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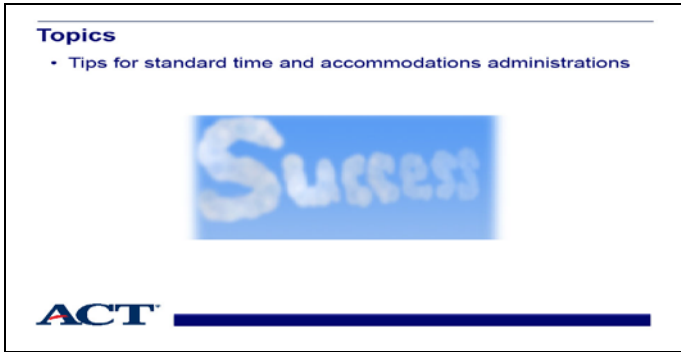
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Slide 1 - Success for you and your students paper testing

Slide notes: Welcome to the success for you and your students portion of test administration training for paper testing.



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Slide 2 - Topics

Slide notes: The topics include tips for avoiding misadministrations in standard time and accommodations testing.

**Tips for all Administrations**

- Administer tests in order:
  1. Test 1
  2. Test 2
  3. Test 3
  4. Test 4
  5. Writing (if applicable)
- Do not provide extra breaks or extended breaks
- Time tests accurately
- Do not provide extra testing time
- Administration forms must be complete and accurate

**ACT**

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Slide 3 - Tips for all administrations

Slide notes: Each year, ACT monitors the issues which seem to cause schools the most problems and lead to the cancellation of test scores.

The following are a few things to be sure to do, and a few things NOT to do, to help your administration go smoothly.

For both standard time and accommodations testing, the tests must be administered in order.

Administer Test 1 first, then Test 2, then Test 3, then Test 4, and finally Writing, if applicable.

Do not provide extra breaks or extended breaks beyond what is authorized in the appropriate administration manual.

Time tests accurately and do not provide more testing time than what is allowed.

ACT reviews test administration forms from each school. These are used as the source of truth when determining if examinees will receive scores.

Please make sure the forms are complete and the information is accurate.

**Tips for all Administrations**

- Arrange seating according to the administration manual
- Cell phones or other electronic devices are not permitted in the test room or during break
- Calculators may only be used for Mathematics
- Answer documents to be scored must be returned in a processing envelope by the deadline noted on your *Checklist of Dates*

**ACT**

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Slide 4 - Tips for all administrations

Slide notes: Arrange seating according to the room setup and seating arrangements section of the administration manual.

Make sure to seat all examinees in rows and columns facing the same direction. No examinee should be seated so he or she is facing another examinee.

Cell phones and other electronic devices are not permitted in the testing room, or on break.

The only electronic device an examinee may have is a permitted calculator, and that is only to be out during the mathematics test.

Follow the instructions for packing and returning materials found in the administration manual to make sure examinees' answer documents are processed.

If the answer document is anywhere other than the processing envelope, or if it is returned after the deadline, it will not be scored.

**Tips for all Administrations**

- A room supervisor required for each room
  - no "dual" supervision of examinees in more than one room
- All examinees in the room must be working on the same test section at the same time
  - room supervisor reads the verbal instruction to start and stop each test section
  - exception: for the ACT Timing Code 6 (time-and-a-half, self-paced, single session)
- Keep standard time and accommodations administrations and materials separate



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Slide 5 - Tips for all administrations

Slide notes: A room supervisor is required for each room. The room supervisor may not attempt to supervise more than one room at a time.

All of the examinees in a room must be working on the same test, for example Test 1, at the same time.

The room supervisor reads the verbal instructions to start and stop each test section.

The only exception to this is for the ACT-Approved Accommodation, Timing Code 6 which is self-paced.

Standard time and ACT-Approved Accommodations materials and administrations must be handled separately.

If State-Allowed Accommodations are part of your testing program, State-Allowed materials and administrations must be kept separate from standard time and ACT-Approved.

**Tips for Standard Time Administrations**

- Testing must be started by 9:00 a.m.
- Provide the full amount of time for each test

**ACT**

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Slide 6 - Tips for standard time administrations

Slide notes: For standard time testing, testing must begin by 9 a.m., and you must provide the full amount of time for each test, even if all examinees are finished.

**Tips for Accommodations Administrations**

- Do not change ACT-Approved Accommodations timing codes
- Different Timing Codes = different testing rooms
- For examinees approved to test over multiple days, each test section must be completed in one session, and no session may be longer than one day
- Reader administers test to one examinee at a time, one-on-one, not to a group
- Use the assigned test package only for the examinee for whom it is assigned

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Slide 7 - Tips for ACT-Approved Accommodations administrations

Slide notes: ACT authorizes a specific timing code to each examinee receiving ACT-Approved Accommodations. Please use only the authorized Timing Code.

For accommodated testing, examinees with different timing codes must test in different rooms.

The test coordinator needs to designate a room for Timing Code 2, a room for Timing Code 3, and so on.

If an examinee is authorized to test on multiple days, no test section may be administered over more than one day. If the examinee starts a test section, he or she must finish that test section on the same day.

If an examinee is authorized for a reader to read the test, this must be a one-on-one situation.


The Reader will be the room supervisor, and will administer the test to the one examinee.

Finally, make sure you use the assigned test package for only the examinee it is assigned to.

We are sharing these tips to help you avoid having a misadministration.

**ACT Contact Information**

- **Standard Time**
  - Phone: 800.553.6244, ext. 2800
  - Email Form: [www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
- **Accommodations**
  - Phone: 800.553.6244, ext. 1788
  - Email: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)



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Slide 8 - 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](http://www.act.org/aap/state/contact.html)

Or, you may send an email to our accommodations team at: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

Please contact us if you have questions.





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Slide 9 - Thank you!

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