements

- Testing must only occur at a location which meets ACT facility requirements
- Each off-site location must be approved by ACT in writing and in advance of testing
- The test coordinator must request off-site testing if unable to meet facility requirements at the school
- Refer to your *Checklist of Dates* for the deadline to submit a request

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Slide 12 - Off-site Testing Requirements

Slide notes: Testing must occur at a location which meets ACT facility requirements.

If testing requirements cannot be met at school, testing at an off-site location is an available option for all types of testing.

Each off-site location must be approved by ACT in writing, in advance of testing.


The test coordinator must submit an off-site testing request.

ACT reviews each request, contacts the test coordinator with questions, and emails all approvals.

Refer to your Checklist of Dates for the deadline to submit off-site testing requests using the online form.

ACT Contact Information

- Standard Time
 - Phone: 800.553.6244, ext. 2800
 - Email Form: www.act.org/aap/state/contact.html
- Accommodations
 - Phone: 800.553.6244, ext. 1788
 - Email: ACTStateAccoms@act.org



Slide 13 - Contact Information

Slide notes: Here is contact information for ACT. Our phone number is one-eight-hundred, five-five-three, six-two-four-four.

The extension for our standard time team is twenty-eight-hundred.

The extension for our accommodations team is seventeen-eighty-eight.

You may fill out an online form to submit a question by going to: www.act.org/aap/state/contact.html

Or, you may send an email to our accommodations team at: ACTStateAccoms@act.org

Please contact us if you have questions.



Slide 14 - Thank You!

Slide notes: Thank you for serving as testing staff, and for watching this presentation!