

Part Four – Accommodations

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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ACCOMMODATIONS



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Test Accommodations

- For Test Accommodations Coordinators and Test Supervisors
- TAC Video at <http://www.act.org/aap/state/tacvideo.html>
- We will discuss:
 - Types of Accommodations
 - Materials security & organization
 - Administration procedures
 - Return of materials

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Locally Approved Accommodations

- Standard time limits with normal breaks
 - Regular type
 - No special test format
- Examples
 - Wheelchair access
 - Sign language interpreter for spoken instructions (not items)
 - Seating at front of room
 - Separate room
 - Diabetic student

ACT-Approved Accommodations

- Approval from ACT required if documented disability.
- Request must be received by January 27
- Examples:
 - Extended time
 - Multiple days
 - Alternate formats
 - Cassettes or DVDs
 - Large type
 - Reader
 - Braille
- Testing window April 24 thru May 8

State-Allowed Accommodations

- If student does not meet criteria for ACT-Approved accommodations, school may request State-Allowed accommodations
 - Received at ACT by March 9
- Separate Materials and Testing Room
- Accommodations Testing Window: April 24 - May 8
- Scores only for state assessment & accountability
 - No scores to colleges

Secure Materials for Students Testing with Accommodations

- Shipped to TAC –
- ACT-Approved Preliminary Roster week of March 12
 - State-Allowed Preliminary Roster week of March 26
 - Secure shipments week of April 16
 - Spring Break Conflict? – week of April 9
 - Keep Cartons for Return
 - Keep the ACT-Approved and State-Allowed materials and administrations separate

Materials Security and Organization

- Test Materials and Rosters must be kept **SECURE**
 - Keep in locked storage
 - Confidential information
- Individual Packet for each approved student
 - Only for named student
 - Only the approved accommodation(s)
- Decide number of rooms and assign staff – separate room for each timing code

Accommodations Testing – Testing Staff Roles

- Room Supervisor for each room
 - Same timing code per room
- Proctor – if more than 10 examinees in a room
- Reader (if approved by ACT)
 - Also serves as room supervisor
 - Only reads to one student
 - Must sign agreement

Sign Language Interpreters for the ACT

- Sign Language Interpreters for standard time students with hearing impairments
 - May sign spoken instructions only
 - May sign to small groups
- Written authorization from ACT required to sign test questions
 - If approved, must test students individually in a separate room
 - See Supervisor's Manual – State Special Testing for agreement and interpreter qualifications

Extended-time Testing Procedures

- **Do not mix** timing codes
- Tests in proper sequence – Never unattended
- If separate sessions/ days, must complete each test (Test 1, Test 2, etc.) in a single session
 - May reschedule within two-week window
- School bells allowed
- ACT Administration Report documents time used for each test
- Switching to Standard Time

Other Administration Requirements



- Same staffing standards
 - For Accommodated Testing – may not serve as the Test Accommodations Coordinator, if any student-athlete tests with accommodations.
- Reader = ONE student
- DVDs or cassettes with earphones = Group testing
- Transfer responses from large type worksheets or test booklets

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Return of ACT-Approved Accommodations Materials



- DO NOT USE polymailers to return accommodated answer documents or administrative reports.
- Use BLUE ink envelope, be sure all answer documents and administrative reports are included.
 - Complete envelope checklist
 - Follow packing instructions
 - Use cartons materials were shipped in for return.
- May 9 – UPS will pick up

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Return of State-Allowed Accommodations Materials



- DO NOT USE polymailers to return accommodated answer documents or administrative reports.
- Use BROWN ink envelope, be sure all answer documents and administrative reports are included.
 - Complete envelope checklist
 - Follow packing instructions
 - Use cartons materials were shipped in for return.
- May 9 - UPS will pick up

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Success for you and your Students



Avoiding the Pitfalls – Accommodations

- Students testing on different test sections in the same room
- Timing Overage
- Testing out of Sequence
- No single test session may be longer than one day (for multi-day testing)
- Inappropriate student seating arrangements
- Different Timing Codes = Different Rooms
 - Do not change the approved timing code
- ACT-Approved separate from State-Allowed

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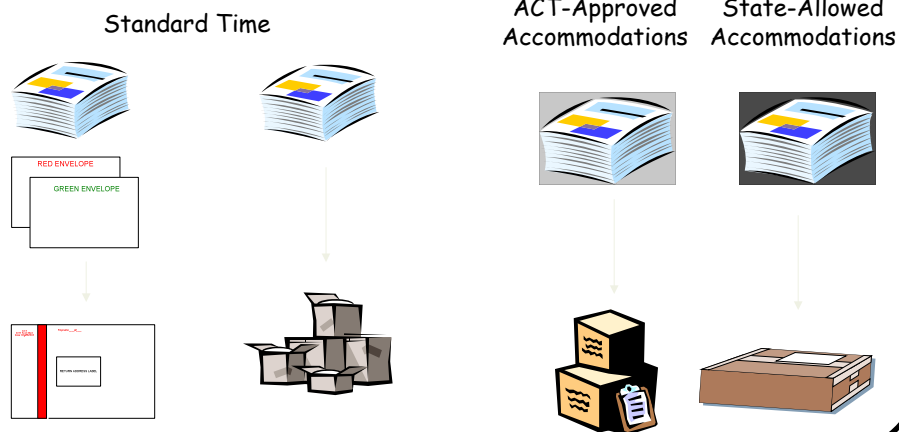
Success for you and your Students

Avoiding the Pitfalls – Accommodations (cont'd)

- Standard Time separate from Accommodations
- One student per reader
- One Room Supervisor required for each room – No “dual” supervision of students in different rooms.
- Failure to return your test materials following the instructions provided may result in not processing your students’ answer documents.

Keep Test Administrations and Materials Separate!

- If not, scores may be voided or delayed



Questions for OPI?

- Judy Snow
 - State Assessment Director
 - 406-444-3656
- ACT Plus Writing OPI Website
 - http://www.opi.mt.gov/Curriculum/MontCAS/index.html#p7GPc1_12

Questions for ACT?

- Administration issues
 - ACT: 800/553-6244 x 2800
 - MTtest@act.org
- Accommodations questions
 - ACT: 800/553-6244 x 1788
 - ACTStateAccoms@act.org

Thank You

