

Slide 1 - Preparing for makeup testing

Slide notes: Welcome to the preparing for makeup testing portion of test administration training for the ACT and ACT WorkKeys in a paper format.

Topics

- Determining which examinees should test
- Materials to return or set aside for makeup testing
- Ordering makeup materials
- Preparing for makeup testing



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Slide 2 - Topics

Slide notes: The topics include determining which examinees should test, returning or setting aside materials, ordering makeup materials, and preparing for makeup testing.

Examinees NOT to Schedule for Makeup Testing

You may not administer the makeup test to examinees:

- who completed testing
 - return these answer documents to be scored
- who were dismissed for prohibited behavior
 - mark answer document "void," attach to an irregularity report, return in administrative envelope

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Slide 4 - Do NOT administer the makeup test to these examinees

Slide notes: If examinees completed initial testing, they may not be scheduled for makeup testing.

Return their answer documents to be scored.


If examinees were dismissed for prohibited behavior, they may not be scheduled for makeup testing.

Mark these answer documents "void," complete an Irregularity Report, and return this documentation in the administrative envelope.

Materials to Return after Initial Testing

- Return these materials to be processed:
 - answer documents to be scored
 - administrative forms
 - all initial test booklets
 - used administration manuals

If you did not test mark the box, "Did Not Test" on the administrative and processing envelopes and provide the reason. In addition, send an email to statetesting@act.org with this information.

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Slide 5 - Materials to return after initial testing

Slide notes: Follow the directions in the administration manual to correctly package materials for return.

Double check the test day documentation and make copies for your records.

Place the answer documents to be scored in the processing envelope.

Check the test booklets to be sure there are no answer documents tucked inside which should be processed.

Return all test booklets, and used manuals.

If you did not test, mark "did not test" on the administrative envelopes and provide the reason. Also, send this information to us via email.

Setting Aside Materials for Makeup Testing

- Set aside these materials for makeup testing:
 - unused administration manuals
 - unused answer documents (no markings)
 - partially completed answer documents (non-test/demographics completed)

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Slide 6 - Setting aside materials for makeup testing

Slide notes: Before packing materials for return, set aside what is needed for makeup testing.

Keep unused administration manuals, and unused answer documents if you have any.

Also, set aside answer documents with non-test portions completed.

Ordering Makeup Materials

- Specific test booklets are designated for makeup testing
- Do NOT use test booklets sent for initial testing on the makeup test date
 - Using test booklets designated for initial testing after the initial test date will result in a misadministration
- Email with ordering instructions sent to test coordinator
 - If email is not received by initial test date, contact ACT

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Slide 7 - Ordering makeup materials

Slide notes: Specific test booklets are designated for makeup testing.


Using test booklets intended for initial testing after the initial test date is considered a misadministration.

Test coordinators should be on the lookout for an email with ordering instructions.

If it is not received by the initial test date, call ACT.

Ordering Makeup Materials

- Go online, enter quantity needed for makeup testing
 - Small overage is shipped
 - Refer to the deadline on your *Checklist of Dates*
 - ACT cannot accept orders after the deadline due to the tight shipping timeframe
- No action required if no makeup materials are needed



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Slide 8 - Ordering makeup materials

Slide notes: After determining how many examinees will be scheduled for makeup testing, the test coordinator will go online and order materials.

A small overage of test booklets are shipped.

There is a short ordering window, so be aware of the deadline listed on your Checklist of Dates.

ACT cannot accept orders after the deadline because of the tight shipping timeframe.

If you will not be testing on the makeup test date, no action is needed.

Materials Shipment

- Makeup material shipment includes:
 - makeup test booklets
 - administration manuals
 - answer documents
- Check-in within 24 hours of receipt
- Store materials securely
- Call ACT, if security breach

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Slide 9 - Materials shipment

Slide notes: Makeup test booklets will be shipped along with additional manuals and answer documents.

Follow the check-in directions in the appropriate administration manual, and refer to the packing list included in the shipment as you check-in materials.

Once these have been checked in, reseal the cartons and place them in a locked vault or non-portable cabinet in a locked room with limited access until the morning of makeup testing.

In the event of a security breach, call ACT. Do not begin testing.

Transferring Information to New Answer Document

- If an examinee began but did not complete testing:
 - examinee must transfer responses from the non-test/demographic portions of answer document to new answer document prior to testing
 - void the original answer document
 - attach it to an irregularity report
 - return with makeup materials

The examinee will take the entire test on the makeup test date. He or she may not transfer test responses.

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Slide 10 - Transferring non-test information

Slide notes: If an examinee began testing on the initial test date but did not finish, he or she must transfer the responses from the non-test portion of the original answer document to a new answer document prior to testing.


Mark "void" on the original answer document, attach it to an Irregularity Report and return it with the makeup test day administrative documents.

The examinee will take the entire test on the makeup test day. Do not allow the transfer of test responses!

Refer to the administration manual for more detail.

Prepare for Testing

- Non-test portion of ACT answer document must be completed prior to makeup test day
- Conduct in-school pretest sessions, if needed

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Slide 11 - Prepare for testing

Slide notes: The non-test portion of the ACT answer document must be completed prior to test day.

Hold an in-school pretest session for examinees to complete the non-test portion of the answer document prior to makeup testing if necessary.

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 12 - Contact information

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

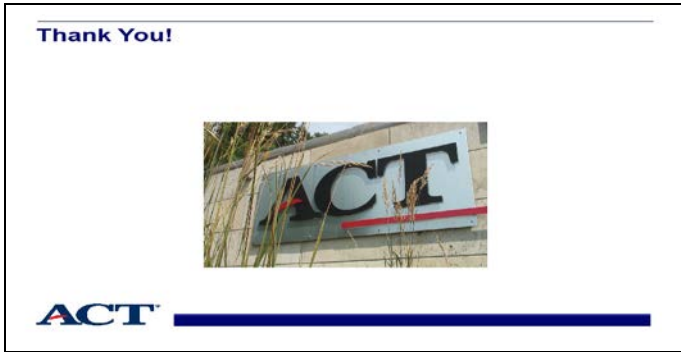
The extension for our standard time team is twenty-eight-hundred.

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 13 - Thank you!

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