



Slide 1 - Testing staff requirements

Slide notes: Welcome to the testing staff requirements portion of test administration training.

Topics

- Avoiding a conflict of interest
- Room supervisor requirements
- Proctor requirements
- Sign language interpreter requirements
- Reader requirements
- Training your staff





Slide 2 - Topics

Slide notes: The topics include: how to avoid the appearance of a conflict of interest, various testing staff requirements, and training your selected staff.

Avoiding the Appearance of a Conflict of Interest

- Relatives testing
- Test preparation
- Athletic coaches





Slide 3 - Avoiding the appearance of a conflict of interest


Slide notes: There are three ACT policies that must be followed which protect testing staff from the appearance of a conflict of interest.

These address relatives testing, test preparation, and athletic coaches.

Relatives and Wards Testing

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

<p>If any relative or ward is testing ... with standard time at any school in your state on the initial or makeup test dates.</p> <p>with accommodations at any school in your state during your accommodations testing window with standard time or with accommodations</p>	<p>You may not serve as ... test coordinator</p> <p>test coordinator</p> <p>room supervisor or proctor in the room where that examinee is testing</p>	<p>And you may not ... have access to the secure standard time test materials at any time.</p> <p>have access to the secure accommodations test materials at any time.</p> <p>have access to your relative's answer document or test materials at any time.</p>
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Slide 4 - Relatives and wards testing

Slide notes: To protect testing staff and their relatives from the appearance of a conflict of interest, if you have a relative testing with standard time, or with accommodations, anywhere in your state during the State and District Testing administration, you may not serve as test coordinator.

You may serve as a room supervisor or proctor, but not in a room where your relative is testing.

You may not have access to your relative's secure test materials.



Scores for an examinee are cancelled if this policy is violated.

If you are in doubt about who is considered a relative according to this policy, err on the side of caution.

For example, cousins are not listed as a relative, but if you have a close relationship with a cousin who will be testing, we recommend you follow this policy.

Test Preparation

- Individuals involved in test preparation activities for commercial gain (outside of normal teaching responsibilities) may not serve as testing staff in any capacity
- Allowed to serve as testing staff if:
 - test preparation is part of regular job responsibilities
 - employer is not a commercial enterprise



Slide 5 - Test preparation

Slide notes: If you are involved in test preparation you may not serve as testing staff in any capacity.

The normal duties of a counselor or teacher may involve some test preparation responsibilities.

This is not a conflict of interest as long as they are part of the job responsibilities defined by the school.

Athletic Coaches

This policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.

- To protect coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:
 - may *not* have access to secure accommodations test materials before or after testing.
 - may serve as a room supervisor, but may *not* supervise one-on-one testing for a student-athlete.

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Slide 6 - Athletic coaches

Slide notes: Head coaches and assistant coaches for all sports, even if the sport is not in season at the time of testing, may not have access to secure accommodations test materials before or after testing, if any student-athletes are testing with accommodations.


A coach may serve as a room supervisor, but may not supervise one-on-one testing of a student-athlete. There must be more than one examinee testing in a room a coach is supervising.

Testing Staff Agreement

- Anyone (other than the test coordinator) who handles test materials prior to the test administration must submit a testing staff agreement:

<http://statetesting.act.org/testingstaff>

For example, if a room supervisor helps check in materials, he or she will submit a testing staff agreement.

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Slide 7 - Testing staff agreement

Slide notes: The test coordinator submitted an agreement certifying that he or she will read and comply with all policies and procedures provided by ACT which are relevant to the testing program.

Anyone who handles test materials prior to the test administration must submit a similar testing staff agreement.

For example, if a room supervisor helps check in materials, he or she will submit a testing staff agreement.

Room Supervisor Requirements

- Must have one room supervisor per room
 - Same person entire session
- Must supervise only one room at a time
- Responsibilities include:
 - complying with testing policies and procedures
 - maintaining security of materials
 - admitting and seating examinees
 - reading verbal instructions verbatim
 - monitoring examinees
 - completing accurate documentation

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Slide 8 - Room supervisor requirements

Slide notes: The room supervisor has the most important role in the test room.

One room supervisor is required for each test room for the entire test session.

The room supervisor may only supervise one room at a time.

The test coordinator may serve as the room supervisor if only one room is used.

If multiple rooms are used, the test coordinator will need to be free to manage and assist with all rooms of testing.

The room supervisor is responsible for: complying with testing policies and procedures, maintaining security of test materials, admitting and seating examinees, reading the verbal instructions exactly as they are written, and monitoring examinees during the test.

In addition, it is the room supervisor's responsibility to complete the room's documentation before returning materials to the test coordinator.

Proctor Requirements

- Proctors assist the room supervisor
- Responsibilities include:
 - directing examinees to seats
 - distributing and collecting test materials
 - monitoring examinees
 - verifying timing

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Slide 9 - Proctor requirements

Slide notes: Proctors are very important to a smooth test administration.

A proctor assists the room supervisor and may: direct examinees to seats, distribute and collect test materials, monitor examinees during testing, and verify timing.

Roving Proctors

- Roving proctors assist the test coordinator (TC)
- Recommended for:
 - more than four testing rooms
 - rooms on multiple levels
- Responsibilities include:
 - assisting with preparing materials for rooms
 - assisting with check-in and/or directing examinees to test rooms and seats
 - monitoring hallways, keeping them quiet
 - providing breaks to room supervisors
 - escorting examinees in hallways
 - assisting TC with counting and preparing materials for return to ACT

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Slide 10 - Proctor requirements

Slide notes: We recommend assigning a few roving proctors if you are using several testing rooms, or if the rooms are on multiple levels.

The roving proctor may assist with test day materials organization, checking-in and seating examinees, monitoring hallways, providing breaks for room supervisors or proctors, escorting examinees in hallways, and preparing materials for return.

Sign Language Interpreter Requirements

- For examinees with a hearing impairment testing with standard time
 - may sign spoken instructions only
 - may sign to small groups
- ACT approval required to sign test items (*Request for ACT-Approved Accommodations*)
 - must test examinees individually in separate rooms
 - see manual for agreement and interpreter qualifications



Slide 11 - Sign language interpreter requirements

Slide notes: Examinees with hearing impairments may be able to test with standard time, but may need the assistance of a sign language interpreter for spoken instructions.

The interpreter, who may not be a relative of the examinee, will sign all spoken instructions, and may translate any questions from the examinee to testing staff, and sign the responses to the examinee.

The interpreter may sign to small groups.

To sign test questions and/or sign answers to any questions the examinee has about test items requires that a Request for ACT-Approved Accommodations is submitted and approved by ACT.

Refer to the manual for Special Testing for the agreement and interpreter qualifications.

Reader Requirements

- ACT approval required to read test items
(*Request for ACT-Approved Accommodations*)
 - reader always uses a reader's script
 - also serves as room supervisor
 - one-on-one testing, only reads to one examinee
 - see manual for agreement and reader qualifications

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Slide 12 - Reader requirements

Slide notes: To test with a reader, a reader's script must be included in the Request for ACT-Approved Accommodations, and this must be approved by ACT.


A reader will read the test directions, test questions, and test passages to a single examinee exactly as they are written in the reader's script.

Because testing must be one-on-one, the reader is considered the room supervisor for his or her assigned room.

Refer to the manual for Special Testing for the agreement and reader qualifications.

Training Your Staff

- Discuss before test day:
 - policies and requirements
 - pretest, test day, and posttest procedures
- Resources
 - administration manuals
 - required forms found in the back
 - training session outline and topics for discussion
 - *Summary of Requirements*
 - calculator policy



Slide 13 - Training your staff

Slide notes: The test coordinator must hold a testing staff training session before test day.


You will want to cover policies, requirements, and roles and responsibilities so staff know what to expect before, during, and after testing.

We recommend that you utilize the Training Session Outline and Topics for Discussion found near the end of the manuals, and the pre-recorded test administration training.

Provide room supervisors the appropriate manual and any supplemental documents, such as the Summary of Requirements and calculator policy, to read and understand before testing.

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 14 - 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 15 - Thank you!

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