

Test Administration Training

State and District Testing

*Colorado
Program Specifics*



ACT[®]



Welcome to the Colorado specific section of test administration training.

Your Testing Program Topics

- New this year
- Testing options
- Test Dates
- Requesting or ordering accommodations
- Reporting



The topics covered in this section are:

- Your state's test options
- The test dates
- Available accommodations
- Deadlines for requesting or ordering accommodations, and
- Information about reports.

New this year

- New this year – Test Accessibility and Accommodations System (TAA)
 - ACT-Approved Accommodations applications will be submitted online.



- As you may already be aware, all ACT-Approved Accommodations applications will be submitted online. ACT's Test Accessibility and Accommodations System (TAA) is a secure website in which each test coordinator will have access to create an account and submit applications. The test coordinator may appoint additional staff members to assist in completing student applications. Further information and trainings for TAA are posted to the CDE website.

Test Options

- The ACT
- State-Allowed Accommodations
 - No application necessary
 - Materials ordered online
 - Not college-reportable



- Schools will be administering the ACT multiple choice only test. You can expect the test to take about 3 and a half hours to complete.
- You will have the option to test students who may not qualify for ACT-Approved Accommodations using State-Allowed accommodations. There is no application process for these accommodations, rather materials will be ordered online. Scores earned by students testing with State-Allowed will not be college-reportable.

Test Dates

Administration	Dates
The ACT Initial Test Date	April 28, 2015
The ACT Makeup Test Date	May 12, 2015
The ACT Accommodations Testing Window	April 28 – May 12, 2015



- Your school will administer the initial ACT test on April 28th.
- Any students not able to test on the initial test date will have the opportunity to test on the makeup test date, May 12th
- The testing window for both ACT Approved and State Allowed accommodations runs from April 28th to May 12th.

ACT-Approved Accommodations vs. State-Allowed Accommodations

- **ACT-Approved Accommodations**

- College reportable scores
- Request for examinees with a documented disability
- ACT authorizes timing guidelines, and testing materials based on diagnosis and documentation

- **State-Allowed Accommodations**

- NOT college reportable, used for accountability
- Order materials for examinees
- School staff determine timing and accommodations



- Request ACT-Approved Accommodations for examinees who currently receive special education described on an Individualized Education Program, or 504 Plan, due to a professionally diagnosed and documented disability.
- Examinees authorized to test with ACT-Approved Accommodations are eligible to receive college reportable ACT scores.
- ACT will assign the appropriate timing guidelines and test materials based on the documented disability.
- Examinees who receive accommodations at school through an IEP, 504 Plan, but are not approved to test with ACT-Approved Accommodations may be provided State-Allowed Accommodations. An example of an appropriate State-Allowed Accommodation is if an examinee is receiving services solely for Limited English Proficiency.
- The scores achieved are used for assessment and accountability, and are *not* reported to colleges or scholarship agencies.
- School staff such as the test coordinator, test accommodations coordinator, and IEP team determine appropriate timing and accommodations similar to what is provided at

school.

Accommodations Deadlines

- *Request for ACT-Approved Accommodations* receipt deadline
 - January 23, 2015
- *ACT-Approved Accommodations Late Consideration Form* window
 - January 26 – April 1, 2015
- Deadline to request changes to Preliminary ACT-Approved Accommodations Roster
 - March 27, 2015
- State-Allowed Accommodations online ordering window
 - March 30 – April 8, 2015



- All applications for ACT-Approved Accommodations must be submitted through the TAA system no later than January 23rd.
- ACT allows for Late Consideration of applications for students who meet a limited number of qualifications. The window to apply for accommodations for these students is January 26th to April 1st. Refer to your Checklist of Dates for the qualifications for a late consideration, ACT will **only** review applications which fall into these categories.
- You will be given the opportunity to review the Preliminary roster of ACT-Approved accommodations and request changes. The deadline to contact ACT with these changes is March 27th.
- The online order form for State Allowed Accommodations opens March 30th and closes April 8th.

Student Level Reporting

- ACT Student Report – Mailed to the examinees. Delivered 3-8 weeks following receipt of answer documents.
- ACT High School Report* – One copy mailed to the director of counseling.
- ACT Student Score Labels* – Two printed labels per examinee sent to director of counseling.
- ACT High School Checklist Report* – One copy mailed to director of counseling reflecting the order in which a group of reports is shipped.

**NOTE: ACT High School Report, ACT Student Score Labels and ACT High School Checklist Report are mailed together in batches 3-8 weeks after testing until all reports are delivered.*



The next few slides are regarding reporting.

An ACT Student Report is mailed to the examinee if the examinee provided an address on their answer document, 3-8 weeks after answer documents are received by ACT. Only examinees who tested with standard time or with ACT Approved Accommodations will receive this report.

The ACT High School Report, ACT Student Score Labels, and High School Checklist Reports are mailed together in batches 3-8 weeks after answer documents are received by ACT. All of these are sent to the director of counseling.

State-Allowed Score Notification

- ACT State-Allowed Score Notification Letter
 - Two copies sent to principal (one to be retained by school and one to provide to examinee)
 - Delivered by August 10, 2015



If a examinee tests with state-allowed accommodations two copies of an ACT State-Allowed Score Notification Letter are sent to the DTC. One letter is retained by the school and one is to be provided to the examinee. These will be delivered no later than August 10th.

District Level Reporting

- ACT Profile Report (School) – *An aggregated report that provides trends and averages each high school based on the district tested population*
 - One copy on CD per high school mailed to the District Assessment Coordinator
 - Delivered by August 10, 2015
 - ACT Profile Report (District) – *An aggregated report that provides trends and averages of the district based on the district tested population*
 - One copy on CD mailed to the District Assessment Coordinator
 - Delivered by August 10, 2015



A CD that contains school level ACT Profile Reports, one for each school tested in the district and a district ACT Profile Report will be delivered to the district assessment coordinator by August 10, 2015.

The reports are an aggregated report, that provides trends and averages based on the district tested population.

District Level Reporting

- ACT Student Level Data File – One CD mailed to the District Assessment Coordinator
 - Delivered by August 10, 2015



Also included on the cd mailed to the district assessment coordinator to be delivered by August 10th is the ACT Student Level Data File.

ACT Contact Information

- 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



Here is ACT's contact information. Please contact us if you have questions.

Thank you!



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