



Montana

Office of Public Instruction

March 13, 2024

**5 Things You Must Know About the ACT with
Writing This Year!**

OPI Assessment Unit Staff

March Monthly Focused Webinar

Recording Disclaimer

- Webinar will be recorded.
- Recording will be posted to the OPI Assessment Unit's webpage: [Staying Informed](#)

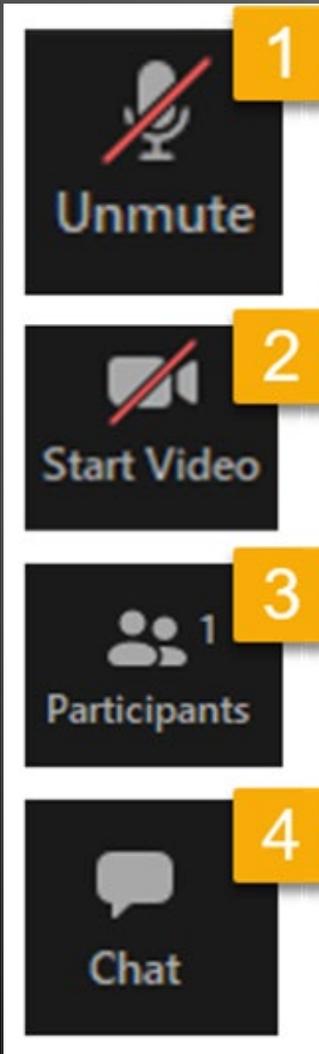
Subscribe to the OPI Assessment Unit YouTube Channel

- Viewers can 'subscribe' to the [OPI Assessment Unit YouTube Channel](#)
- Depending on notifications settings: you can receive an automatic notice each time the OPI Assessment Unit uploads a new video.



Virtual Zoom Basics

- Mute your mic when it is not in use.
- Share your video, if possible.
- Clearly name yourself as a participant.
- Use the chat to introduce yourself and engage with your peers.



Objectives

Overview of the ACT with Writing

- Pre-test Activities
- Preparation Tasks
- Timing and Scheduling
- MyACT Accounts
- Reporting (Learning Lab)

Testing Windows

Test Windows

Test Window 1

March 26-29, 2024 and
April 1-5, 2024

Test Window 2

April 9-12, 2024 and
April 15-19, 2024

Test Window 3

April 23-26, 2024 and
April 29-May 3, 2024

- 3 separate windows
- run consecutively
- 9 days in each window
- 27 testing days available

I. Pre-Test Activities

Parent Testing Notice

[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the annual administration of the ACT with Writing assessment, administered each year on [Insert Dates/Date Range]. State and federal law requires all students to participate for high school graduation. The ACT with Writing is one of many tools to understand individual student achievement (how much your child has improved since the previous year). For information about participation in state assessments, refer to the attached document.

Our school uses the score information to help families, teachers, and principals understand and address the specific needs in reading, language arts, and science standards. The achievement results will be used in combination with other data to help our school create a stronger and more equitable education system for all learners.

High school juniors taking the ACT may be interested in options after high school. The Montana Office of Public Instruction (OPI) and Office of the Commissioner of Higher Education (OCHE) have partnered to offer the ACT with Writing at no cost. To support students with postsecondary opportunities, the OPI and OCHE have compiled 14 non-test "state use" questions. While all 14 state use questions are voluntary and are not required to receive a score report, the Montana University System (MUS) will use this information to contact students to inform them about scholarships and other MUS college access opportunities. If students or parents do not want to share this information, students may choose not to complete the non-test questions with **no impact** on their test scores or grades.

Additionally, through MyACT, students may select up to four college campuses to send their ACT information to. This service typically costs \$13/campus but is free to Montana high school juniors using the statewide assessment. The ACT's optional Educational Opportunity Service (EOS) provides students with information from colleges, universities, financial aid/scholarship



[Montana's List of 14 Critical Non-Test Questions](#)

ACT Student Privacy Assurances Form



Who should complete this form?

- System Test Coordinator
- ACT Test Coordinator

Why do we sign this form?

- Student privacy best practices
- Ensure parents/guardians are aware of the non-test portion of the administration.

“I certify that our school has informed parents/guardians about testing transparency including the voluntary nature of the survey (i.e., 14 State Use non-test questions)”.

“I certify that our school has informed parents/guardians about the 14 State Use non-test questions and the intended use surrounding answered questions”.



Test Security

- Privacy Terms & Conditions of Use (within PANext)
- Ensure Users are Added in PANext
 - Ensure Users have completed TSA
- Review the Test Administrator Manual

ACT Staff Training

Training Session

- Required for all proctors and room supervisors
- Prior to test day
- Separate from Briefing Session

Briefing Session

- Required each test day morning
- Ensure staff understand their responsibilities
 - Cell phone and calculator policies
 - How to handle breaks
 - What to do if a prohibited behavior occurs
 - Additional information specific to the test site



II. Preparation Tasks



ACT with Writing - Preparation

- Enroll students missing from your PANext Student List.
- Confirm test dates and ensure school scheduling.
- Perform Site Readiness tasks.
- Ensure TestNav is downloaded.
- Perform Mock Administration.
- Prepare testing rooms.



Enroll New Students

Student Data Uploads:

- December 12, 21023 (initial upload)
- January 19, 2024 (final upload)

Enroll/Unenroll Process:

<https://content.act.org/montana/r/QpKRhRdNS9iDnJm1dXwQng/dKgqGLFR7HjycTLcT4dWPQ>

- Use Option 2
- Enrolling
 - Column A - leave blank
 - Column J - enter O (letter)

Confirm Test Date(s)

What if I need to change my test date?



Create a session (or sessions) in the test Window you wish to test in.

Testing Window	Create Sessions (timeframe)
Window #1 (March 26-April 5)	Now through April 4
Window #2 (April 9-April 19)	April 3 through April 18
Window #3 (April 23-May 3)	April 17 through May2

Site Readiness

- Ensure all equipment meets requirements
- Download the TestNav application
- Conduct the mock administration

2

Step 2: Configuration

Before Testing: Ensure systems are set up and data is submitted for testing.

Complete Site Readiness for Online Testing

Dates:

📅 January 1 – March 13, 2024

Websites:

- [PearsonAccess^{next}](#)
- [TestNav Support](#)

Resources:

- [Technical Coordinator Checklist \(pdf\)](#)
- [Technical Requirements for the ACT Test Taken Online \(web content\)](#)
- [The ACT Online Testing Site Readiness Plan \(pdf\)](#)
- [Mock Administration Guide \(web content\)](#)

Training:

- [Online Readiness Training \(webinar\) - February 8, 2024](#)
- [Online Readiness Training webinar slides \(pdf\)](#)

ACT Online Technical Readiness Training Tutorials

- [ACT Online Technical Readiness 1: Overview \(video\)](#)
- [ACT Online Technical Readiness 2: TestNav \(video\)](#)
- [ACT Online Technical Readiness 3: Mock Administration \(video\)](#)



TestNav 8 Online Support

Download



Set up and use TestNav

Requirements and Guidelines

Download TestNav

Install and Sign In

Features and Demos

Troubleshooting

Expected Behaviors

Error Codes

Find Saved Response File (SRF) and Log Files

App Check Error Messages

Technical Bulletins

TestNav - Review and Prepare for 2022-23 School Year

TestNav - Update: Chrome App extended for use

TestNav - Disable all applications for secure testing

TestNav - Chrome OS 100 (beta) and secure testing

Mock Administration

ACT with Writing

American
College
Testing



Prepare



Practice



Plan

Room Prep

- Instructional materials in the room must be removed or covered.
- Signage of testing to ensure a quiet environment.
- Ensure required seating arrangements are met in each testing room.



Prepare Testing Rooms

Seating at Tables

Requirements for the Use of Tables

Table Shape	Table Size	Number of Examinees Per Table
Round	Any size	1
Rectangular	Less than 6 ft long	1
Rectangular	6–9 ft long	2
Rectangular	More than 9 ft long	3

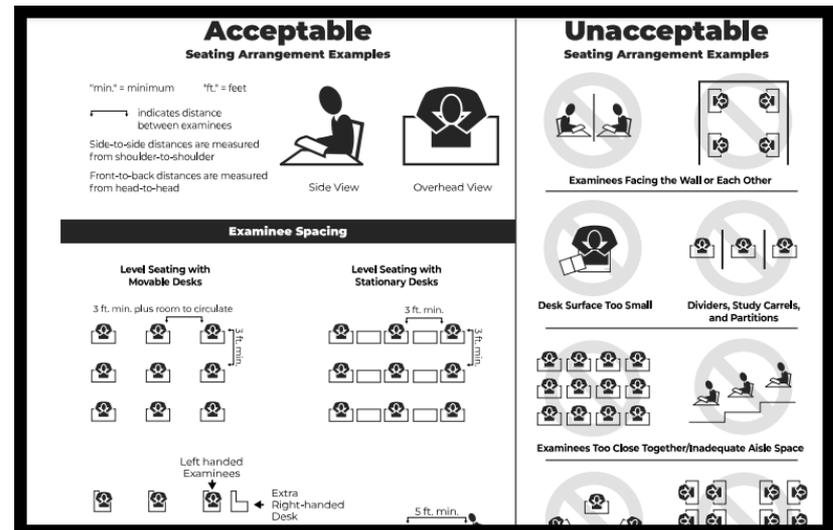
Note:

- Do not seat examinees where two tables join.
- If 6-foot tables are used to seat two examinees, a 3-foot space is required between tables.
- Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.

Additional ACT Requirements

- Face the same direction
- Be spaced as far apart as possible
- Seated no closer than specified in the Coordinator’s Manual
- Seated in straight rows and columns
- Able to see the room clock without looking around

Off-Site Testing is required if the school cannot meet the seating requirements.



III. Timing and Scheduling

Online Testing

- Flexibility
- Streamlines make up testing
- Potential to shorten testing time slightly





Testing Times

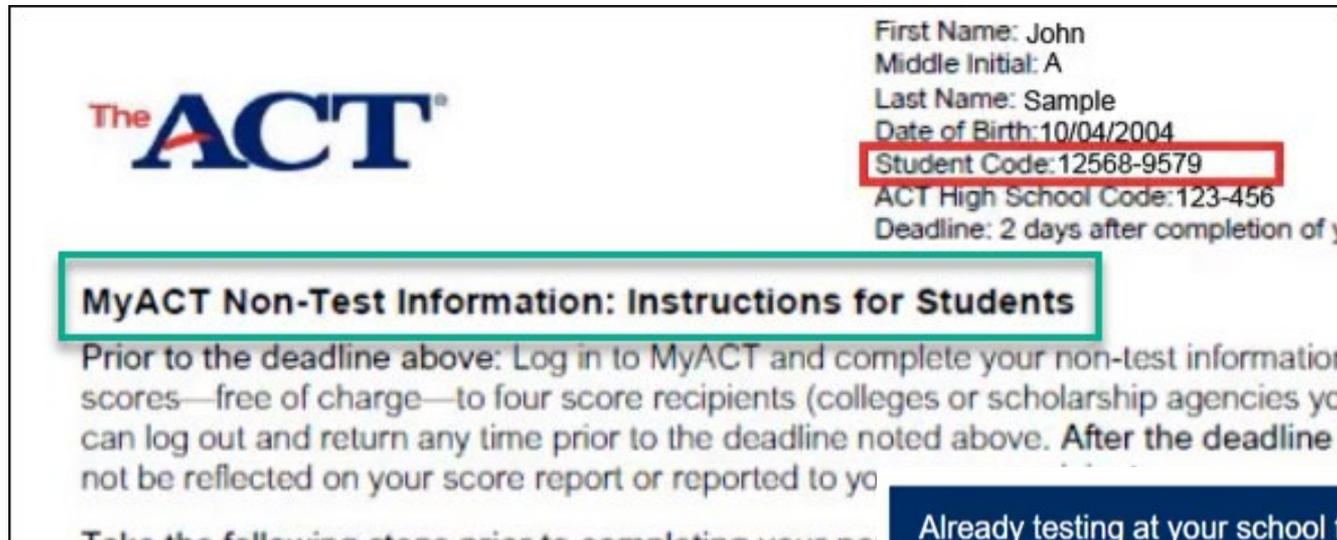
ACT with Writing

**American
College
Testing**

Section	Time
English	45 minutes
Mathematics	60 minutes
Required Break	15 minutes
Reading	35 minutes
Science	35 minutes
Writing	40 minutes
Total Time	Without breaks: 3 hours 50 minutes With breaks: up to 4 hours 50 minutes

IV. My ACT Accounts

MyACT Accounts



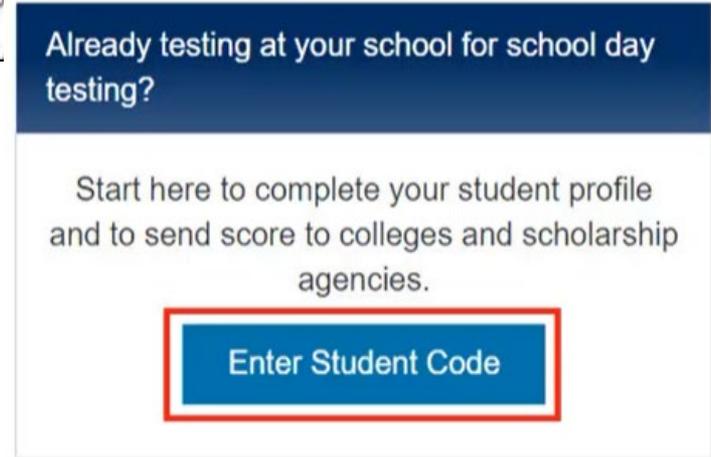
The ACT logo is displayed on the left. On the right, the following information is shown:

- First Name: John
- Middle Initial: A
- Last Name: Sample
- Date of Birth: 10/04/2004
- Student Code: 12568-9579
- ACT High School Code: 123-456
- Deadline: 2 days after completion of y

A green box highlights the title: **MyACT Non-Test Information: Instructions for Students**

Prior to the deadline above: Log in to MyACT and complete your non-test information scores—free of charge—to four score recipients (colleges or scholarship agencies you can log out and return any time prior to the deadline noted above. **After the deadline** a not be reflected on your score report or reported to yo

Take the following steps to complete your account:



Already testing at your school for school day testing?

Start here to complete your student profile and to send score to colleges and scholarship agencies.

[Enter Student Code](#)

MyACT Non-Test Information Instructions for Students sheets are included in your materials shipment.

For newly enrolled students, the ‘Student Code’ will be found in PANext.

- Setup > Students > Student Code

MyACT Accounts

I understand that by creating an account, I agree to the [ACT Terms & Conditions](#), and I consent to the processing of my personally identifying information, including the collection, use, transfer and disclosure of information, as described in the [ACT Privacy Policy](#).

Non-US Users: By checking the box and creating an account, you are also providing your consent to ACT to transfer your personally identifying information to the United

- Students will have access to online scores earlier.
- Can send scores to up to four colleges/universities free of charge.
 - Access to online prep activities.
 - MyACT account can link to other ACT test opportunities.

V. Reporting (Learning Lab)

Online Reporting

Accessed via Success.ACT.org



ACT  Cases Organizations Knowledge Hub 

Resources

Helpful Tools

- ACT Test Scores and Reports
- PearsonAccess...next
- Test Accessibility and Accommodations

- Print Score Reports
- Saves data for 5 years
- Many ways to look at data

Online Reporting

ACT Online Reporting by Data Interaction Help  MF 

Roster View: The ACT State Contract, 2022-2023, Spring Options  Save  Download  Roster  Student 

Showing students who are College Reportable

ACT ID	Last Name	First Name	MI	Last Updated (CT)	Test Date	DOB	Composite	Math	Science	STEM	English	Reading
							Score	Score	Score	Score	Score	Score
				04/14/2023	April 2023	03/10/2006	13	13	14	14	11	12
				04/13/2023	March 2023	01/29/2006	18	15	14	15	19	23
				04/24/2023	April 2023	04/30/2006	14	16	16	16	13	12
				05/05/2023	April 2023	11/17/2005	14	15	12	14	12	18
				04/13/2023	March 2023	04/20/2006	25	16	27	22	25	33
				04/14/2023	April 2023	08/21/2006	14	12	14	13	13	15
				04/13/2023	March 2023	11/18/2005	21	16	23	20	20	23
				04/13/2023	March 2023	03/20/2006	26	26	24	25	24	31

Questions



Thanks for Attending

Office of Public Instruction
Assessment Division
OPIAssessmentHelpDesk@mt.gov
844-867-2569