

POLICIES AND PROCEDURES

Schedule Flexibility Policy

Standard Time and Single-Day Accommodations

Montana ACT with Writing Statewide Testing

Schedule flexibility: In addition to administering all tests in a single setting, your school can now offer more flexibility when administering the ACT® with Writing with standard time or with single-day accommodations. Refer to page 2 for flexible scheduling option details.

Flexibility allows for either an extended break when administering all tests on the same day or testing over two days. This flexibility applies unless your state requires all testing to be completed on the same day.

Note: *If testing over two days, the second day of testing will be referred to as Day 2.*

Policies Adherence

If you choose to adopt a more flexible schedule, the following policies must be strictly adhered to when implementing flexibility into your test administration:

- Single setting: English, mathematics, and reading tests must ALWAYS be administered on Day 1, in a single setting.
 - *For online standard time and single-day accommodations:* Day 1 can be any day during the testing event when English, mathematics and reading are administered. Day 2 is any day after Day 1, it does not need to be consecutive, when science and/or writing are administered within the same testing event/window.
- Science and writing test scheduling: Science and/or writing may be administered after an extended break or on Day 2.
- Test order: Consistent with ACT policy, the tests must be administered in this order: English, mathematics, reading, and then science and/or writing as appropriate. If the order is altered, the tests will not be scored.
- Administering breaks: All policies for administering ACT standard breaks must be enforced. These include administering the normal 15-minute break between mathematics and reading at its usual length. Shortening or skipping scheduled ACT standard breaks is not allowed. There may be a 5-minute break before the writing test to relax and sharpen pencils, depending upon your test administration choice.
- Test materials security: All policies for the security of test materials must be maintained during the entire administration.
- Prohibited behavior: All policies for prohibited behavior must be enforced, especially discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.
- Seating: Examinees must always be directed to report back to the same test room and seated in their original seats.
- Examinees who don't return:
 - If examinees do not return from the extended break, the student will not be allowed to retake the test and it will be scored on the portion of the test the student completed.
 - If students are not available for the scheduled Day 2 testing for any reason:
 - **Reschedule:** The test coordinator must decide if the examinee(s) can take the Day 2 portion of the test on a later day **within that same window** or submit only the tests completed before the extended break/Day 2 for scoring. Students will not be allowed to retake the test.
 - **Irregularity reporting:** For ALL examinees who do not return, the test coordinator must submit an irregularity report to document the action taken by the test coordinator.

Note: *ACT recommends the same person be the room supervisor for the entire test to create a consistent environment for the student's benefit. If the room supervisor is substituted at some point an irregularity should be completed.*

Policies violation: Violation of the policies outlined above may result in the voiding or cancellation of test scores.

Flexible Scheduling Options

The test coordinator decides if a school's examinees test on the same day or over two days. This decision applies to ALL standard time and single-day accommodations testing rooms and administrations for that testing event/window at the school. Based upon this decision (same-day or two-day), please refer to the appropriate text and table below.

Same-Day Testing Schedule with Extended Break *(for schools that choose a same-day flexible schedule)*

Same-Day Testing Schedule—Online (Standard Time and Single-Day Accommodations)

Tests	Schedule
<ul style="list-style-type: none">• English• Mathematics• Reading+• Science• Writing	1. English
	2. Mathematics
	3. Reading
	4. Science
	(Extended break)
	5. Writing
	OR
	1. English
	2. Mathematics
	3. Reading (Extended break)
	4. Science
	5. Writing

Extended Breaks

Test coordinators may determine the length of the extended break (e.g., lunch or snack break). All rooms at the school must resume testing on the same schedule and complete testing by the end of the school day.

Special location: While local logistics are up to the test coordinator, it may be easiest to designate a special location for students to take their extended break at the school. This supports easier coordination of examinees and monitoring of any prohibited behaviors.

Two-Day Testing Schedule

(for schools that choose a two-day flexible schedule)

Two-Day Testing Schedule—Online Standard Time, Online Single-Day Accommodations, Paper Single-Day Accommodations

Tests	Schedule
<ul style="list-style-type: none">• English• Mathematics• Reading+• Science• Writing	1. Day 1 English
	2. Day 1 Mathematics
	3. Day 1 Reading
	4. Day 1 Science
	5. Day 2 (any) Writing
	OR
	1. Day 1 English
	2. Day 1 Mathematics
	3. Day 1 Reading
	4. Day 2 (any) Science
	5. Day 2 (any) Writing

Start Times

Start times on both Day 1 and Day 2 must be consistent with the *Start Time* policy. On Day 2, all rooms at the school should resume testing on the same schedule.

Two-Day Testing Overview – Online Testing

If you are testing over two days, the table below provides additional guidance in conjunction with the Schedule Flexibility policy on the preceding pages.

Delivery Format	Timing	Testing Schedule	Makeup Testing (see Note below)
Online (see Note below)	Standard Time	<ul style="list-style-type: none"> Day 1 can be any day during the testing event when English, mathematics, and reading are administered (can include science). Day 2 is any day after Day 1; it does not need to be consecutive when science and/or writing are administered. 	<ul style="list-style-type: none"> Absent on Day 1: Schedule to test on any of the remaining days in the testing event. Absent on Day 2: Schedule to test on any of the remaining days in the testing event.
Online (see Note below)	Standard Time For designated and universal supports including English learners WITHOUT extended time	<ul style="list-style-type: none"> Day 1 can be any day during the testing event when English, mathematics, and reading are administered (can include science). Day 2 is any day after Day 1; it does not need to be consecutive when science and/or writing are administered. 	<ul style="list-style-type: none"> Absent on Day 1: Schedule to test on any of the remaining days in the testing event. Absent on Day 2: Schedule to test on any of the remaining days in the testing event.
Online (see Note below)	Single-Day Accommodations Including English learners WITH extended time indicated on the accommodations roster	<ul style="list-style-type: none"> Day 1 can be any day during the testing event when English, mathematics, and reading are administered (can include science). Day 2 is any day after Day 1; it does not need to be consecutive when science and/or writing are administered. 	<ul style="list-style-type: none"> Absent on Day 1: Schedule to test on any of the remaining days in the testing event. Absent on Day 2: Schedule to test on any of the remaining days in the testing event.