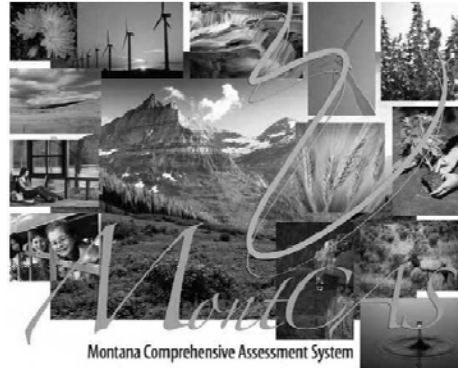


Test Administration Training Part One – Overview

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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Training Packet Materials

- Please have the following items available when viewing the webcast:
 - Supervisor's Manual
 - Checklist of Dates
 - Taking the ACT Booklet
 - ACT State Testing Answer Document Sample
 - Pre-ID Bar Code Label Sample & Directions
 - Sample Processing Envelopes
 - Avoiding the Pitfalls document

TAC Packet Materials

- Test Accommodation Coordinators (TAC) should have the following available:
 - Supervisor's Manual – State Special Testing
 - State Allowed Administration Instructions
 - Accommodations Procedures w/ State Allowed
 - ACT-Approved Accommodation Application
 - State-Allowed Accommodation Request
 - TAC Header

Other Training Resources

- TAC training video link
 - Be sure to watch the ACT-Approved with State-Allowed version
- Proctor/Room Supervisor training
- Both are available at --
<http://www.act.org/aap/statetesting.html>

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

Anonymous Security Hotline

- Test staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report outlined in the Supervisor's Manual or calling 800/553-6244 ext. 2800 for Standard Time Testing (ext. 1788 for Accommodations). Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.
- In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877/777-7296 or reporting it online at <https://act.alertline.com>

Assessment Conference



- The training in these four webinars is required and can be reviewed as needed prior to testing.
- OPI Assessment/Data Conference 2012
 - At the Red Lion Colonial Inn in Helena
 - Test Administration Training Presentation
 - In place of the webinars
 - Wednesday, January 18: 1 – 4:30 PM
 - Registration and more information
 - http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_5

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End of Part One



Please View Part Two Next

**Test Administration Policies
and Pre-Test Instructions**

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