

## Part Two -- Test Administration Policies and Pre-Test Instructions

### MontCAS Spring 2012 ACT Plus Writing Implementation Pilot

Presented by  
Montana OPI and ACT



ACT, Inc. 2012

1

## Webcast Content



- Part One
  - Overview of Testing and Resources
- Part Two
  - Test Administration Policies
  - Pre-Test (including non-test portions of the test)
- Part Three
  - Test Day
  - Post-Test
- Part Four
  - Test Accommodations

ACT, Inc. 2012

2

# TEST ADMINISTRATION POLICIES



ACT, Inc. 2012

3

## This is a “Real” ACT Test

- Form is equivalent to other ACT test forms
  - Administration must meet standard testing requirements
  - NCAA does accept for initial-eligibility
- Location of Testing – STATE
- Reports to High Schools (student and high school reports)
- Colleges and Universities
- State – Allowed Accommodations (not college reportable)

ACT, Inc. 2012

4

# Standardized Procedures

- ACT Supervisor's Manuals
  - Standard Time
  - State Special Testing (Accommodations)
- All staff must read & follow
- Responsibilities:
  - Test Supervisor & Back-up
  - Test Accommodations Coordinator (TAC)
- Uniform procedures
- Verbatim verbal instructions

# Authorized Dates and Times for ACT

- Standard Time Administration
  - Tuesday April 24 and May 8
  - Must begin by 9 am
  - No afternoon or evening testing
- First activity of the morning
  - No early bird classes
  - No other organized activities
- Accommodations window – for ACT
  - Testing window April 24 thru May 8

## Standard Testing Requirements

- Applies to all days of testing – Initial, Makeup, and Accommodations
  - Facilities
    - Offsite Requests
  - Personnel
  - Security
  - Exact Timing
  - Test Day Documentation

## Selecting / Preparing Rooms

- Desks & surfaces
- Face same direction
- Spacing
- Bulletin boards
- Temperature and lighting
- Limited distractions
- Materials provided by school

## MontCAS

### Test Administration Requirements

- Licensed educators: teachers, librarians, counselors, administrators, school psychologists
- Proctors do not need to be licensed educators but must be under the direct supervision of a licensed educator
  - Direct supervision means in the same room and within seeing and hearing distance

## Local Staff Selection

- Available for entire test session
- Trained by the Test Supervisor
- Work with Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator to help ensure a smooth administration

## Standard Time Testing Staff Roles

- Room Supervisors
  - Same person all sessions
  - One for each room
- Proctors – assists room supervisor
  - A proctor is required in addition to the room supervisor for every 25 examinees (or portion thereof) after the first 25 (e.g., 26-50 examinees, one proctor)
  - Each additional 25, one more proctor
  - “Roving” proctor

## Restriction on Test Preparation

- No ACT test preparation activities during current year for commercial gain
- Allowed only if:
  - Test prep is part of regular job responsibilities
  - Employer is not a commercial enterprise

## Relatives Participating in Montana State Testing

- Test Supervisor / Back-up / TAC
  - Prior access, so no relatives testing in Montana
- Room supervisors and proctors
  - Not in the same rooms
- Avoids appearance of conflict of interest
- Protects staff and related examinees

## Relatives Participating in Montana State Testing

- Relatives are defined as:
  - Children / Stepchildren
  - Grandchildren
  - Nieces / Nephews
  - Siblings
  - In-laws
  - Spouses
  - Persons under your guardianship

## Athletic Coaches

For Accommodated Testing – may not serve as the Test Accommodations Coordinator, if any student-athlete tests with accommodations.

For Standard Time and Accommodations testing – may not serve as a Room Supervisor – in any one-on-one situation where student-athlete is testing.

## Administering the Test: Local Training Session Required

- Discuss before test day
  - Policies and Requirements
  - Pre-Test duties
  - Test Day assignments
  - Attentiveness during testing
  - Post-Test procedures
- Room Supervisor & Proctor training
  - <http://www.act.org/aap/statetesting.html>

## Administering the Test: Local Training Session Required (cont'd)



- Read and View
  - Room Supervisor/Proctor Training Video
  - *Supervisor's Manuals*
    - Training Outline*
    - Standard Time Manual*
    - Accommodations Manual*

ACT, Inc. 2012

17

## Attentiveness During Testing



- Read only Supervisor's Manual
- Walk around room
  - Discourage prohibited behavior
  - Answer questions
- Must not engage in non-test related activities:
  - No grading papers
  - No reading books
  - No talking casually
  - No using computer
  - No eating or drinking in the test room

ACT, Inc. 2012

18

# PRE-TEST ACTIVITIES



ACT, Inc. 2012

19

# Non-Secure Materials

- Arrive in Mid-March
- To Test Supervisor
  - *Supervisor's Manual*
  - *Taking the ACT for State Testing*
  - Answer documents (blank)
  - Barcode Labels

ACT, Inc. 2012

20

## State-Assigned Student ID and Barcode Labels



- SSID numbers assigned for all examinees
- Must be included on answer document
- If ID number is unknown – Contact your AIM Specialist
- Labels will be yellow in color
- Affix to space designated on answer document for the label – back page of the answer document
- All students must grid identifying information and address – even those with labels

ACT, Inc. 2012

21

## Completing Non-Test Portions of the Answer Document



- School-supervised non-secure session(s)
- Only students may complete the non-test portions of the answer document (not staff)
- Pre-test session must be held before test day
- Include all students in this session, including any with accommodations
- Verbatim instructions
- Block M: College codes

ACT, Inc. 2012

22

## Collect & Organize: Completed Answer Documents Following Pre-test



- Collect answer documents (keep secure)
- Organize and Plan redistribution
  - Give partially completed answer documents for all Accommodated students to TAC after pre-test session
- Prepare Rosters for standard time test rooms
- Student reminders
  - Bring #2 pencils
  - Bring permitted calculator
  - Bring required ID
  - Don't bring your cell phone

ACT, Inc. 2012

23

## ACT Standard Time Secure Materials



- To Test Supervisor
  - Week of April 16
  - Test Booklets
  - Supervisor's Report Form
  - Return envelopes / Orange Plastic Polymailer Bags
  - Packing instructions
- Spring Break Conflict?
  - Week of April 9

ACT, Inc. 2012

24

## Missing Secure Materials

- **IMMEDIATELY** - Report shortages or evidence of tampering
- Phone: 800/553-6244 – for ACT Testing  
ext 2800 Standard Time  
ext 1788 Special Testing

## Security of Materials

- “Two Lock Rule”
- If materials are lost or misplaced, you will not be able to begin testing.
- Documented “Chain of Custody”

# Test Day Pre-planning

- Review rooms
- Organize answer documents
- Prepare rosters
- Assign and train staff
- Authorized Staff (TS, BU, TAC) should prepare test day materials – other trained staff may help
- Practice verbal instructions
- Student reminders

# Test Day Pre-planning (cont'd)

ACT State Testing Roster

*(This document may be photocopied.)* Page \_\_\_\_\_ of \_\_\_\_\_

You may provide your own copies instead of this form if it has all the information shown on this form.

Testing School Name \_\_\_\_\_ ACT High School Code \_\_\_\_\_  
City/State \_\_\_\_\_ Room Number \_\_\_\_\_  
Room Supervisor \_\_\_\_\_ Room Number \_\_\_\_\_

type of ID  
P = Photo ID    M = Student ID = Management  
L = ID Letter    R = Report

Student's Name (Please print or type) List all students <del>participating</del> in test on this date	Test Date	
	Initial	Makeup
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
20. _____		
21. _____		
22. _____		
23. _____		
24. _____		
25. _____		

Test Supervisor: Return one completed form for each test room with your other reports.

ACT

End of Part Two



**Please View Part Three Next**

**Test Day and Post Test  
Procedures**