

Welcome MontCAS

Montana Comprehensive Assessment System

ACT Updates
March 3, 2016
Angie Koehler
Judy Snow
Pam Birkeland



Planning for the ACT

- Dates
- Overview Test Environment Requirements
- Accommodations
- Pre-Test Session
- Day of Testing
- ACT Online Prep

Looking Forward Spring 2017 and 2018

April 19, 2017: Initial Testing Date

- April 19 – May 3: Accommodations
- May 3: Makeup Date

April 3, 2018: Initial Testing Date

- April 3 - April 17: Accommodations
- April 17: Makeup Date

Dates



- Test Dates
 - Initial test date: April 19
 - Makeup test date: May 3
 - Accommodations testing window: April 19-May 3
- If your school will be on break the week of April 11-15, 2016, please notify OPI to request adjustment of secure materials shipment!

Important Dates and Deadlines

- April 6: Last day of window for ACT to receive ACT-Approved Accommodations Late Consideration Form
- Until March 25: Advanced search in TAA for ACT-approved examinees.
- March 28 – April 8: Ordering Window for Non-college reportable accommodations
- March 25: Deadline to submit reconsideration requests of ACT-approved accommodations in TAA.
- March 14-17: ACT TC receives non-secure shipment(s).
- March 21-April 18: Window to conduct pretest sessions and train room supervisors/proctors.

Overview

- Participation: grade 11 public school students
 - Also see MontCAS Participation and Alternate Participation

http://www.opi.mt.gov/pdf/Assessment/General/15_16Participation.pdf

<http://www.opi.mt.gov/pdf/Assessment/SMART/16FebEligibilityGuidelinesAltAssessments.pdf>

- ACT Testing: Montana site

<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/montana.html>

- OPI MontCAS site

http://opi.mt.gov/curriculum/MontCAS/Index.html?gpm=1_8

ACT Trainings

- Test Administration Training
 - <http://forms.act.org/aap/montana/trained.html>
- Providing Non-College Reportable Accommodations on the ACT
 - http://www.act.org/content/dam/act/unsecured/multimedia/accomms/non-college_reportable_accomms/non-college_reportable_accomms.html
- Guiding Principles for ACT-Approved Accommodations
 - http://www.act.org/content/dam/act/unsecured/multimedia/accomms/guiding_principles/index.html

ACT-Approved Accommodations

- Complete advanced search in TAA of ACT-Approved examinees. CCRIS log in page:
<https://readiness.act.org/ccr/app/home>
- March 25: Deadline to submit reconsideration requests of ACT-Approved Accommodations in TAA
- April 6: Deadline for ACT to receive ACT-Approved Accommodations Late Consideration Form
 - <http://www.act.org/content/dam/act/unsecured/documents/ACTApprovedAccomsLateConsiderationRequestHeader.pdf>
 - Only for new enrolled students, classified grade level, identified disability or medical emergency.
- Test Accommodations and Accessibility (TAA) System User Guide:
<http://www.act.org/aap/pdf/TestAccessibilityandAccommodationsUserGuide.pdf>

Non-College Reportable Accommodations (NCRA)

- March 28 – April 8: Window for test coordinators to order materials online in PearsonAccessNext. Email from ACT will go out to TC's the day the window opens.

<https://actonline.act.org/customer/index.action>

- NCRA Administration Manual

<http://www.act.org/content/dam/act/unsecured/documents/AdminManualStateDistrictTestingNonCollegeReportableAccommPaper.pdf>

- Examinees testing with NCRA may not test in the same room(s) with examinees testing with standard time or ACT-Approved Accommodations.
 - Return materials must be kept separate.
- CRT Accommodations: ACT revision in progress

Non-Secure Shipment of Materials

March 14-17

- ACT State Testing Answer Documents
- Administration Manuals (standard time: for ACT general population)
 - 1 manual per 20 students. If you are in need of extra manuals for training and/or room supervisors/proctors, please contact Angie, 406-444-3511 or akoehler2@mt.gov.
 - NOTE: A Correction Notice about the pre-test sessions is included with the paper manuals; however, in addition, OPI will provide specific details for the pre-test session.
- Administration Manuals (special testing: accommodated population)
- Barcode Labels for the ACT
- Taking the ACT for State Testing (pre-test session)

Pre-Test Session

- **Segments are Required** and must be completed **before** the test date.
 - OPI will provide specific details on the requirements.
 - Pre-Test Sessions can be conducted as soon as non-secure materials arrive.
- Scheduling and anticipated time blocks dependent on required segments.
 - Prevent roadblocks by anticipating needs for college codes (pdf and online look-up below).
 - <http://www.act.org/content/dam/act/unsecured/documents/ACT-College-Codes.pdf>
 - <http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/college-codes-lookup1.html>



Test Environment Requirements

- Summary of requirements
 - <http://www.act.org/content/dam/act/unsecured/documents/SummaryOfRequirementsTheACTOnlineTheACTandACTWKPaper.pdf>
- Walk through your facility with your ACT team. Does it meet the requirements?
 - Can you turn off the bells?
 - Do you have enough rooms and seating?
 - Can all students be facing the same direction?
 - Are students far enough apart?
 - What are your plans for emergencies?



Test Day

- Make sure all alarms, bells, and announcements are off.
- Allow enough time for students to be checked in and calculators approved.
- Begin reading instructions by no later than 9 a.m.
- Students should be seated, quiet, and attentive during instructions.
- Adhere to break times.



Testing Irregularities

- MontCAS Online Reporting—Update in progress
- MontCAS Test Security—Update in progress
- OPI and ACT observers
- Reminders
 - Distance between students
 - No devices
 - No hats



ACT Online Prep



- Available to all public high schools at no charge to the district

- Students in grades 9-12

- Login Page for both students and administrators

<https://actonlineprep.act.org/ePrep/browserInfo.do>

- Contact Angie Koehler at 406-444-3511 or akoehler2@mt.gov

ACT Online Prep

- ACT Online Prep (AOP) is available to:
 - Public high school students
 - Grades 9-12
- With AOP, students will have access to:
 - Practice tests with real ACT test questions
 - Practice essays for the ACT Writing Test, with real-time scoring
 - Comprehensive content review for each of ACT's required tests – English, Math, Reading, and Science

How Does It Work?

- ACT Test Coordinators
 - Contact Angie for verification of whether your school signed up for AOP last year.
 - Yes - OPI has a list of usernames and passwords.
 - No - OPI will request an AOP account for your school and login credentials will be emailed from ACT.
 - Assign additional administrators
 - Create student accounts
- Trouble logging in?
 - Contact Angie Koehler, 406-444-3511

akoehler2@mt.gov

Administrator Site

<https://actonlineprep.act.org/ePrep/browserInfo.do>



- Add administrators and create student logins
- Run reports

Create Student Accounts 3 Ways

Create Generic

Import Roster

Create Individual

- After clicking create accounts, an area is provided to include site login instructions which will print on **account slips**. Choose User Guide at top of page, student guide in left column, student help content & login for general instructions.
- Print account slips with username/password and **ACT Online Prep URL**. Suggested URL for student login:
<https://actonlineprep.act.org/ePrep/browserInfo.do>
- Initial login: Only time users can change temporary u/p.
- Only two full practice tests are available to the student through the subscription.

Student Site

- <https://actonlineprep.act.org/ePrep/browserInfo.do>
- Enter temporary username and password, required to enter date of birth and answer security question.
- Take the diagnostic test
- Explore content area review
- Take a practice test
- Take the writing test
- View scores and progress

Contacts

- Angie Koehler, Administrative Assistant
 - 406-444-3511 or akoehler2@mt.gov
- Judy Snow, State Assessment Director
 - 406-444-3656 or jsnow@mt.gov
- ACT Help Desk
 - 1-800-553-6244 x 2800
- ACT Accommodations Help Desk
 - 1-800-553-6244 x 1788

ACT Contact Information

- ACT Montana State Testing Website:
 - Previous Link – will still direct to new website: <http://www.act.org/aap/montana/index.html>
 - New Website: <http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/montana.html>
- 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