


Slide 1 - Test materials for the ACT

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

Topics

- Secure storage of materials
- ACT Testing Staff List
- Nonsecure materials shipment
- Preliminary roster review
- Secure materials shipments





Slide 2 - Topics

Slide notes: The topics include the requirements for securely storing materials, using the ACT Testing Staff List, shipments you will receive, and action to take when these materials arrive.

Materials Storage

- Limited access
- Locked safe or vault, if possible
- Locked file cabinet or closet, inside a locked room, as long as:
 - access to the cabinet or closet is limited to the test coordinator
 - the cabinet or closet has a built-in lock or heavy-duty padlock, and the keys are kept secure and are not part of a master key system
 - the door to the room must be locked when not in use
 - the secure location must not be accessible through a window or dropped ceiling

ACT

Slide 3 - Materials storage

Slide notes: Before getting into material and shipment information, it's important to know these security requirements.

It is the test coordinator's responsibility to securely store test materials.

Access to the materials is limited to the test coordinator.

The materials must be stored in a locked safe or vault, if this is possible.

If this is not an option, additional criteria must be met.

Materials must be stored inside a locked file cabinet or closet inside of a locked room.

Only the test coordinator may have access to the cabinet or closet.

It must have a built-in lock or heavy-duty padlock, and the keys must be kept secure and not be part of a master lock system.

The door to the room where materials are stored must be closed and locked when not in use.

The location must not have a window or dropped ceiling that could allow access to the materials.


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Slide notes: Using the testing staff list, document all personnel who:

- handle test forms, including alternate formats
- organize and prepare materials
- administer the test
- proctor the test and/or
- provide technical support or security.

Quantity of Materials

- Test coordinator (TC) confirms testing enrollment online
- Used to determine quantity of:
 - nonsecure materials
 - standard time materials for the ACT
- TC orders State-Allowed Accommodations materials online, if applicable
- Check with your state or district official with questions about whether students are eligible to test



Slide 5 - Quantity of materials

Slide notes: When your school was established as a test site, the test coordinator provided an estimated testing enrollment, in other words, the total number of examinees expected to test.

Approximately two months before testing, the test coordinator provides an updated testing enrollment online if this number has changed.


This testing enrollment number is used to calculate the quantity of nonsecure and standard time materials for the ACT shipped to your school.


The test coordinator places an online order for State-Allowed Accommodations materials, if this is part of your testing program and if these are needed.

If you are unsure whether a student is eligible to test, please contact your state or district for direction. ACT does not determine eligibility.

Nonsecure Materials Shipment

- Sent to the attention of test coordinator (TC)
- Review the *Checklist of Dates* for delivery
- Contact ACT for additional quantities, or if materials do not arrive by the end of the scheduled week of delivery





Slide 6 - Nonsecure materials shipment

Slide notes: The nonsecure materials are sent to the attention of the test coordinator.

Review your Checklist of Dates for the scheduled delivery, which is approximately one month prior to your initial test date.

The Taking the ACT, answer documents, and administration manuals which are included in this shipment, are used during pretest sessions when examinees complete the non-test portion of the answer document.

Refer to the pretest activities portion of training and the manual for more information about conducting pretest sessions.

When the materials arrive, check them in according to the directions in the manual. Contact ACT if more quantities are needed or if the materials are not delivered by the end of the scheduled week of delivery.

Please store these in the secure materials storage area that you have designated.

Review Preliminary Roster of ACT-Approved Accommodations


- Sent to the attention of the **test coordinator (TC)**
- Follow instructions provided in cover letter to review
- *Time sensitive!* Refer to the *Checklist of Dates* for the deadline to request changes
- No response indicates agreement with roster

ACT State and District Test Accommodations Roster SAMPLES

Example 1

Example 2

Additional Accommodations



Slide 7 - Review preliminary roster of ACT-Approved Accommodations

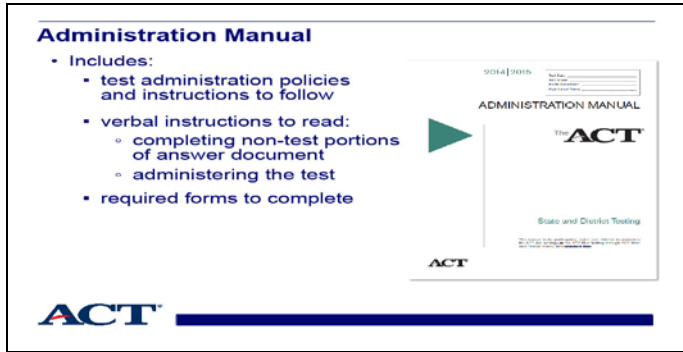
Slide notes: The preliminary roster is sent to the attention of the test coordinator.

Follow the instructions provided in the cover letter to review the preliminary roster.

Contact ACT to request changes by the deadline noted on the Checklist of Dates. There is approximately one week to request changes.

If you agree with the approved accommodations listed on the preliminary roster, there is no need to contact ACT.

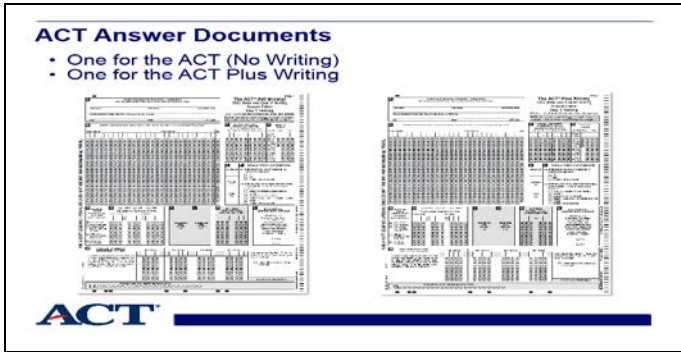
Unless ACT is contacted, and a change request is approved, the accommodations listed on the preliminary roster will be on the final roster.



Slide 8 - Administration Manual - Standard Time

Slide notes: The administration manual contains test administration policies and instructions to follow, verbal instructions to read aloud when conducting the in-school pretest session and when administering the test, and forms to complete for standard time testing.

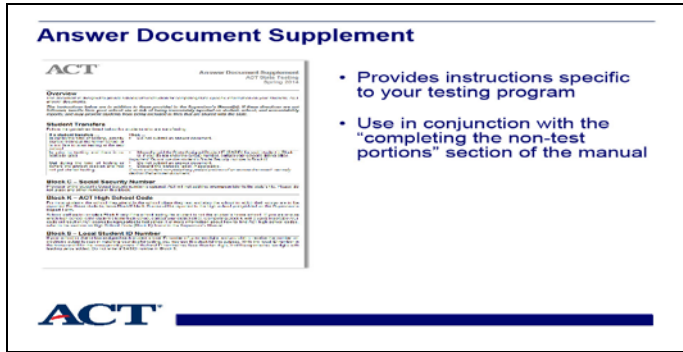
You will only receive standard time manuals with the nonsecure shipment.



Slide 9 - ACT answer documents

Slide notes: Here are sample ACT answer documents.

Depending upon your testing program, you'll receive the version for the ACT no writing, or for the ACT plus writing.



Slide 10 - Answer document supplement

Slide notes: If included as part of your testing program, the Answer Document Supplement provides guidance on completing sections of the answer document, and includes directions specific to your testing program.

The supplement compliments the section of the Administration Manual which discusses completing the non-test portion of the answer document, and is to be used in conjunction with the manual.

Be sure testing staff are familiar with the information on the Answer Document Supplement prior to conducting pretest sessions.

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Secure Materials Shipments

- All shipments sent to the attention of test coordinator (TC)
- Keep each type of materials separate from each other

standard time materials for the ACT



ACT-Approved Accommodations materials



State-Allowed Accommodations materials (if applicable)



ACT

Slide 12 - Secure materials shipments

Slide notes: All of the secure materials are sent to the attention of the test coordinator.


There are specific materials for each type of administration. Each type of materials is packaged separately.


Standard time materials in one shipment, ACT-Approved Accommodations materials in another, and, if applicable, State-Allowed Accommodations materials is a third shipment.

Keep each type of materials separate from one another.

Secure Materials Shipments

- Review the *Checklist of Dates* for delivery
- Check-in within 24 hours of receipt
- Keep secure at all times, lock in secure storage
- Limit access
- Retain cartons for return of materials after testing





Slide 13 - Secure materials shipments

Slide notes: Review your Checklist of Dates for the scheduled deliveries, which are approximately one week prior to your initial test date.

Check in all shipments following the directions in the administration manual. Verify that the materials were received within 24 hours of receipt.

If the test coordinator is present, a designated staff member may assist with materials organization. The assisting staff member must not have a potential conflict of interest with handling secure test materials.

To avoid security issues, lock the materials in storage as soon as check-in is complete.

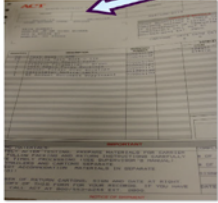
Remember the only individual allowed access to secure storage is the test coordinator.


Save the cartons materials arrive in. These will be used to pack and return materials after testing is complete.

To assist with packing after testing, it may be helpful to print on each box the type of materials that was inside the box.

Test Materials Distribution List (TMDL)

- Check in materials using the *Test Materials Distribution List*
- The test booklets must be used only on the date noted on the upper left portion of the list
- Check test booklet serial numbers
- Check the rest of the shipment to be sure you have all the items listed
- Contact ACT if there is a discrepancy





Slide 14 - Test materials distribution list

Slide notes: When checking in materials, use the Test Materials Distribution List enclosed with your secure materials shipment.

You are authorized to use the test booklets on the date located in the upper left corner of the Test Materials Distribution List.

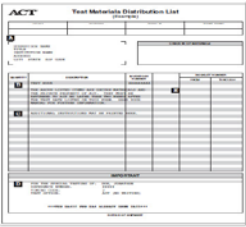
Compare the test booklet serial numbers to be sure that what was received matches what is listed.

Check the rest of the shipment to be sure you have all of the items.

If there is a discrepancy, call ACT to resolve it.

Test Materials Distribution List (TMDL) for ACT-Approved Accommodations

- Check in materials using the *Test Materials Distribution List*
- You will receive a TMDL for each examinee
- Look for:
 - test coordinator name
 - description of test materials
 - any additional instructions
 - examinee name, reference number, timing code
 - test forms assigned by serial number
- Use only the materials listed on the TMDL for the named examinee



Slide 15 - Test materials distribution list

Slide notes: When checking in ACT-Approved Accommodations materials, use the Test Materials Distribution List enclosed with each examinee's test package.

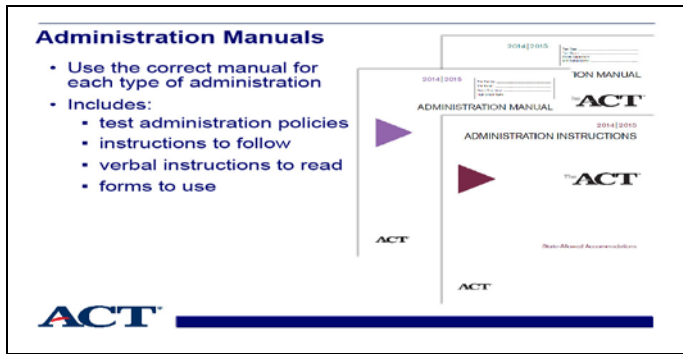
You will receive a TMDL for each approved examinee.

Look for the test coordinator name, description of test materials, additional instructions, examinee name, reference number, and timing code.

Compare the test booklet serial number to be sure that what was received matches what is listed.

Check to be sure you have all of the items listed.

If there is a discrepancy, call ACT to resolve it.




Slide 16 - Administration Manual - Standard Time


Slide notes: Additional standard time manuals, as well as manuals to use for ACT-Approved and State-Allowed Accommodations administrations are included in the secure shipments.

All testing staff must read and follow the manual appropriate to the type of testing they assist with.

Accommodations Materials

- ACT-Approved Accommodations:
test package assigned to each approved examinee
 - *scores may be cancelled if one examinee's assigned test materials are used to test another examinee.*
- Check any DVDs with computer software prior to testing
- State-Allowed Accommodations materials
 - no test packages
 - no overage added to the order





Slide 17 - Accommodations materials

Slide notes: The ACT-Approved Accommodations test materials contain test packages assigned to each examinee.

Test packages include any alternate test formats such as DVDs, and the test booklet.

Use the assigned test package for only the designated examinee.

If there is a problem with materials, call ACT.

If you are using DVDs, work with your local IT staff to make sure the software reads the disc and it operates correctly.


If you find defective DVDs during this process, contact ACT for a replacement.

State-Allowed Accommodations materials are not bundled into test packages. You will need to organize the materials using instructions provided in the shipment.

Additionally, there is no overage added to the order. You will receive only what you ordered.

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 18 - 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 19 - Thank you!

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