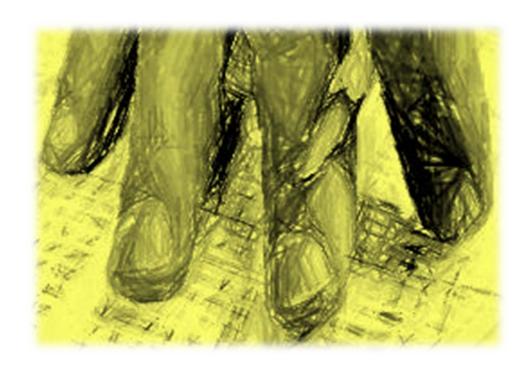


Test Administration Training

State Testing

Posttest Activities







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







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



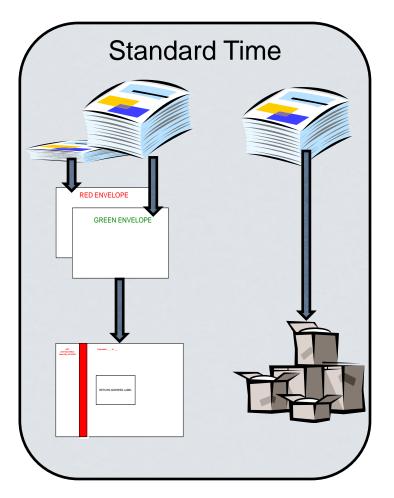
Standard Time: Ordering Makeup Materials Online

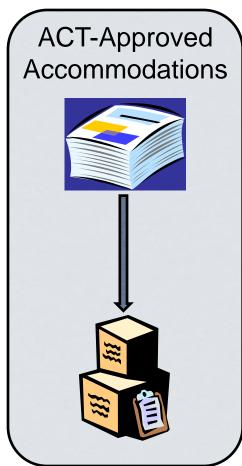
- Email with instructions sent to TS
 - If you did not receive by the initial test date, contact ACT
- Go online, enter quantity needed
- No action required if no makeup materials are needed
- Order materials for students who were:
 - Absent, arrived too late, unable to finish testing
- Do not order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

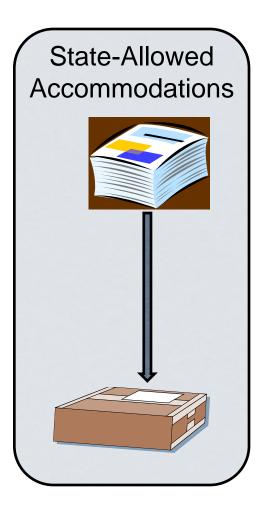




Keeping Materials Separate











Standard Time: Packing the Red Envelope

SCHOOL NAME (Please Print)	ONE ENVELOPE PER SCHOOL PER TEST DATE
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
TEST DATE (Check one and provide the date the test was administered or why you did not test.)	Code must be filled in even if no materials
☐ Initial or ☐ Did not test (provide reason)	are returned in this
☐ Makeup or ☐ Did not test (provide reason)	envelope.
CHECKLIST FOR COMPLETED TEST ADMINISTRATION FORMS INCLUDED IN THIS ENVELOPE: Irregularity Report(s) (if used)	TO BE
 Void or Replaced Answer Document(s) (if any)—Attach to Irregularity document reason(s) for voiding. 	/ Report and
☐ Testing Roster—Marked with type of ID accepted (one required for ea	ach 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 Do not return this envelope to ACT in the carton with test booklets.	
bo not return this envelope to ACT in the Carton with test booklets.	





Standard Time: Packing the Red Envelope

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

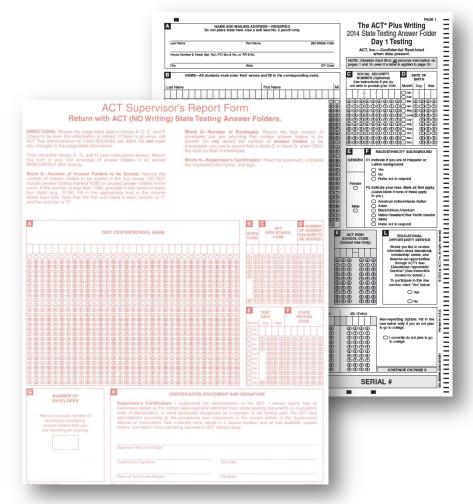
- ☐ Irregularity Report(s) (if used)
- □ Void or Replaced Answer Document(s) (if any)—Attach to Irregularity Report and document reason(s) for voiding.
- □ Testing Roster—Marked with type of ID accepted (one required for each room used).
- □ ACT Student ID Letters with photo (if any)—Attach to roster.
- ☐ 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)





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







Standard Time: Packing the Green Envelope

	te Testing	ENVELOPE NO OF
Answer Standard	Documents for Processing—	
Staridare	u mile	
SCHOOL NAME (Please Pri	int)	School Name and ACT High School
SCHOOL CITY, STATE		Code must be filled in even if no materials are returned in this envelope.
	E(This number can be found in the ACT Site List or in the ACT High School Code field of 'e Report Form.)	опчаюро.
	d provide the date the test was administered or why you did not test.) or □ Did not test (provide reason)	
	or Did not test (provide reason)	
COMPLETED	MATERIALS MUST BE INCLUDED IN THIS	
ENVELOPE:		
one envelop	s Report Form (Put in envelope #1 if more than be used.)	
Used Answerenvelope.	er Documents to be scored—Do not overpack	
	his envelope in the plastic polymailer bag received	
	return this envelope to ACT in the carton with test	booklets. ACT





Standard Time: Packing the Polymailer







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.





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)







ACT-Approved Accommodations: Packing the Blue Envelope

ACI Sta	ate Testing ENVELOP	PE NO OF	
ACT-Ap	proved Accommodations		
	<u>•</u>		
Forms a	and Answer Documents for Processing		
SCHOOL NAME (Please	e Print)		
SCHOOL CITY, STATE			
	DDE (This number can be found in the ACT of your State Test Accommodations Roster or in the		
	field of your pre-gridded Supervisor's Report Form.)		
CHECKLIST F	OR COMPLETED ACCOMMODATIONS FORMS TO BE		
INCLUDED IN	THIS ENVELOPE (materials for students approved to		
INCLUDED IN			
INCLUDED IN	THIS ENVELOPE (materials for students approved to Approved Accommodations):		
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INCLUDED IN test with ACT- Supervisor's Used Answer State Test Ac	THIS ENVELOPE (materials for students approved to Approved Accommodations): Report Form r Documents to be scored—Do not overpack envelope. commodations Roster—Marked with type of ID accepted.		
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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 Repo
☐ 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





ACT-Approved Accommodations: Packing Cartons









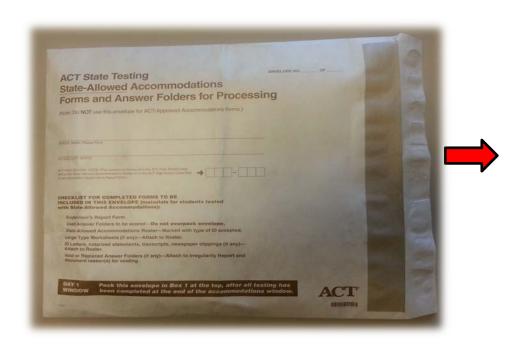
State-Allowed Accommodations: Packing the Brown Envelope

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 or your pre-gridded Supervisor's Report Form.)
(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
(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
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field on the State-Allowed Accommodations Roster or in the ACT High School Code field
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.
 Used Answer Folders to be scored—Do not overpack envelope. State-Allowed Accommodations Roster—Marked with type of ID accepted.
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)—
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.
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
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
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State-Allowed Accommodations: Packing Cartons









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
has non-test portions completed, but no test items	Answer Document Supplement, if available, or securely destroy

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.





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

ACT State Testing Test Administration Forms—Standard	Time		ENVELOPE NO OF
SCHOOL NAME (Please Print) SCHOOL CITY, STATE	ONE ENVELOPE PER SCHOOL PER TEST DATE	sing—	
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) ACT HIGH SCHOOL CODE (This num Code field of your Materials List or in th your pre-gridded Supervisor's Report Forms.	e ACT High School Code field of		School Name and ACT High School Code must be filled in even if no materials are returned in this envelope.
☐ Initial or	be date the test was administered or why y Did not test (provide reason) Did not test (provide reason)		





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	ENVELOPE	NO OF	
ACT-Approved Accommo	dations		
Forms and Answer Docum			
	and the second s		
CHOCK, HAME (Please Print)	3		
CHOOL NAME (Please Print) CHOOL CITY, STATE			

ACT State Testing State-Allowed Accommodations	ENVELOPE NO OF	
Forms and Answer Folders for Processi	ng	
(Note: Do NOT use this envelope for ACT-Approved Accommodations forms.)		
SCHOOL NAME (Rease Print)		
SCHOOL CITY, STATE		
ACT Helds SCHOOL, CODE (This number can be found in the ACT High School Code field on the Sillar Alloward Accommodations Resider or in the ACT High School Code field of tyour pre-gistated Supervisor's Report Form.)		





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





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





Thank you!



