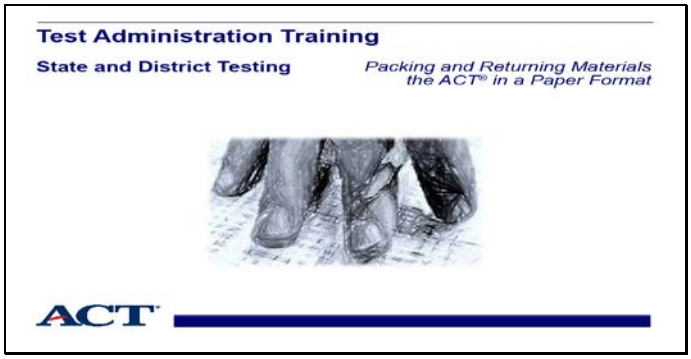


Slide 1 - Packing and returning materials paper testing

Slide notes: Welcome to the packing and returning materials portion of test administration training for paper testing.

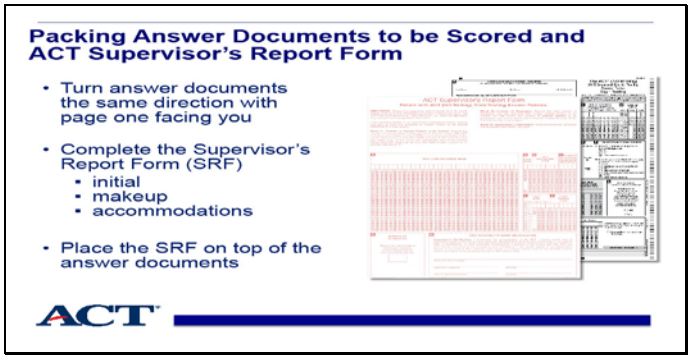
Slide 2 - Topics

Slide notes: The topics include keeping materials separated, packing and returning standard time and accommodations materials.

Slide 3 - Keeping materials separate

Slide notes: To avoid delays or problems, keep standard time, ACT-Approved Accommodations, and if applicable to your testing program, State-Allowed Accommodations materials separated from one another.

If materials are mixed when testing, examinees may not receive scores, and if materials are mixed when shipped back to ACT, score reporting could be delayed.



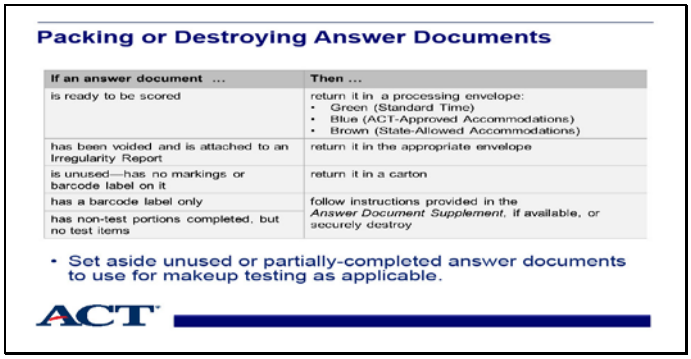
Slide 4 - Packing answer documents and the SRF

Slide notes: Stack answer documents to be scored and turn each one so page one is right-side-up and facing you.

There will be a Supervisor's Report Form for the initial test date, one for the makeup test date, and one for accommodated testing. Please be sure to fill out the appropriate form as you pack materials for return.

Submitting the incorrect report form could cause delays in reporting.

Place the SRF on top of the answer documents.



Slide 5 - Packing or destroying answer documents

Slide notes: Return answer documents that are ready to be scored in a processing envelope. Return answer documents that have been voided due to illness or prohibited behavior with an Irregularity Report in the appropriate administrative envelope. Return answer documents with no markings or barcode label in a carton.

For answer documents with a barcode label, or with some or all of the non-test portions completed, but no test responses you will either:

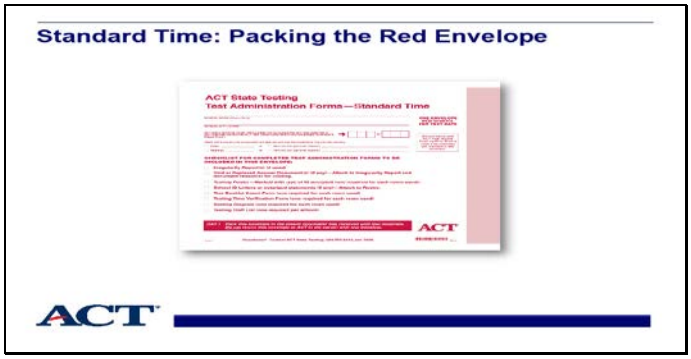
-follow the instructions provided in the Answer Document Supplement to properly return these answer documents, or

-if you did not receive an Answer Document Supplement, securely destroy these answer documents.

If you will be testing on the makeup test date, set aside unused, and partially-completed answer documents to use for makeup testing.

Slide 6 - Standard time: packing materials

Slide notes: For standard time testing, test day documentation and answer documents to be scored will be returned separately from test booklets, administration manuals, and all other items.



Slide 7 - Packing the red envelope

Slide notes: Pack all of your test day documentation in the Test Administration Forms—Standard Time envelope, which we refer to as the red envelope.

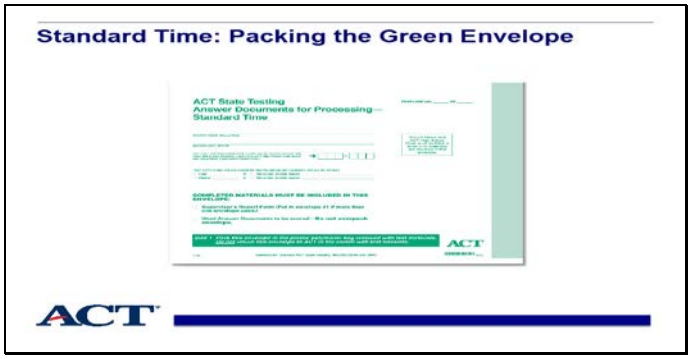
On the front, fill in your school information, check the box for initial or makeup and write in the test date.

Make copies of the completed test day forms for your records, and pack the originals in the envelope.

There is a checklist on the outside of the envelope to use to make sure you include all of the forms.

For the school, include the Testing Staff List.

For each room, make sure you include the Test Booklet Count Form, testing roster, Seating Diagram, Testing Time Verification Form, and Irregularity Reports, with voided or replaced answer documents clipped to them, if any testing irregularities occurred.



Slide 8 - Packing the green envelope

Slide notes: Pack all of the answer documents to be scored in the Answer Documents for Processing—Standard Time envelope, referred to as the green envelope.

Fill in your school information, check the box for initial or makeup and write in the test date.

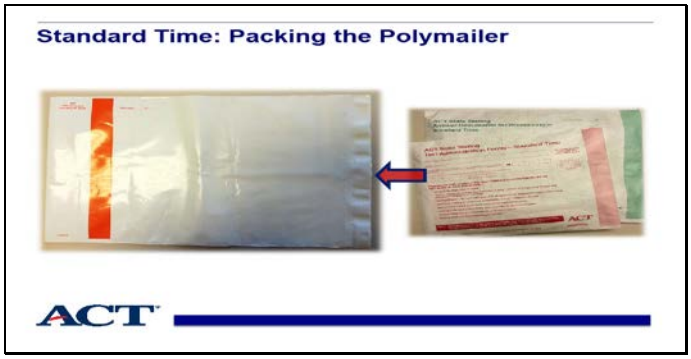
The green envelope holds approximately 150 ACT No Writing, or 100 ACT Plus Writing answer documents.

Fill in the envelope number in the upper right hand corner.

If you are packing more than one envelope, mark the envelope that contains the Supervisor's Report Form number one.

If you have unused green envelopes, do not number these.

Return these extras inside a green envelope.



Slide 9 - Packing the polymailer

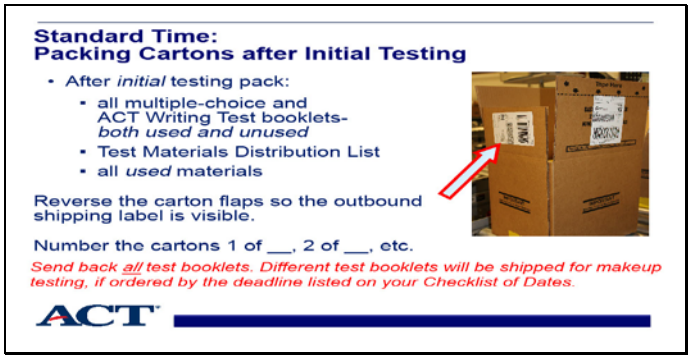
Slide notes: One polymailer will hold up to three green envelopes, the red envelope, and any unused polymailers.

Since the polymailer is slick plastic, use a permanent marker to fill in the information on the outside of it.

If you return more than one polymailer, mark the one containing the red envelope number one.

The polymailer has a prepaid shipping label, so once it’s packed and sealed, it is ready for pick up.

If you have unused polymailers, do not number these. Return any extra polymailers inside a polymailer.



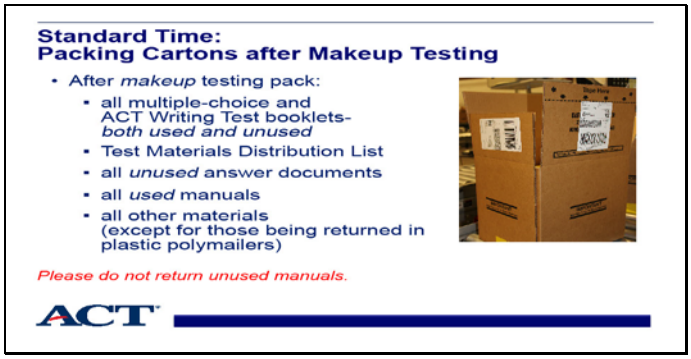
Slide 10 - Standard time: packing cartons after initial testing

Slide notes: You'll pack the materials used on the initial test date, such as the multiple-choice test booklets, ACT Writing Test booklets, Test Materials Distribution List, and used administration manuals, into the cartons the materials arrived in.

There are pre-paid shipping labels on the inner flap of the cartons, so be sure to reverse the flaps so each outbound shipping label is visible.

Number the cartons so we know how many to expect when we receive them. By doing this, we won't need to call you to find out how many cartons were returned.

Remember to send back all test booklets. Different test booklets will be shipped for makeup testing, if ordered by the deadline listed on your Checklist of Dates.



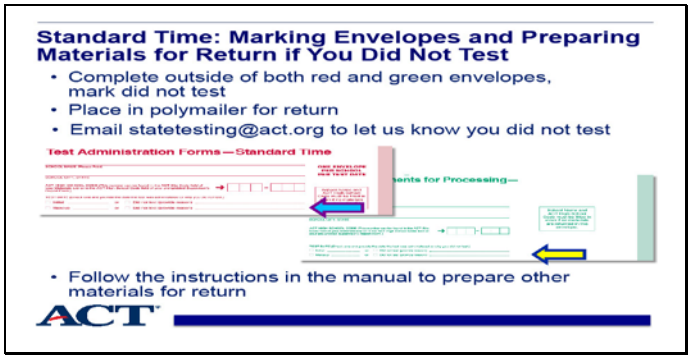
Slide 11 - Standard time: packing cartons after makeup testing

Slide notes: After makeup testing, you'll pack red and green envelopes like you did after the initial test date.

Pack all test booklets, the Test Materials Distribution List, all unused answer documents, all used manuals, and any other materials sent to you for testing other than what is being returned in a polymailer, into cartons for return to ACT.

Please do not return unused standard time manuals.

No test materials should be retained at the school, except for unused manuals and your copies of administration forms.



Slide 12 - Marking envelopes and preparing materials if you did not test

Slide notes: If you did not test on the initial or makeup test date, complete the outside of both the red and green envelopes and mark, “Did not test.”

Place the envelopes in a polymailer for return.

If you have unused polymailers, do not number these.

Return any unused, extra polymailers inside a polymailer.

Also, send us an email letting us know you didn't test.

Follow the Collecting, Packing, and Returning Materials instructions in the manual to prepare other materials for return.

Slide 13 - Packing the blue envelope

Slide notes: Use the ACT-Approved Accommodations Forms and Answer Documents for Processing envelope, referred to as the blue envelope, to pack ACT-Approved Accommodations materials.

Remember to make copies of test room forms for your records, and use the checklist on the outside of the envelope to be sure you include everything.

Slide 14 - Packing the carton

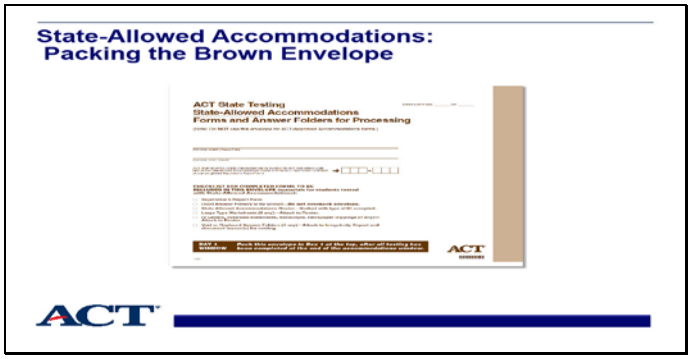
Slide notes: Pack all of the materials used for ACT-Approved Accommodated testing into the cartons the materials arrived in.

Empty ziplock bags, used and unused manuals, blank answer documents, used and unused regular type test booklets, Braille, large type, reader's scripts, DVDs, and the blue envelope will all go in the carton.

Follow the packing instructions in the administration manual for special testing. Number the cartons, and mark the carton that contains the blue envelope number one.

Remember to keep these cartons separate from standard time cartons, and if applicable, State-Allowed Accommodations cartons.

There are pre-paid shipping labels on the inner flap of the cartons, so be sure to reverse the flaps so each outbound shipping label is visible.



Slide 15 - Packing the brown envelope

Slide notes: If State-Allowed Accommodations are offered as part of your testing program, use the State-Allowed Accommodations Forms and Answer Documents for Processing envelope, referred to as the brown envelope, to return State-Allowed Accommodations administrative forms and answer documents to be processed.

This envelope also has a checklist to refer to as you pack materials.

Slide 16 - Packing the carton

Slide notes: Pack State-Allowed Accommodations materials using the cartons the materials arrived in.

Used and unused State-Allowed Administration Instructions, blank answer documents, used and unused regular type test booklets, large type, reader's scripts, and DVDs, and finally on top, the brown envelope.

Follow the packing instructions in the Administration Instructions. Number the cartons, and mark the carton that contains the brown envelope number one.

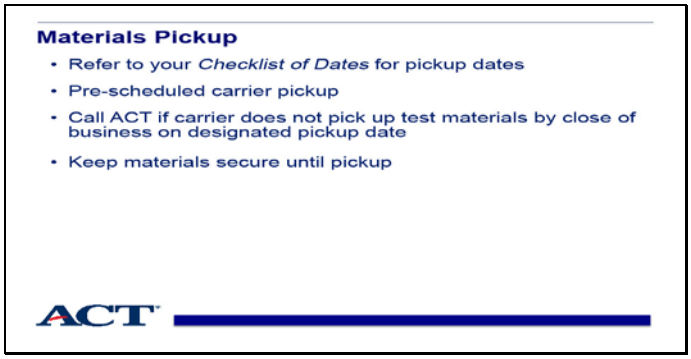
Be sure the carton flaps have been reversed, and the outbound shipping label is on the outside.

Slide 17 - Marking envelopes and preparing materials if you did not test

Slide notes: If you did not test during the accommodations testing window, mark the outside of the blue envelope, or if applicable, the brown envelope, “Did not test.”

Also, send us an email letting us know you didn't test.

Follow the Collecting, Packing, and Returning Materials instructions in the manual to prepare your other materials for return.



Slide 18 - Materials pickup

Slide notes: Refer to your checklist of dates for the material pickup date following testing.

Pickups have been pre-arranged with the carrier.

If the carrier does not arrive by the close of business on the designated pickup date, please call ACT.

This way, we are aware of any delays in answer documents being returned and can work with the carrier to resolve any problems.

Keep the materials secure until they are picked up.

Slide 19 - Returning accommodations materials

Slide notes: Return all accommodations testing materials on the pre-scheduled pick up date at the end of the testing window.

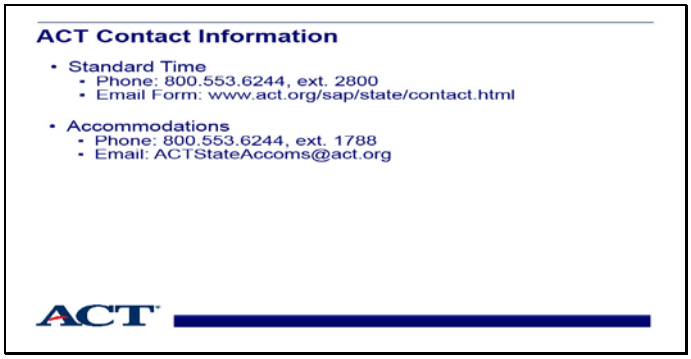
As an alternative, if ALL of your accommodations testing is complete early, you may return materials early.

If ALL of you accommodations testing is complete on the initial test date, the materials may be packaged and returned at the same time the initial standard time materials are returned.

If your accommodations testing is complete before the end of the two-week testing window, you may call ACT to make arrangements to return these materials.

Please do not return accommodations materials earlier than the pre-scheduled pickup date following the two-week testing window unless ALL accommodations testing has been completed and you're able to ship all of the materials all at once.

In addition, only use a pickup scheduled by ACT. We need to be able to track these materials to be sure they are processed.



Slide 20 - Contact information

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

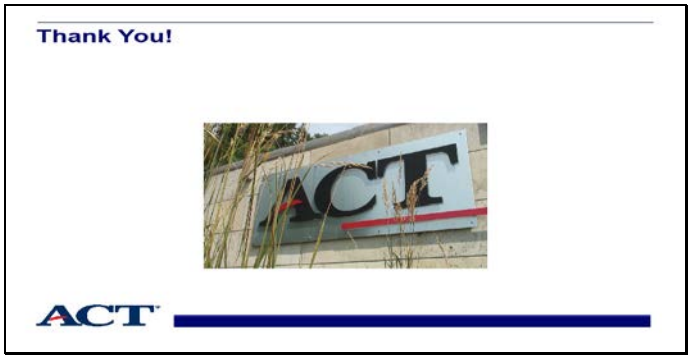
The extension for our standard time team is twenty-eight-hundred.

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/sap/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 21 - Thank you!

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