



Slide 1 - Test day activities the ACT

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

Topics

- Authorized test dates and times
- Authorized observers
- Holding a briefing session
- Completing required forms
- Identifying and admitting examinees
- Sequence and timing
- Distributing materials
- When an examinee decides not to test with accommodations
- Managing breaks during testing
- Reporting concerns anonymously





Slide 2 - Topics

Slide notes: The topics include authorized test dates and times, authorized observers, holding a briefing session, completing required forms, identifying and admitting examinees into test rooms, the sequence and timing of the administration, distributing materials, what to do if an examinee does not want his or her accommodations, handling breaks during testing, and reporting concerns anonymously.

**Authorized Test Dates and Times:
Standard Time Administration**

- Test only on designated initial and/or makeup test dates
- Begin testing no later than 9:00 a.m.
 - applies to all locations, even if approved to test off-site
 - we recommend starting verbal instructions prior to 9:00 to start Test 1 by 9:00
- No afternoon or evening testing
- Testing must be the first activity of the morning
- Excuse examinees from classes, athletic practices, and other organized activities which occur prior to testing

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Slide 3 - Standard time: authorized test dates and times

Slide notes: Standard time testing must occur only on the designated initial test date, and on the designated makeup test date.

In standard time testing rooms, for test security and standardization, everyone, including off-site testing locations, must start testing no later than 9:00 a.m..

We recommend starting the verbal instructions before 9:00 to start Test 1 at or before 9:00.


For examinees who normally arrive at school in the afternoon or evening, arrangements must be made for them to test in the morning on the designated initial and makeup test dates.

Testing must be the examinees' first activity of the morning.

If any examinees are scheduled for a class, practice or organized activity before testing will start, they should be excused, or the activity should be rescheduled.

**Authorized Test Dates and Times:
Accommodations Administration**

- Testing must occur on days within the designated two-week testing window
- Testing does not need to start by 9:00 a.m. and does not need to be the first activity of the morning

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Slide 4 - Accommodations: authorized test dates and times accommodations testing

Slide notes: For accommodations administrations, testing must occur on days within the designated two-week testing window.

Testing does not need to start by 9 a.m., and does not need to be the first activity of the morning.

Authorized Observers

- Only authorized personnel may enter the testing area
 - Trained staff (includes locally trained staff)
 - ACT, State, or District observers
 - must have ACT authorization letter, or ACT, State, or District identification
 - test coordinator must call ACT to verify the individual is authorized to observe
 - do not allow individual into testing area without ACT verification
 - Anyone else is considered unauthorized

ACT

Slide 5 - Authorized observers

Slide notes: Only trained testing staff and authorized observers may be allowed to enter the testing area.

Representatives from ACT and the State or District will go to selected sites to observe testing.

Visits are not announced in advance of testing.

If someone arrives to observe testing, you must first check for a letter of introduction produced by ACT, or ACT, state, or district identification.

The test coordinator must call ACT and ask for verification that this individual is authorized to observe. He or she may not be admitted into the testing area without verifying through ACT.

Everyone else is considered unauthorized, and may not be allowed in.

Briefing Session

- Designate room supervisor and proctor arrival time
 - At least 30 minutes prior to examinee check-in time
- Make staffing adjustments, if needed
- Review procedures
- Answer questions
- Announce any last minute changes, (e.g., new room assignments)
- Remind staff about authorized personnel, and introduce any observers
- Distribute materials to room supervisors after briefing session
 - Materials must not be distributed before test day
 - Provide administration manual, calculator policy, answer document supplement (if applicable)

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Slide 6 - Briefing session

Slide notes: Hold a briefing session on test day. Designate a time at least 30 minutes prior to examinee check-in for room supervisors and proctors to arrive, to allow time to:

check for any absent staff and make any last minute staffing adjustments,

to go through procedures,

answer questions, and

announce any changes since your local training session, such as new room assignments.

Remind staff that the only personnel allowed to enter the testing area are trained staff, and authorized observers. Introduce observers, if applicable.

The test coordinator will hand out the test materials to each of the room supervisors at the conclusion of the briefing session. Materials must NOT be distributed before test day.

Be sure to provide the room roster, an administration manual, the calculator policy, and if applicable, the answer document supplement.

Completing Required Forms

- Complete these forms, as applicable:
 - Test Booklet Count Form* (standard time)
 - Administration Report* (ACT-Approved Accommodations)
 - Testing Roster (standard time, State-Allowed Accommodations)
 - Final Roster of ACT-Approved Accommodations*
 - Testing Time Verification Form* (standard time)
 - Seating Diagram*
 - Testing Staff List*
 - Irregularity Report, if applicable
 - Reader's/Interpreter's/Scribe's Agreement,* if applicable

** Not required for State-Allowed Accommodations*




Slide 7 - Completing required forms

Slide notes: These forms are found at the back of the corresponding administration manual.

Remove them from the manual to complete.

Standard Time: Test Booklet Count Form

- Test coordinator completes "Received Before Testing" portion of form before testing
- Test coordinator hands materials for the room to the room supervisor
- Room supervisor counts test booklets, verifies serial numbers
- Any discrepancies must be resolved
 - update form to note resolution
- Room supervisor signs form and test coordinator initials next to room supervisor's signature
 - establishes chain of custody



The image shows a screenshot of the ACT Test Booklet Count Form. It is a green and white document with various sections for recording test materials. The form includes fields for the test coordinator's name, room supervisor's name, and a table for recording the number of booklets received. The ACT logo is visible in the bottom left corner of the form.

Slide 8 - Before testing: Test Booklet Count Form

Slide notes: The "received before testing" part of the test booklet count form is completed by the test coordinator.

On the initial or makeup test date, after the briefing session, the test coordinator hands the test materials needed for the room, including the test booklet count form, to the room supervisor.

The room supervisor counts the number of test booklets received, noting the range of serial numbers.

If there is a discrepancy, it must be resolved at this time. Any changes, need to be noted on the form.

Once the count and serial numbers match what is on the form, the room supervisor signs the form and the test coordinator initials next to the room supervisor's signature.

This establishes the required "chain of custody," which will ensure the test booklets are accounted for at all times.

At this point, the room supervisor may take the materials to his or her test room.

- Room rosters are prepared by TC in advance of testing
 - standard time
 - State-Allowed Accommodations
- Use roster to mark attendance

NCT State and District Testing Roster

(This document must be administered) Page 3 of 3

Working parties may use this roster as a form of **1** has **2** the **3** information **4** shown on this form.

Working parties: **Your School** **5** **6** **7** **8** **9** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **100** **101** **102** **103** **104** **105** **106** **107** **108** **109** **110** **111** **112** **113** **114** **115** **116** **117** **118** **119** **120** **121** **122** **123** **124** **125** **126** **127** **128** **129** **130** **131** **132** **133** **134** **135** **136** **137** **138** **139** **140** **141** **142** **143** **144** **145** **146** **147** **148** **149** **150** **151** **152** **153** **154** **155** **156** **157** **158** **159** **160** **161** **162** **163** **164** **165** **166** **167** **168** **169** **170** **171** **172** **173** **174** **175** **176** **177** **178** **179** **180** **181** **182** **183** **184** **185** **186** **187** **188** **189** **190** **191** **192** **193** **194** **195** **196** **197** **198** **199** **200** **201** **202** **203** **204** **205** **206** **207** **208** **209** **210** **211** **212** **213** **214** **215** **216** **217** **218** **219** **220** **221** **222** **223** **224** **225** **226** **227** **228** **229** **230** **231** **232** **233** **234** **235** **236** **237** **238** **239** **240** **241** **242** **243** **244** **245** **246** **247** **248** **249** **250** **251** **252** **253** **254** **255** **256** **257** **258** **259** **260** **261** **262** **263** **264** **265** **266** **267** **268** **269** **270** **271** **272** **273** **274** **275** **276** **277** **278** **279** **280** **281** **282** **283** **284** **285** **286** **287** **288** **289** **290** **291** **292** **293** **294** **295** **296** **297** **298** **299** **300** **301** **302** **303** **304** **305** **306** **307** **308** **309** **310** **311** **312** **313** **314** **315** **316** **317** **318** **319** **320** **321** **322** **323** **324** **325** **326** **327** **328** **329** **330** **331** **332** **333** **334** **335** **336** **337** **338** **339** **340** **341** **342** **343** **344** **345** **346** **347** **348** **349** **350** **351** **352** **353** **354** **355** **356** **357** **358** **359** **360** **361** **362** **363** **364** **365** **366** **367** **368** **369** **370** **371** **372** **373** **374** **375** **376** **377** **378** **379** **380** **381** **382** **383** **384** **385** **386** **387** **388** **389** **390** **391** **392** **393** **394** **395** **396** **397** **398** **399** **400** **401** **402** **403** **404** **405** **406** **407** **408** **409** **410** **411** **412** **413** **414** **415** **416** **417** **418** **419** **420** **421** **422** **423** **424** **425** **426** **427** **428** **429** **430** **431** **432** **433** **434** **435** **436** **437** **438** **439** **440** **441** **442** **443** **444** **445** **446** **447** **448** **449** **450** **451** **452** **453** **454** **455** **456** **457** **458**




Slide 9 - Roster


Slide notes: The test coordinator will create rosters for each standard time and each State-Allowed Accommodations testing room in advance of testing.

Use your room roster to mark attendance.

Final Roster of ACT-Approved Accommodations

- ACT creates and ships room rosters to the attention of TC in advance of testing
- Use roster to mark attendance
- Roster includes:
 - Timing Code
 - Reference number





Slide 10 - Final roster of ACT-Approved Accommodations

Slide notes: ACT creates final rosters listing all ACT-Approved Accommodations in advance of testing. These are shipped to the attention of the test coordinator.

Use your room roster to mark attendance.

Each examinee's Timing Code and reference number are listed on the final roster.

Identifying and Admitting Examinees

- Secure materials before admitting examinees into room
- Personal recognition or ID required
 - refer to manual for list of acceptable identification
- No cell phones or other electronic devices allowed
- Check for or provide permitted calculator



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Slide 11 - Identifying and admitting examinees

Slide notes: Be sure test materials are secure before you begin checking in examinees.

All examinees are required to present an acceptable form of identification or be personally recognized by school staff.

Refer to the manual for a list of acceptable identification.

Staff must check to be sure no one has a cell phone or other electronic device, and check calculators to ensure they are permitted models.

If the school is providing calculators, this is the time to hand them out.

- Verify examinee identification at the door and mark roster
- Mark absent examinees with a dash
- Direct examinees to assigned seats
- No late arrivals - once test booklets are distributed, examinees may no longer be admitted

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Slide notes: Staff must verify the identity of each examinee, mark attendance on the roster, and then admit examinees into the testing room.

Direct examinees to assigned seats.

If there is a proctor assigned to the room, the room supervisor and proctor will work together on these activities.

As described in the manual, after test booklets have been distributed, examinees may not be admitted into the room. Schedule the late arriving examinees for the makeup test date.

Standard Time: Test Sequence and Timing

Tests must be administered in this order for all examinees.

- Test 1 (English), first
 - (no break)
 - Test 2 (Mathematics), second
 - (15 minute break)
 - Test 3 (Reading), third
 - (no break)
 - Test 4 (Science), fourth
-
- (5 minute break)
 - Writing Test, last, if applicable

The full time must be given, even if all examinees are finished.

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Slide 13 - Standard time: test sequence and timing

Slide notes: The ACT tests must be administered in the prescribed order as listed for all examinees in all rooms.

In standard time testing rooms, plan for approximately four hours for the multiple choice tests, verbal instructions, and any questions. If you provide the ACT Writing Test, plan for an additional 45 minutes.


The full time for each test section must be given, even if all examinees in the room finish before the allowed time elapses.

Accommodations: Test Sequence and Timing
Tests must be administered in this order for all examinees.

- Test 1 (English), first
- (no break)
- Test 2 (Mathematics), second
- (15 minute break)
- Test 3 (Reading), third
- (no break)
- Test 4 (Science), fourth

- (5 minute break)
- Writing Test, last, if applicable

If all examinees have confirmed their completion of a test section, the room supervisor may call time on the test, and move to the next section.



Slide 14 - Accommodations: test sequence and timing


Slide notes: For accommodations testing, the ACT tests must be administered in order, even for examinees testing over multiple days.

There are introductory instructions that apply to all timing codes, and then specific verbal instructions for each timing code. These verbal instructions provide timing constraints based on the assigned timing code.

If all examinees testing with accommodations have confirmed their completion of a test section, the room supervisor may stop the test and move on to the next. It is not necessary to provide the full time allowed for accommodated testing.

Exact Timing

- Use more than one timepiece
- Time each room individually
 - no "central" timing
- Record times during testing:
 - *Testing Time Verification Form* (standard time)
 - *Test Timing Chart*
 - *ACT Administration Report*
(ACT-Approved Accommodations)



Slide 15 - Exact timing

Slide notes: Accurate timing of the test is essential. If a mistiming occurs, it may result in the cancellation of scores.

You must have more than one timepiece in the room. Having a wall clock and a watch ensures if one timepiece fails, there is a back-up.

DO NOT time the test from one central location, or use the intercom to broadcast the verbal instructions. Central timing does not allow time for questions to be adequately addressed, or for disruptions to be handled without disrupting the testing experience for the entire school.

While testing is in progress, room supervisors must record the timing for each test on the Testing Time Verification Form for standard time rooms, or the administration report form for ACT-Approved Accommodations rooms.

The required forms are found near the back of the administration manuals. They should be torn out of the manual to use during testing.

The room supervisor and proctor should confer on timings and calculations, and ensure the form is filled out completely and accurately prior to returning materials to the test coordinator.

Standard Time: Testing Time Verification Form

ACT State and District Testing Time Verification Form—SAMPLE ON REVERSE

Test Center: _____ Test School: _____ District/Agency: A, B, C, A, S, E
Test Date: _____ Your City, Your State: _____ Your Test Date: _____
Number of students: _____ Your Name: _____ Your Room: _____

1. Test 1: _____

2. Test 2: _____

3. Test 3: _____

4. Test 4: _____

ACT

Slide 16 - Testing Time Verification Form

Slide notes: In each standard time testing room, the room supervisor must complete the Testing Time Verification Form while testing is in progress.

Standard Time: Test Timing Chart

Test 1

Timing Chart for Test 1

Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:45	0:12	0:57	0:24	0:09	0:26	0:21	0:48	0:33
0:01	0:46	0:13	0:58	0:25	0:10	0:27	0:22	0:49	0:34
0:02	0:47	0:14	0:59	0:26	0:11	0:28	0:23	0:50	0:35
0:03	0:48	0:15	0:00	0:27	0:12	0:29	0:24	0:51	0:36
0:04	0:49	0:16	0:01	0:28	0:13	0:30	0:25	0:52	0:37
0:05	0:50	0:17	0:02	0:29	0:14	0:31	0:26	0:53	0:38
0:06	0:51	0:18	0:03	0:30	0:15	0:32	0:27	0:54	0:39
0:07	0:52	0:19	0:04	0:31	0:16	0:33	0:28	0:55	0:40
0:08	0:53	0:20	0:05	0:32	0:17	0:34	0:29	0:56	0:41
0:09	0:54	0:21	0:06	0:33	0:18	0:35	0:30	0:57	0:42
0:10	0:55	0:22	0:07	0:34	0:19	0:36	0:31	0:58	0:43
0:11	0:56	0:23	0:08	0:35	0:20	0:37	0:32	0:59	0:44

1 ■ ■ ■ ■ 45:00 START STOP ■ ■ ■ ■ 1

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Slide 17 - Standard time: test timing chart

Slide notes: Room supervisors may use the Test Timing Charts found in the verbal instructions of each test section to calculate stop time.

There is a chart for each of the tests to assist with accurate timing.

For example, for Test 1, with a start time of 8:07, the stop time will be 8:52.

ACT Administration Report (ACT-Approved Accommodations)

ACT Administration Report

Directions: Fill in the information for each room in which you are testing. Do not leave any boxes blank. If you are testing in more than one room, fill in the information for each room on a separate page.

Testing Site: **Your School** ACT Test Site: **1 2 3 - 4 5 6**

City: **Your City** State: **Your State** Room: **Your Room**

Testing of: **Your Name**, and the name of anyone who helps in this room.

For each examinee, fill in the examinee's name, ACT reference number, and assigned timing code. Do not leave any boxes blank. If you are testing in more than one room, fill in the information for each room on a separate page.

Examinee Name	ACT Reference Number	Assigned Timing Code
1. Examinee Name	1. ACT Reference Number	1. Assigned Timing Code
2. Examinee Name	2. ACT Reference Number	2. Assigned Timing Code
3. Examinee Name	3. ACT Reference Number	3. Assigned Timing Code
4. Examinee Name	4. ACT Reference Number	4. Assigned Timing Code
5. Examinee Name	5. ACT Reference Number	5. Assigned Timing Code
6. Examinee Name	6. ACT Reference Number	6. Assigned Timing Code
7. Examinee Name	7. ACT Reference Number	7. Assigned Timing Code
8. Examinee Name	8. ACT Reference Number	8. Assigned Timing Code
9. Examinee Name	9. ACT Reference Number	9. Assigned Timing Code
10. Examinee Name	10. ACT Reference Number	10. Assigned Timing Code

ACT

Slide 18 - ACT Administration Report

Slide notes: In each ACT-Approved Accommodations room, the room supervisor must complete an ACT Administration Report form during testing.

Complete the school information, room number, and list all testing staff assigned to that specific room.

Write in each examinee's name, ACT reference number from the roster, and assigned timing code.

All of the examinees testing together in your room must have the same timing code.

If an examinee assigned to your room has a different timing code than the other examinees, this individual needs to be transferred to a different room before you begin testing.

Make certain that the times written on the form represent the actual minutes used, and not the total time allowed.

**Accommodated Testing:
Extended Time and Multiple Days**

- Each test section must be completed in a single session
- All examinees testing in a room must receive the same timing and must begin each section of the test at the same time
- Examinees working on different test sections may not be together in the same room, even if they have the same approved Timing Code (exception is Timing Code 6)

ACT

Slide 20 - Accommodated testing: extended time and multiple days

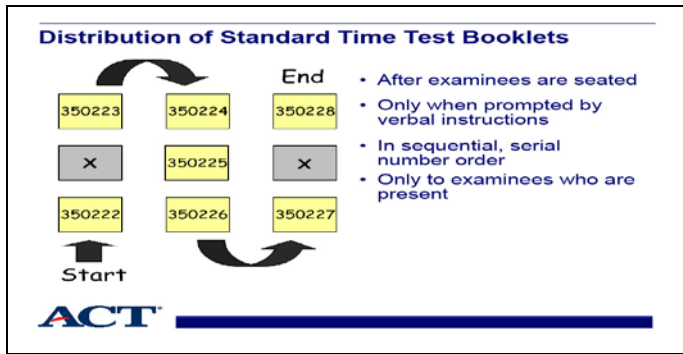
Slide notes: For extended time, and testing over multiple days, each test section must be completed in a single session.

All of the examinees in a room must have the same Timing Code, be working on the same section of the test, and begin each test at the same time.

If any examinee has a different Timing Code, or is working on a different test than the rest of the group, this is considered a mis-administration and may result in no scores for any of the examinees in the room.

Timing Code 6 is the only code that authorizes examinees to pace themselves through each section of the test.

Examinees testing with Timing Code 6 who are together in a room may be on different test sections, but must have started testing at the same time.



Slide 21 - Distribution of standard time test booklets

Slide notes: Distribute the test booklets after examinees are seated, only when prompted by the verbal instructions in the administration manual, to each individual examinee, one-by-one, in sequential, serial number order, only to present examinees.

Do not place a test booklet on an empty desk.

Following these instructions will maintain the security of the test booklets, and will assist the room supervisor when creating a seating diagram, which is required for each room.

If writing is included in your testing program, follow the same procedure distributing the writing test booklets in sequential order, when prompted by the verbal instructions.

**Distribution of ACT-Approved Accommodations
Test Materials**

- ACT provides an individualized kit for each examinee
- Do not use the materials for anyone other than the assigned examinee
- Follow directions in administration manual - special testing

Scores may be cancelled if one examinee's assigned test materials are used for another examinee.

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Slide 22 - Distribution of ACT-Approved Accommodations test materials

Slide notes: For ACT-Approved Accommodations, there will be an assigned test package for each examinee, which includes a test booklet assigned to the examinee by serial number.

Use the individualized kit only for the examinee it is assigned to.

Follow the verbal instructions in the administration manual for proper distribution of ACT-Approved Accommodations materials.


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Examinee Decides not to Test with Accommodations

- Must test using standard timing and standard time materials on the initial or makeup test date
- May no longer test with accommodations materials
- Indicate on roster "examinee testing with standard time"

If the examinee tests in a standard time room with accommodations materials after deciding not to receive accommodations, this will result in no scores, or cancelled scores.



Slide 24 - Examinee decides not to test with accommodations

Slide notes: If an examinee is approved for ACT-Approved Accommodations, or scheduled to test with State-Allowed Accommodations and indicates he or she does not want the planned accommodations, you do not need ACT's authorization or approval to test the examinee without accommodations.

Examinees who choose to test without accommodations must test in a standard time room with a standard time test booklet on the initial or makeup test date.

The assigned accommodated testing materials must not be used.

Mark the roster indicating the examinee will test with standard time, and add the examinee to a standard time roster.

If the examinee indicates he or she will not test with accommodations prior to the standard time initial test date, the examinee may test on the initial test date in a standard time testing room.

If the examinee makes this decision on the initial test date after testing has begun, or after the initial test date, schedule the examinee to test on the makeup test date.

If the examinee tests in a standard time room using accommodations materials, after deciding not to receive accommodations, this will result in no scores or cancelled scores.

Attentiveness During Testing

- Bring test materials only into testing room
- Walk around the room
 - discourage and detect prohibited behavior
 - answer questions
- Engage only in test related activities



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Slide 25 - Attentiveness during testing

Slide notes: Testing staff should only have test materials in the testing room.


Room supervisors and proctors need to walk around the room periodically to discourage and detect prohibited behavior and to answer questions.


Staff should focus on the administration of the test, and completing forms for the testing room.

Please be attentive to the examinees, and provide a quiet testing environment for them.

Complete the Seating Diagram During Testing

- School information
- Room type
- Desk or table size
- Number of examinees in the room
- Distance between examinees
- Test booklet serial numbers (standard time)
- Reference numbers (ACT-Approved Accommodations)





Slide 26 - During testing: Seating Diagram

Slide notes: Each room supervisor must complete a Seating Diagram during Test 1.

The top section includes the school information, room type, desk or table size, number of examinees in the room, and distance between examinees.

The boxes represent seating assignments.


For standard time rooms, enter the multiple choice test booklet serial number, and if applicable, the Writing Test booklet serial number.

For ACT-Approved Accommodations rooms, enter the reference number from the roster, NOT the test booklet serial number.

A seating diagram may be drawn on a different sheet of paper as long as all of the information is included.

Standard Time: Test Booklet Count Form

- During Test 1, the room supervisor completes:
 - examinee count
 - number of occupied seats (from Seating Diagram)



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Slide 27 - During testing: Test Booklet Count Form


Slide notes: Also during Test 1 in standard time rooms, the room supervisor needs to count the examinees in the room and fill in section C of the Test Booklet Count Form.

This will match the number of examinees testing, noted on the seating diagram.

Scheduled Break: Standard Time Testing

- 15 minute break between Test 2 and Test 3
- Read the verbal instructions which explain break policy
- Examinees must not access cell phones or electronic devices
- Snack and drink outside of room, NOT lunch
- Remind examinees to be quiet





Slide 28 - Scheduled break: standard time testing

Slide notes: A 15 minute break must be provided between Tests 2 and 3.

Do not hold examinees in the room at the end of test 2 in order to synchronize the start of the break for all testing rooms.

The time for the break is determined by the individual room's activity.

Before starting the break, be sure to read the verbal instructions at the end of Test 2 which explain several policies.

Cell phones or electronic devices must not be accessed.

Examinees may have a drink and a snack outside of the testing room.

The room supervisor may remind examinees to be quiet in the hallway and break area as other rooms may still be testing.

Scheduled Break: Standard Time Testing

- Examinees may not take test materials out of the room
- Room attended at all times by testing staff
- Resume testing after 15 minutes even if all examinees do not return on time
- Late examinees may be admitted, may not make up lost time
- 5 minute break before ACT Writing Test, if applicable

If the break is too long or too short, or if an examinee returns late from break, or does not return at all, note this on an Irregularity Report.

ACT

Slide 29 - Scheduled break: standard time testing

Slide notes: Examinees cannot take booklets or answer documents from the testing room.

One staff member must stay in the room to ensure security of all testing materials. At no time are test booklets to be left unattended.

If examinees do not return on time, resume testing without them.

Examinees who miss the start of Test 3 should be quietly admitted.


If an examinee is late, no make up time is allowed. He or she must stop testing when time is called.

If your testing program includes Writing, the test day schedule provides a five minute stretch break between Test 4 and the Writing test. Examinees must remain in the room.

Should a break be cut short, or exceed the time allowed for any reason, if an examinee returns late from break, or does not return at all, please note this on an Irregularity Report.

Scheduled Break: Accommodated Testing

- Vary depending on Timing Code
 - refer to roster of ACT-Approved Accommodations and administration manual
- Examinees given stop-the-clock breaks (Timing Code 5) must test individually in separate room
- Timing Code 6 (time-and-a-half, self-paced, single session)
 - continue timing during breaks
- Timing Code 8 (standard time for multiple choice, double time for writing, single session)
 - 15 minute break after Test 2, and 5 minute break before Writing
- Multiple day testing
 - if administering more than one test section in the same session, you may provide short breaks between tests



Slide 30 - Scheduled break: accommodated testing

Slide notes: For accommodated testing, the allowed time and number of breaks will depend upon the timing code authorized.

Refer to the final roster of ACT-Approved Accommodations for each examinee's authorized timing code.

Remember, for all timing codes with the exception of timing code 6, all examinees in a room need to be taking the same section of the test at the same time, and the room supervisor needs to read the verbal instructions at the start and stop of each test.

Examinees authorized to receive stop-the-clock breaks, timing code 5, must test individually. This is because not all examinees will want to take a break at the same time.

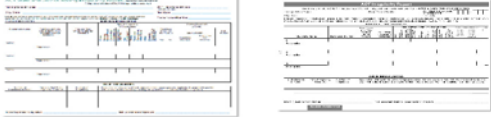
With timing code 6, time-and-a-half, self-paced, each examinee may take a short break whenever he or she wants to, but the time will continue to run.


For timing code 8, standard time for the multiple choice tests, and double time for writing, provide the standard length 15 minute break after Test 2, and a five minute break prior to administering writing.

For examinees who are approved to test over multiple days, you may provide short breaks between test sections.

Completing an Irregularity Report

- **Testing irregularities:** interruptions and distractions which affect testing
- **Prohibited behaviors:** actions which result in examinee dismissal and voiding answer document
- Complete an irregularity report to inform ACT of situations which impact testing
- Refer to manual for form and detailed information





Slide 31 - Completing an Irregularity Report

Slide notes: Testing irregularities are interruptions and distractions that affect testing.

Prohibited behaviors are actions that take place during testing or on break that result in the dismissal of an examinee.


Complete an Irregularity Report found in the back of the manual to document what happened and if applicable, how it impacted testing.

Refer to the manual for detail regarding potential irregularities and prohibited behaviors, and how to handle these situations.

If you are in doubt about what to do, call ACT for guidance.

Test Day Documentation: Room Supervisor Responsibilities

- *Before dismissing examinees:*
 - **Account for all test materials**
 - must have a test booklet and answer document for each examinee who tested
 - **Verify the following:**
 - answer documents and booklets are signed
 - booklet number and form number are gridded
 - reference number is gridded (ACT-Approved Accommodations)
 - barcode label matches examinee name and signature (if available)
 - Answer Document Supplement instructions are completed (if applicable)



Slide 32 - Room supervisor responsibilities

Slide notes: Room supervisors will need to count all test booklets and answer documents, and check test booklet serial numbers against the seating diagram, prior to dismissing examinees.

There must be a test booklet and answer document for each examinee who tested.

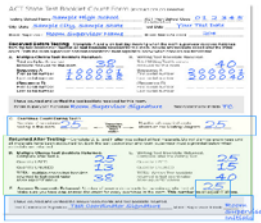
Ensure that each answer document and each test booklet has the examinee's signature. For standard time and State-Allowed Accommodations, verify that each answer document has a Test Booklet Number and Test Form number gridded. For ACT-Approved Accommodations, ensure a reference number has been gridded.

Check to see that the examinee's last name, first name, middle initial matches the barcode label on the back of the answer document. Resolve any issues before dismissing examinees.

Additionally, if you have an Answer Document Supplement, be sure the answer document has been completed appropriately according to the instructions.

Standard Time: Test Booklet Count Form

- Before dismissing examinees, the room supervisor completes:
 - quantity used
 - quantity unused
 - total quantity
 - number of answer documents
- Room supervisor returns materials to test coordinator
- Test coordinator signs form and room supervisor initials next to test coordinator's signature



The image shows a sample of the ACT Test Booklet Count Form. It includes fields for 'Test Booklet Count Form' and 'ACT Test Booklet Count Form'. The form has sections for 'Test Booklet Count Form' and 'ACT Test Booklet Count Form'. The form is titled 'Standard Time: Test Booklet Count Form' and includes instructions for the room supervisor to complete the form before dismissing examinees. The form also includes a section for the test coordinator to sign and initial the form.

ACT

Slide 33 - After testing: Test Booklet Count Form

Slide notes: Also at the end of testing, before dismissing examinees, the room supervisor completes the test booklet quantity used, quantity unused, and total quantity on the test booklet count form.

The room supervisor also completes the number of answer documents used by examinees. The number entered here must match the student count above.


After dismissing examinees, the room supervisor returns all materials to the test coordinator.

The test coordinator signs and the room supervisor initials the form.

Test Day Documentation: Room Supervisor Responsibilities

- *After dismissing examinees:*
 - Organize materials for return to test coordinator (TC)
 - Review all administrative forms for completeness and accuracy

Administration forms are used as the source of truth. Scoring decisions are based off of these forms.



Slide 34 - Room supervisor responsibilities

Slide notes: After the examinees are dismissed, we recommend the room supervisor organize materials to return to the test coordinator as follows:

Place test booklets back into serial number order.

Stack answer documents so that page one is facing up and review all administration forms for completeness and accuracy.

Investigations and scoring decisions are based off of these forms, so it's important that they're correct.

Transferring Responses from Test Booklet or Large Print Worksheet to Answer Document

- If examinee records multiple-choice responses in the test booklet, or on large print worksheet
- Testing staff transfers responses to answer document in presence of examinee

ACT

Slide 35 - Transferring responses to answer document

Slide notes: If an examinee is marking multiple-choice responses in a test booklet or on a large print worksheet, testing staff must transfer the responses to the examinee's answer document so it can be scanned and scored.

Transferring the responses must be done with the examinee present immediately following testing.

Test Day Documentation: Test Coordinator Responsibilities

- Account for all materials returned
 - Test booklets, answer documents, administration manuals
 - Refer to manual for forms and samples
- Check forms for completeness and accuracy
 - accuracy of test day documentation may determine whether examinees receive score reports
- Make copies of completed forms for your files

ACT

Slide 36 - Test coordinator responsibilities

Slide notes: The test coordinator must account for all test materials from each testing room.

The test coordinator will count and verify that all of the test booklets given to the room supervisor are returned using the Test Booklet Count Form and the Administration Report form.

The test coordinator will check the administrative forms for completeness and accuracy.

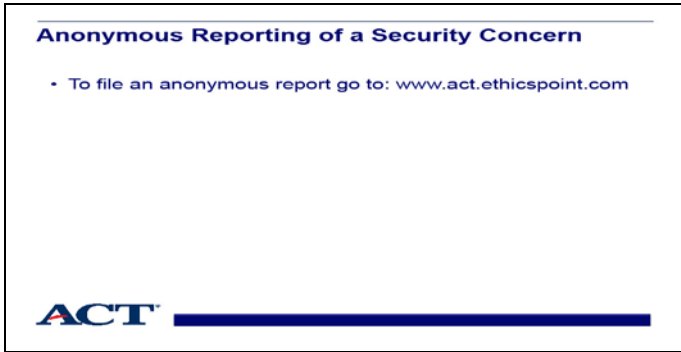
Be sure to review them carefully.

ACT will also check the forms for compliance and will use these forms as the source of truth if questions arise.

Accuracy of test day documentation may determine whether examinees receive score reports.

Make a copy of each form to keep on file.

We recommend you keep these forms for six months.




Slide 37 - Anonymous reporting of a security concern

Slide notes: In exceptional situations, testing staff may wish to file a report about concerns that tests may have been compromised.

The anonymous report may be submitted online at www.act.ethicspoint.com.

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 38 - 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 39 - Thank you!

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