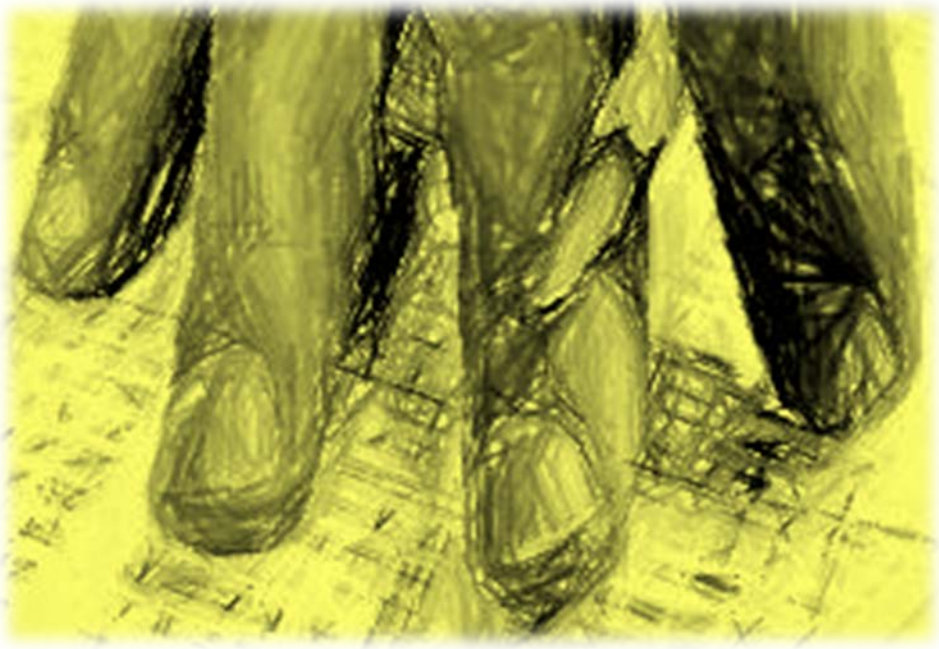
Test Administration Training

State Testing

Posttest Activities



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Posttest Activities Topics

- Setting aside materials for makeup testing
- Ordering makeup materials online
- Keeping materials and administrations separate
- Packing standard time materials
- Packing accommodations materials
- Returning materials

The ACT®

Standard Time: Setting Aside Materials for Makeup Testing

- Unused Supervisor's Manuals
- Unused answer documents
- Partially-completed answer documents (student completed non-test portions):
  - If student was absent, arrived too late, or did not complete the non-test portion
  - If student began but did not complete testing

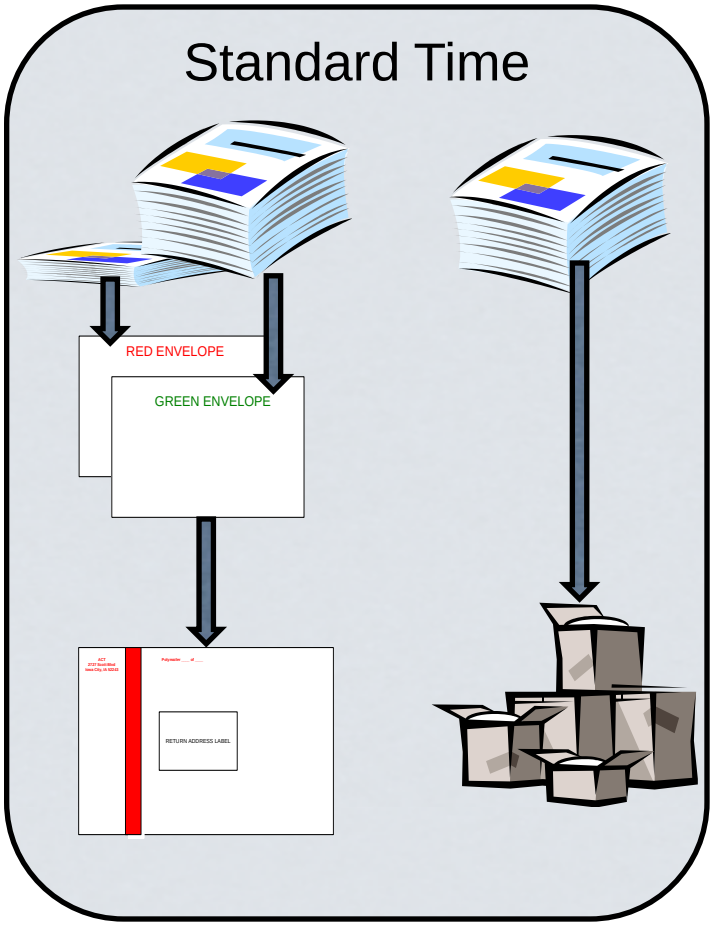
The ACT®

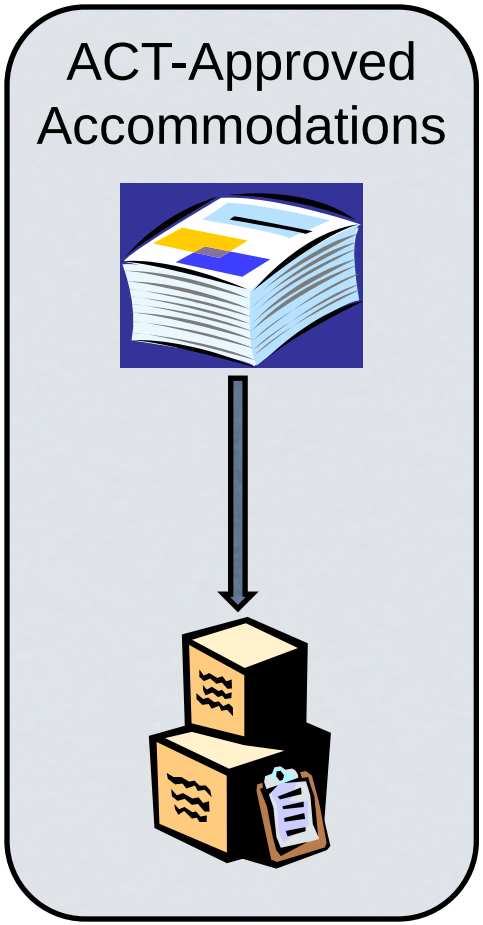
Standard Time: Ordering Makeup Materials Online

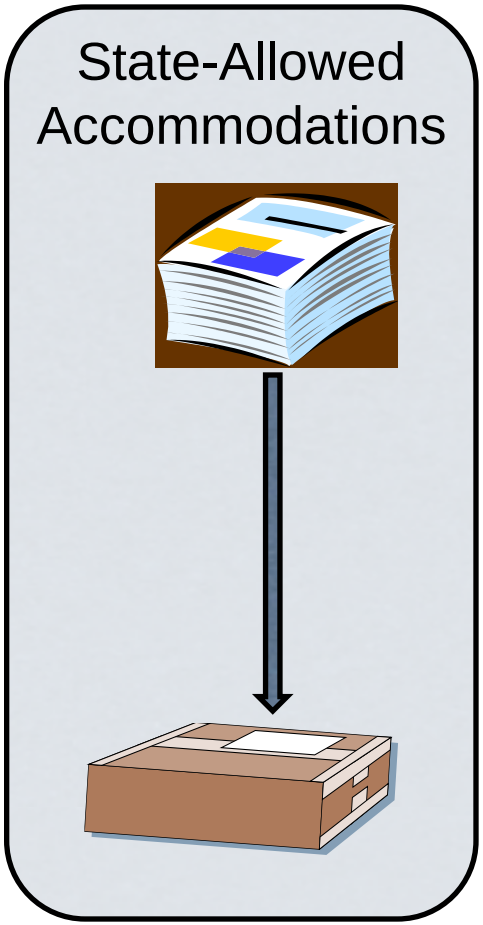
- Email with instructions sent to TS
  - If you did not receive by the initial test date, contact ACT
- Go online, enter quantity needed
- No action required if no makeup materials are needed
- Order materials for students who were:
  - Absent, arrived too late, unable to finish testing
- Do not order materials if student was dismissed for prohibited behavior

The ACT®

Keeping Materials Separate







The ACT®

Standard Time: Packing the Red Envelope

ACT State Testing
Test Administration Forms—Standard Time

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT Site Code field of your Materials List or in the ACT High School Code field of your pre-gridded Supervisor's Report Form.) → ☐☐☐ - ☐☐☐

TEST DATE (Check one and provide the date the test was administered or why you did not test.)

☐ Initial _____ or ☐ Did not test (provide reason) _____

☐ Makeup _____ or ☐ Did not test (provide reason) _____

ONE ENVELOPE PER SCHOOL PER TEST DATE

School Name and ACT High School Code must be filled in even if no materials are returned in this envelope.

CHECKLIST FOR COMPLETED TEST ADMINISTRATION FORMS TO BE INCLUDED IN THIS ENVELOPE:

- ☐ Irregularity Report(s) (if used)
- ☐ Void or Replaced Answer Document(s) (if any)—Attach to Irregularity Report and document reason(s) for voiding.
- ☐ Testing Roster—Marked with type of ID accepted (one required for each room used).
- ☐ School ID Letters or notarized statements (if any)—Attach to Roster.
- ☐ Test Booklet Count Form (one required for each room used)
- ☐ Testing Time Verification Form (one required for each room used)
- ☐ Seating Diagram (one required for each room used)
- ☐ Testing Staff List (one required per school)

DAY 1 Pack this envelope in the plastic polymailer bag received with test materials. Do not return this envelope to ACT in the carton with test booklets.

ACT®

19167 Questions? Contact ACT State Testing 800.553.6244, ext. 2800 Rev 2

The ACT®

Standard Time: Packing the Red Envelope

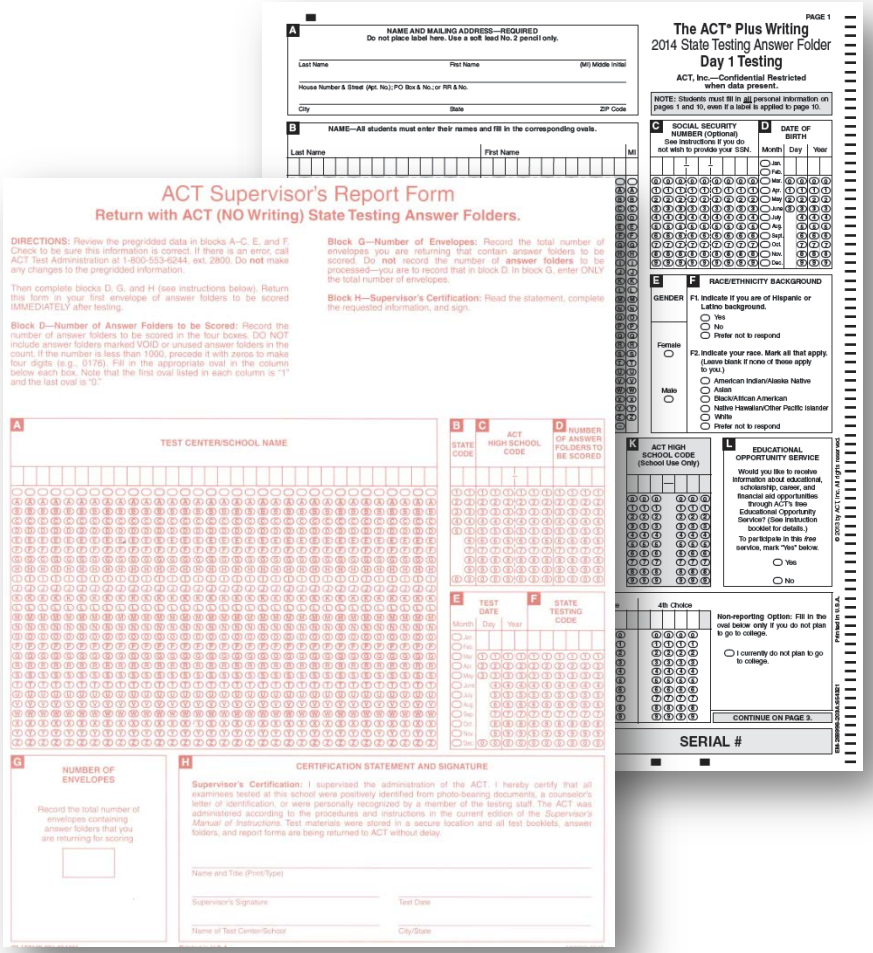
CHECKLIST FOR COMPLETED TEST ADMINISTRATION FORMS TO BE INCLUDED IN THIS ENVELOPE:

- ❑ Irregularity Report(s) (if used)
- ❑ Void or Replaced Answer Document(s) (if any)—Attach to Irregularity Report and document reason(s) for voiding.
- ❑ Testing Roster—Marked with type of ID accepted (one required for each room used).
- ❑ ACT Student ID Letters with photo (if any)—Attach to roster.
- ❑ Test Booklet Count Form (one required for each room used)
- ❑ Testing Time Verification Form (one required for each room used)
- ❑ Seating Diagram (one required for each room used)
- ❑ Testing Staff List (one required per school)

The ACT®

Answer Documents to be Scored and ACT Supervisor's Report Form

- Turn answer documents the same way with page one facing you
- Complete the Supervisor's Report Form (SRF)
  - Initial, Makeup, Accommodations
- Place the SRF on top of the answer documents



The ACT®

Standard Time: Packing the Green Envelope

ACT State Testing Answer Documents for Processing—Standard Time

ENVELOPE NO. _____ OF _____

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT Site Code field of your Materials List or in the ACT High School Code field of your pre-gridded Supervisor's Report Form.) → ☐☐☐ – ☐☐☐

School Name and ACT High School Code must be filled in even if no materials are returned in this envelope.

TEST DATE (Check one and provide the date the test was administered or why you did not test.)

☐ Initial _____ or ☐ Did not test (provide reason) _____

☐ Makeup _____ or ☐ Did not test (provide reason) _____

COMPLETED MATERIALS MUST BE INCLUDED IN THIS ENVELOPE:

☐ Supervisor's Report Form (Put in envelope #1 if more than one envelope used.)

☐ Used Answer Documents to be scored—**Do not overpack envelope.**

DAY 1 Pack this envelope in the plastic polymailer bag received with test materials. Do not return this envelope to ACT in the carton with test booklets.

ACT®

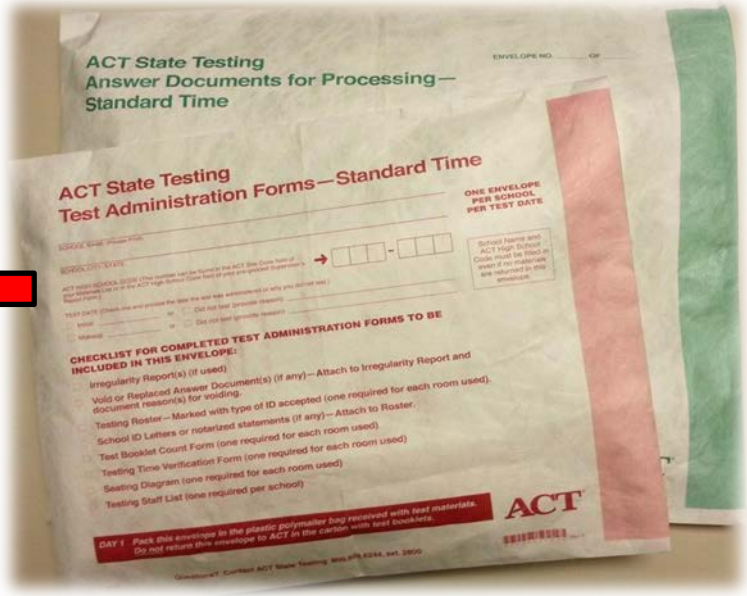
19168

Questions? Contact ACT State Testing 800.553.6244, ext. 2800

Rev 2

The ACT®

Standard Time: Packing the Polymailer



The ACT®

Standard Time: Packing Cartons after Initial Testing

- After initial testing
  - All multiple-choice and ACT Writing Test booklets—*both used and unused*
  - Test Materials Distribution List
  - All *used* manuals

Different test booklets *will be shipped for makeup testing, if ordered.*

The ACT®

Standard Time: Packing Cartons after Makeup Testing

- After Makeup Testing
  - All multiple-choice and ACT Writing Test booklets—*both used and unused*
  - Test Materials Distribution List
  - All *unused* answer documents
  - All *used and unused* manuals
  - All other materials (except for those being returned in the plastic polymailers)

The ACT®

ACT-Approved Accommodations: Packing the Blue Envelope

ACT State Testing
ACT-Approved Accommodations
Forms and Answer Documents for Processing

ENVELOPE NO. _____ OF _____

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT High School Code field of your State Test Accommodations Roster or in the ACT High School Code field of your pre-gridded Supervisor's Report Form.) → ☐☐☐ - ☐☐☐

CHECKLIST FOR COMPLETED ACCOMMODATIONS FORMS TO BE INCLUDED IN THIS ENVELOPE (materials for students approved to test with ACT-Approved Accommodations):

- ☐ Supervisor's Report Form
- ☐ Used Answer Documents to be scored—**Do not overpack envelope.**
- ☐ State Test Accommodations Roster—Marked with type of ID accepted.
- ☐ Large Type Worksheets (If any)—Attach to Roster.
- ☐ School ID Letters or notarized statements (If any)—Attach to Roster.
- ☐ Administration Report (one required for each room used)
- ☐ Reader's Agreement/Interpreter's Agreement (If any)—Attach to Administration Report.
- ☐ Writing Test Agreement (If applicable)
- ☐ Irregularity Report(s) (If used)
- ☐ Void or Replaced Answer Documents (If any)—Attach to Irregularity Report and document reason(s) for voiding.
- ☐ Seating Diagram (one required for each room used)
- ☐ Testing Staff List

DAY 1 WINDOW ***Pack this envelope in Box 1 at the top, after all testing has been completed at the end of the accommodations window.***

19165

Questions? Contact ACT State Testing 800.553.6244, ext. 2800

ACT® Rev 2

The ACT®

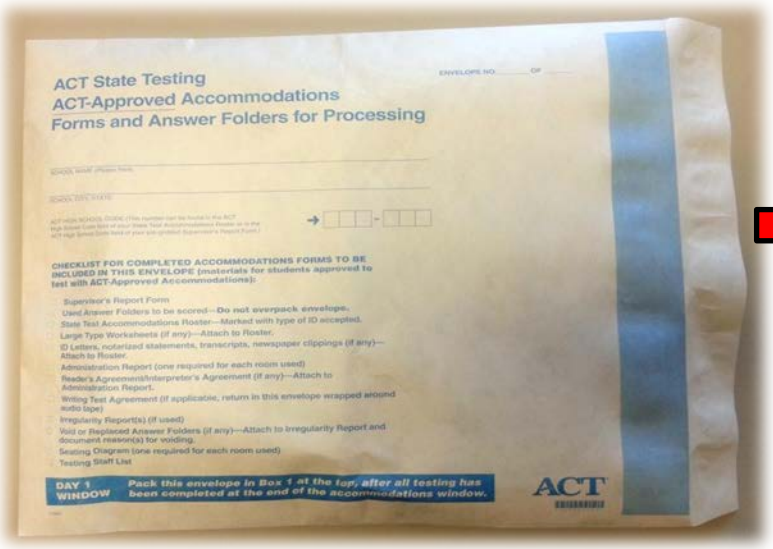
ACT-Approved Accommodations: Packing the Blue Envelope

CHECKLIST FOR COMPLETED ACCOMMODATIONS FORMS TO BE INCLUDED IN THIS ENVELOPE (materials for students approved to test with ACT-Approved Accommodations):

- ❑ Supervisor's Report Form
- ❑ Used Answer Documents to be scored—Do not overpack envelope.
- ❑ State Test Final Accommodations Roster—Marked with type of ID accepted.
- ❑ Large Type Worksheets (if any)—Attach to roster.
- ❑ Administration Report (one required for each room used)
- ❑ Reader's Agreement/Interpreter's Agreement (if any)—Attach to Administration Report.
- ❑ Writing Test Agreement (if applicable)
- ❑ Irregularity Report(s) (if used)
- ❑ Void or Replaced Answer Document(s) (if any)—Attach to Irregularity Report and document reason(s) for voiding.
- ❑ Testing Staff List

The ACT®

ACT-Approved Accommodations: Packing Cartons



The ACT®

State-Allowed Accommodations: Packing the Brown Envelope

ENVELOPE NO. _____ OF _____

ACT State Testing
State-Allowed Accommodations
Forms and Answer Folders for Processing

(Note: Do **NOT** use this envelope for ACT-Approved Accommodations forms.)

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT High School Code field on the State-Allowed Accommodations Roster or in the ACT High School Code field of your pre-gridded Supervisor's Report Form.) → ☐☐☐ - ☐☐☐

CHECKLIST FOR COMPLETED FORMS TO BE INCLUDED IN THIS ENVELOPE (materials for students tested with State-Allowed Accommodations):

- ☐ Supervisor's Report Form
- ☐ Used Answer Folders to be scored—**Do not overpack envelope.**
- ☐ State-Allowed Accommodations Roster—Marked with type of ID accepted.
- ☐ Large Type Worksheets (if any)—Attach to Roster.
- ☐ ID Letters, notarized statements, transcripts, newspaper clippings (if any)—Attach to Roster.
- ☐ Void or Replaced Answer Folders (if any)—Attach to Irregularity Report and document reason(s) for voiding.

DAY 1 WINDOW ***Pack this envelope in Box 1 at the top, after all testing has been completed at the end of the accommodations window.***

ACT®

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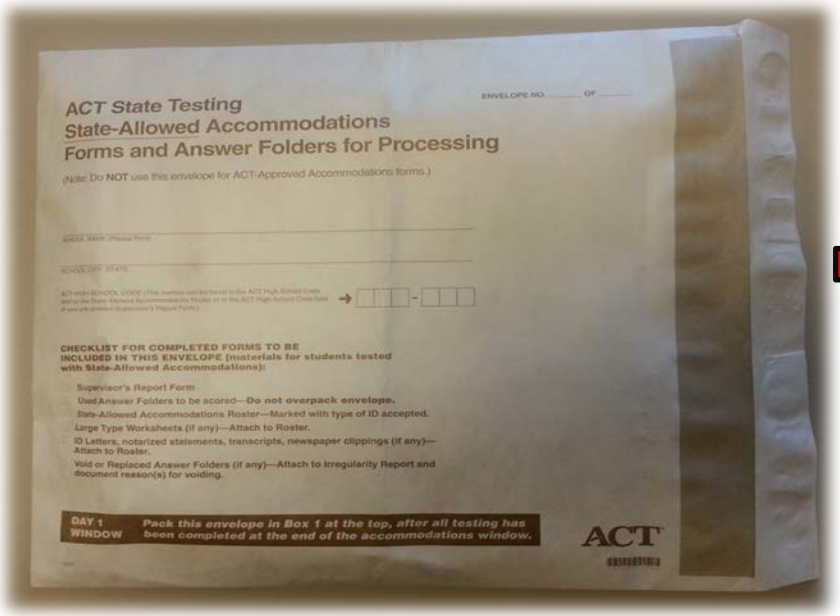
The ACT®

State-Allowed Accommodations: Packing Cartons



The ACT®

Packing or Destroying Answer Documents

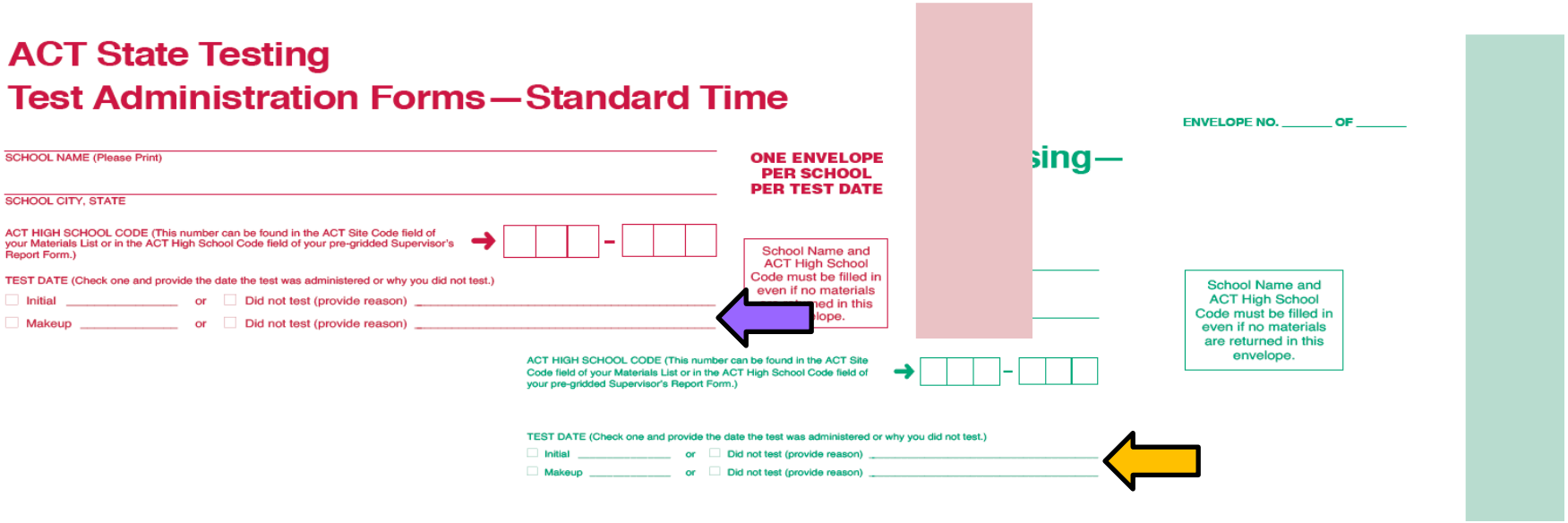
If an answer document …	Then …
is ready to be scored	return it in a processing envelope: • Green (Standard Time) • Blue (ACT-Approved Accommodations) • Brown (State-Allowed Accommodations)
has been voided and is attached to an Irregularity Report	return it in the appropriate envelope
is unused—has no markings or barcode label on it	return it in a carton
has a barcode label only	follow instructions provided in the *Answer Document Supplement*, if available, or securely destroy
has non-test portions completed, but no test items	

Note: If you will be testing on the makeup test date, set aside answer documents to use for makeup testing. These will include any that are unused, have a barcode label only, or have non-test portions completed.

The ACT®

Marking Envelopes and Preparing Materials for Return If You Did Not Test

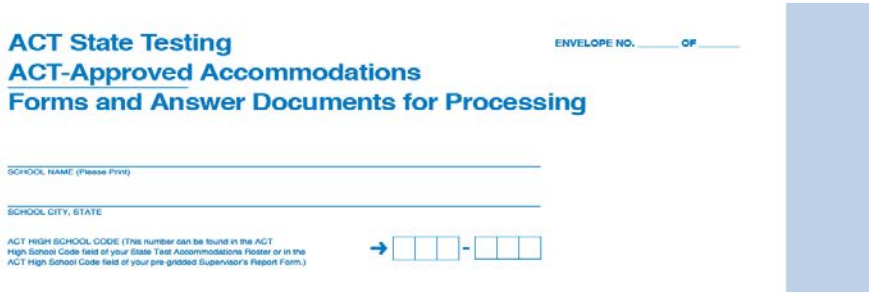
- Standard Time
  - Complete outside of both red and green envelopes, mark did not test
  - Place in polymailer for return



The ACT®

Marking Envelopes and Preparing Materials for Return If You Did Not Test

- ACT-Approved Accommodations
  - Complete outside of blue envelope, mark did not test
  - Place in carton for return
- State-Allowed Accommodations, if applicable
  - Complete outside of brown envelope, mark did not test
  - Place in carton for return


ACT State Testing
ACT-Approved Accommodations
Forms and Answer Documents for Processing

ENVELOPE NO. _____ OF _____

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT High School Code field of your State Test Accommodations Roster or in the ACT High School Code field of your pre-gridded Supervisor's Report Form.)

ACT State Testing
State-Allowed Accommodations
Forms and Answer Folders for Processing

ENVELOPE NO. _____ OF _____

(Note: Do NOT use this envelope for ACT-Approved Accommodations forms.)

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT High School Code field on the State-Allowed Accommodations Roster or in the ACT High School Code field of your pre-gridded Supervisor's Report Form.)

The ACT®

Return of Materials

- Refer to your Checklist of Dates for pickup dates
- Pre-scheduled carrier pickup
- Call ACT if carrier does not pick up test materials by close of business on designated pickup date
- Keep materials secure until pickup

The ACT®

Contact Us

- Standard Time
  - ACT: 800.553.6244, ext. 2800
  - Contact Us: www.act.org/app/state/contact.html
- Accommodations
  - ACT: 800.553.6244, ext. 1788
  - ACTStateAccoms@act.org

The ACT®

Thank you!

The ACT®