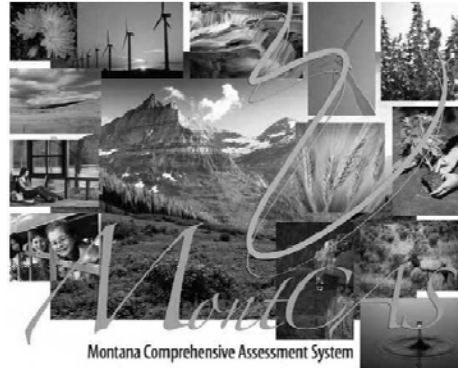


## Part Three – Test Day and Post Test Procedures

### MontCAS Spring 2012 ACT Plus Writing Implementation Pilot

Presented by  
Montana OPI and ACT



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## 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

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# TEST DAY



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## Test Day: Briefing Session

- Room Supervisors and Proctors arrival
  - At least 30 minutes prior to check-in
- Review procedures
- Last-minute details

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# Test Booklet Count Form

- Test Supervisor hand-delivery of test materials to Room Supervisor(s)
  - Document with Test Booklet Count Form
  - Establishes Chain of Custody

ACT State Test Booklet Count Form—INSTRUCTIONS ON REVERSE—sample on page 42

Testing Venue Name \_\_\_\_\_ ACT High School Grade \_\_\_\_\_  
 City, State \_\_\_\_\_ Test Date \_\_\_\_\_  
 Room Supervisor \_\_\_\_\_ Room Supervisor(s) \_\_\_\_\_

**Required Before Testing—Complete and fill out test date provided when the room supervisor(s) deliver materials from the Test Supervisor. Record all test booklet numbers for the room, include any booklet codes after the state exam, both on this supervisor and the Room Supervisor next to the appropriate form, when booklets are introduced.**

**A. Multiple-Choice Test Booklets Received**

Used available choice test booklets received for this exam _____	Writing Test Booklets Received _____
Sequence # _____	Test Writing Test booklets acquired by this room _____
Form serial number _____	Sequence # _____
Test serial number _____	Test serial number _____
Form serial number _____	Form serial number _____
Test serial number _____	Test serial number _____

If more options are needed the test booklets required for this exam: \_\_\_\_\_ Test Supervisor Initials \_\_\_\_\_  
 Room Supervisor Signature \_\_\_\_\_

**C. Examines Check Out Being Used**

Number of questionnaires being in the room _____	Number of occupied seats where test is being changed _____
--------------------------------------------------	------------------------------------------------------------

**Required After Testing—Complete if: 1. All P After you check all the materials, DO NOT DISPOSE BOOKLET(S) and all materials have been accounted for. 2. All P The Test Supervisor and Room Supervisor must sign this form before when materials are returned.**

**D. Multiple-Choice Test Booklets Returned**

Completed test # _____	Writing Test Booklets Returned _____
Quantity (MPT) _____	Quantity (MPT) _____
Quantity (MPT) _____	Quantity (MPT) _____
Quantity (MPT) _____	Quantity (MPT) _____
Quantity (MPT) _____	Quantity (MPT) _____

**E. Answer Booklets Returned** Number of answer booklets for each room who handles \_\_\_\_\_  
 Note: If you have one answer booklet for every examinee in the room, this number should equal # of examinees.  
 If more options are needed the answer booklets required for this exam: \_\_\_\_\_  
 Test Supervisor Signature \_\_\_\_\_ Room Supervisor Initials \_\_\_\_\_

Test Supervisor: Return this form with your return. 03

# Observers

- Authorized Observers
  - ACT
  - Montana OPI Staff
  - Letter and ID
- Unauthorized Observers
  - Media
  - Test prep companies
  - Parents
  - School board members and District Officials

## Identifying Students

- Personal recognition by school staff
- Yearbook
- Current official photo ID
- Check IDs at the door and mark rosters

## Admitting Students

- Direct students to seats
  - Alphabetical OK
  - Left / right and front / back
  - Be “directive” about it
- No late arrivals
- No cell phones or other electronic devices

## Permitted Calculators

- Details in *Taking the ACT for State Testing* or at <http://www.actstudent.org/faq/answers/calculator.html>
- Prohibited features - see website
- Check at the door upon students entering the room and periodically during Test 2 – Mathematics
- Permitted calculator is ultimately the student's responsibility
- If school provides students calculators – distribute before testing begins as students are being admitted to the test room.

## ACT - Test Day Schedule *Standard Time*

- ACT English *45 min.*
  - *(no break)*
- ACT Mathematics *60 min.*
  - *(15 min. break)*
- ACT Reading *35 min.*
  - *(no break)*
- ACT Science *35 min.*
  - *(5 min. break)*
- ACT Writing *30 min.*

# Exact Timing of Tests

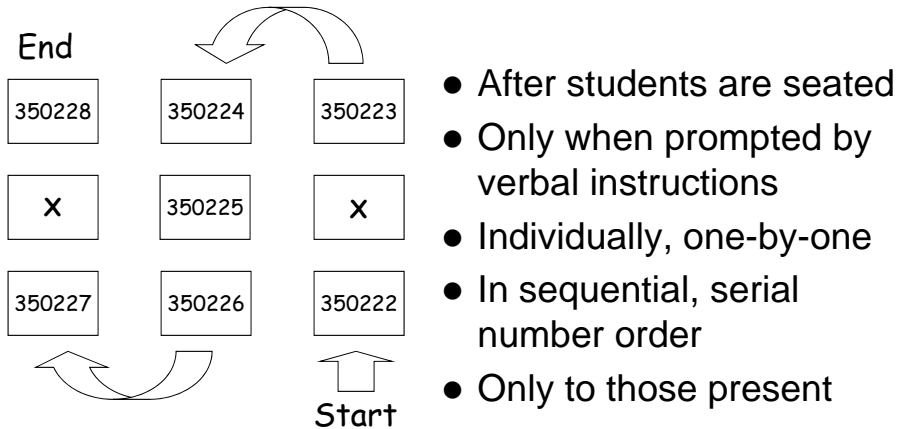
- Use more than one timepiece (not a cell phone)
- Refer to the Test Timing Chart in the Supervisor's Manual
- Time each room individually
  - No "central" timing
- Record times in Supervisor's Manual:
  - Standard Time: *Testing Time Verification Form*
    - Remember to give 5-minute warning
  - Special Testing: *Accommodations Administration Report*

# Standard Time – Test Timing Chart

Standard Time—Test Timing Chart  
All times are in minutes after the hour

START	TEST 1 45 MINUTE		TEST 2 60 MINUTE		TEST 3 35 MINUTE		TEST 4 35 MINUTE		WRITING TEST 30 MINUTE	
	START	STOP	START	STOP	START	STOP	START	STOP	START	STOP
:00	:45	:00	:30	:35	:20					
:01	:46	:01	:31	:36	:21					
:02	:47	:02	:32	:37	:22					
:03	:48	:03	:33	:38	:23					
:04	:49	:04	:34	:39	:24					
:05	:50	:05	:35	:40	:25					
:06	:51	:06	:36	:41	:26					
:07	:52	:07	:37	:42	:27					
:08	:53	:08	:38	:43	:28					
:09	:54	:09	:39	:44	:29					
:10	:55	:10	:40	:45	:30					
:11	:56	:11	:41	:46	:31					
:12	:57	:12	:42	:47	:32					
:13	:58	:13	:43	:48	:33					
:14	:59	:14	:44	:49	:34					
:15	:00	:15	:45	:50	:35					
:16	:01	:16	:46	:51	:36					
:17	:02	:17	:47	:52	:37					
:18	:03	:18	:48	:53	:38					
:19	:04	:19	:49	:54	:39					
:20	:05	:20	:50	:55	:40					
:21	:06	:21	:51	:56	:41					
:22	:07	:22	:52	:57	:42					
:23	:08	:23	:53	:58	:43					
:24	:09	:24	:54	:59	:44					
:25	:10	:25	:55	:00	:45					
:26	:11	:26	:56	:01	:46					
:27	:12	:27	:57	:02	:47					
:28	:13	:28	:58	:03	:48					
:29	:14	:29	:59	:04	:49					

## Distribution of Test Books



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## Standard Time: Break(s) Between Tests

- 15 minutes after Test 2
- NOT Lunch
- Remind students to be quiet
- No cell phone usage or possession
- Room attended at all times by staff
- If students don't return on time
  - Resume testing
  - No makeup time
- 5 minute in-room break prior to Writing
- Irregularity Report – if too long or too short

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## Group Irregularities

- Document and call ACT if:
  - Inclement weather
  - Power failure
  - Emergency evacuations
  - Major disturbance
  - Missing materials
  - Mistiming
- Ph: 800/553-6244 – for the ACT
  - ext 2800 Standard Time
  - ext 1788 Special Testing
- Document minor distractions

## Individual Irregularities

- Defective materials
  - Replace (standard time)
  - If Accommodated Materials – Call ACT
- Examinee illnesses
  - Schedule for makeup
- Marking in future section of document
- Irrational behavior
- Document everything

## Prohibited Behavior

- Prohibited Behaviors:
  - Creating disturbance
  - Giving / receiving help
  - Working on previous section of the test/working beyond time allotted for the test
  - Cell phone usage or possession
  - Calculator issues
- Void answer document – attach to Irregularity Report
  - No makeup test
- If security breach
  - Call ACT
- Document everything

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## POST-TEST



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## Test Day Documentation: Room Supervisor Responsibilities



- Account for all test booklets and answer documents before dismissing students
- Verify that you have an answer document for each student who tested.
- Validate correct student barcode label applied to each answer document
- Verify that each answer document has a Test Form Number

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## Test Day Documentation: Test Supervisor Responsibilities



- Account for all materials returned by each Room Supervisor:
  - Test Materials
  - Answer documents to be scored
  - Documentation/Administrative Forms
- Account for all standard time materials
- Make copies of completed test documentation for your school files

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## Ordering Standard Time Makeup Test Materials

- Makeup examinees
  - April 24 absences - check roster
  - Illness / unable to finish
  - NOT if dismissed for prohibited behavior
  - Examples
- Enter Makeup orders online – Even if number is zero
- You will receive an email with instructions ordering standard time makeup test materials by April 23.
- Order submitted by the end of the day on April 25th
- New materials arrive the week of April 30

## Standard Time: **GREEN** Ink Envelope

- **ANSWER DOCUMENTS FOR PROCESSING**
  - Supervisor's Report Form
  - Answer documents to be scored

**DO NOT** include blank, or other Answer Documents that are **NOT** to be processed.

## Standard Time: **RED** Ink Envelope

- **TEST ADMINISTRATION FORMS**
  - Irregularity reports
  - Void answer documents – attached to Irregularity Report
  - Test Roster(s)
  - ID Letters *(if any)*
  - Test Booklet Count Form(s)
  - Testing Time Verification Form(s)
  - Seating Diagram(s)
  - Testing Staff List

## Standard Time **ACT** Answer documents

- Follow Packing Instructions:
- Use Orange Plastic Polymailer Bag(s) for return of:
  - **RED** Envelope materials
  - **GREEN** Envelope materials
  - Unused Polymailers
- All Other Materials **MUST** be returned in cartons.
  - *These materials will Not be processed and scored*
- Seal and Keep Secure until pickup

## Packaging for Return Standard Time Non-Process Materials



Follow the packing diagram on page 60 of the Supervisor's Manual:

- Unused test booklets
- Used test booklets
- Used Supervisor's Manuals
- Unused answer documents for students no longer enrolled
- Seal and keep secure until pickup

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## Packing: Initial Test Date and Makeup Test Date



On April 25 after the Initial Test Date and on May 9 after the Makeup Test Date

- Pack used answer documents for scoring (**GREEN** ink envelope) – inside **ORANGE** plastic polmailer bag
- Pack Administrative Forms and void answer documents from prohibited behavior with Irregularity attached (**RED** ink envelope) – inside **ORANGE** plastic polmailer bag
- Return ALL test booklets (used and unused) – in the cartons

On May 9 after the Makeup Test Date

- Return everything else in cartons provided (e.g., all Supervisor's Manuals, blank or unused answer documents)

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## Return Shipping: UPS Will Pick Up

- Pre-scheduled UPS pickups
  - April 25  
(Initial ACT test date)
  - May 9  
(ACT makeup and accommodations testing)
- **YOU MUST** Call ACT Immediately if UPS does not pickup your ACT Test Materials by close of business the designated date  
Ph: 800/553-6244 x 2800

## Success for You and Your Students

### *Avoiding the Pitfalls – Standard Time*

- Testing (verbal instructions) must begin by 9 am
- No extra breaks or extended breaks
- Ensure full amount of time allowed for each test
- Arrange seating appropriately

End of Part Three



**Please View Part Four Next**  
**Accommodations**