ACT with Writing Online

Spring 2021
ACT with Writing - Introduction

- Important Dates (Schedule of Events)
- General Testing (Policies and Procedures)
- Test Facilities
- Test Staff
- Test Materials
- Test Security
- Non-Test Activities
- Test Administration
- Review of Accommodations and/or Supports Manual
- Resources
- Forms
Important Dates (*from Schedule of Events*)

<table>
<thead>
<tr>
<th>Test Window 1 – Online</th>
<th>Test Administration Window</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 9 – 11, 2021 and March 16 – 18, 2021</td>
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<table>
<thead>
<tr>
<th>Test Window 2 – Online</th>
<th>Test Administration Window</th>
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<tbody>
<tr>
<td></td>
<td>April 6 – 8, 2021 and April 13 – 15, 2021</td>
</tr>
<tr>
<td>Date(s)</td>
<td>Who Takes Action</td>
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<td>---------------------------------------</td>
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</tr>
<tr>
<td>December 7, 2020 – January 22, 2021</td>
<td>Tech, BTC</td>
</tr>
<tr>
<td>February 1 – March 18, 2021</td>
<td>BTC</td>
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<tr>
<td>February 15, 2021 – February 19, 2021</td>
<td>Tech</td>
</tr>
<tr>
<td>March 5, 2021 – March 18, 2021</td>
<td>Tech</td>
</tr>
<tr>
<td>After materials arrive – March 8, 2021</td>
<td>BTC</td>
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<td>March 9 – 11, 2021 and March 16 – 18, 2021</td>
<td>BTC</td>
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<tr>
<td>March 18, 2021</td>
<td>BTC, RS</td>
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# Test Window 2 ACT with Writing

## Schedule of Events

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Who Takes Action</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 7, 2020 – February 19, 2021</td>
<td>Tech, BTC</td>
<td><strong>Complete</strong> Site Readiness, including mock administration, ProctorCache installation and setup for online testing.</td>
</tr>
<tr>
<td>March 1 – April 15, 2021</td>
<td>BTC</td>
<td><strong>Create</strong> and <strong>assign</strong> students to test session for April 6 – 8, 2021 and April 13 – 15, 2021 online testing.</td>
</tr>
</tbody>
</table>
| March 10 – April 5, 2021 | BTC              | **Verify** and, as needed, **correct** each examinee’s grade level and other identifying information in PearsonAccess<sup>next</sup>.  
Note: Should an examinee’s grade level need to be corrected, please contact the Alabama State Department of Education. |
| March 26, 2021            | Tech             | **Validate** configuration and lock down devices for online testing. |
| March 30, 2021            | BTC              | **Request** to enroll/unenroll any new examinees by submitting the Enroll or Unenroll Students file in PearsonAccess<sup>next</sup>. |
| April 2, 2021 – April 15, 2021 | Tech         | **PreCache** Test Content (if utilizing Proctor Cache) – Test Window 1 |
| After materials arrive – April 5, 2021 | BTC            | **Distribute** non-test instructions and *Taking the ACT* to all students. Students must complete the non-test in MyACT. |
| April 6 – 8, 2021 and April 13 – 15, 2021 | BTC           | **Administer** the ACT online with standard time or accommodations and/or supports.  
**Note:** Testing is only available Tuesday, Wednesday, or Thursday |
| April 16, 2021            | BTC, RS          | **Purge** cached test content from all proctor caching computers.  
**Note:** Test content must be purged after each testing window |
GENERAL TESTING
Policies and Procedures
General Information

- The System Test Coordinators (STC), Substitute Test Coordinators, Building Test Coordinators (BTC), Principals, Room Supervisors, Proctors, and Monitors must be familiar with and trained on the following:
  - ACT with Writing Test Coordinator Information (STCs and BTCs)
  - ACT with Writing Administration Manual for Online Testing
  - ACT with Writing Technical Guide for Online Testing
Policies and Procedures

- Room Supervisors must administer tests according to standard testing procedures.

- At no time may the Room Supervisor leave the room unattended.

- Tests must be administered on the published dates.

- If an emergency on test day (e.g., fire, tornado, snow) forces the termination of testing or the closing of school, you must notify ACT and the Office of Assessment as soon as possible.
  - Protect the security of the test materials.
  - Be especially careful if testing has started.
Policies and Procedures

- All testing personnel are required to read the materials provided by ACT.

- The *ACT with Writing Test Administration Manual for Online Testing* provides information to ensure that *ACT with Writing* is conducted according to ACT standards, policies, and procedures.

- Participation in test administration training is required.
  - When you participate in the *ACT with Writing* Test Administration, you are agreeing to read and follow all the policies described in the manuals/training materials from ACT and ALSDE.

- In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the ALSDE with investigations and respond to requests from ALSDE and ACT in a timely manner.
Policies and Procedures

- An observer/monitor with ACT, ALSDE, or district may visit your school on test day.
  - The observer/monitor will arrive before the administration is to begin.
  - **Always ask for ACT or ALSDE identification.**
    - If the observer cannot provide this, deny admission.
    - If the observer provides appropriate identification, you are expected to cooperate fully.
  - If you have any concerns about the observer’s visit, call ACT or the Office of Assessment.
  - **Submit an Irregularity Report** with the observer’s name, the agency/company the observer is representing, and whether or not the observer was admitted.

- Under **no** circumstances are cameras of any type allowed in test rooms or secure storage.

- **The safety of staff and examinees at the test site is of utmost importance.**

- The school must **have** a collection policy for digital devices for both staff and examinees.
The online format is available to examinees testing with standard time or with eligible ACT – authorized accommodations.

Refer to the *ACT Technical Guide for Online Testing* for all technical requirements for an online administration.

Test staff and coordinators will use PearsonAccess next to manage online testing and start and monitor tests. [https://testadmin.act.org](https://testadmin.act.org)

TestNav is the test delivery engine to use by the examinees to take the tests and can be downloaded at [https://download.testnav.com](https://download.testnav.com)

The Test Coordinator prints the Student Authorization Ticket found in PearsonAccess next before test day and gives them to the Room Supervisor the day of testing.

- The Student Authorization ticket is a printout that contains the examinee’s individually assigned username and password.

The Room Supervisor retrieves the seal codes in PearsonAccess next during testing.

The seal codes are numeric codes examinees must enter at the beginning of each test to begin that particular section.

- Seal codes are unique to each test session and ensure standardized progress through the tests by all examinees in the testing room.
# Policies and Procedures (Before Test Day)

<table>
<thead>
<tr>
<th>Role</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Coordinator</td>
<td>• Create user accounts in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>• Create test sessions and assign examinees in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>• Print Student Authorization Tickets in PearsonAccess&lt;sup&gt;next&lt;/sup&gt; and store them in secure location</td>
</tr>
<tr>
<td></td>
<td>• Prepare the test sessions in PearsonAccess&lt;sup&gt;next&lt;/sup&gt; the day before test day</td>
</tr>
<tr>
<td>Technical Coordinator</td>
<td>• Set up proctor caching</td>
</tr>
<tr>
<td></td>
<td>• Rerun applicable system checks the week before test day on all computers to ensure each computer meets all requirements</td>
</tr>
<tr>
<td></td>
<td>• Precache test content two days to the start of testing</td>
</tr>
<tr>
<td>Examinee</td>
<td>• Complete the non-test information online</td>
</tr>
</tbody>
</table>
## Policies and Procedures (On Test Day)

<table>
<thead>
<tr>
<th>Role</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Test Coordinator         | • Distribute Student Authorization Tickets and scratch paper to Room Supervisors  
• Start the test sessions in PearsonAccess
• Assist staff with questions/issues; contact ACT if necessary |
| Technical Coordinator    | • Handle and/or assist with System issues.                                   |
| Room Supervisor/BTC      | **Before testing:**                                                        |
|                          | • Prepare computers for testing                                            |
|                          | • Unlock the test session in PearsonAccess                                 |
|                          | **During testing:**                                                        |
|                          | • Retrieve seal codes in PearsonAccess                                     |
|                          | • Distribute Student Authorization Tickets and blue scratch paper to examinees |
|                          | • Monitor examinee progress in PearsonAccess                                |
|                          | • Document irregularities in PearsonAccess                                 |
|                          | • Ensure that all examinees submit their tests in TestNav                  |
|                          | **After testing:**                                                         |
|                          | • Remove students form sessions who did not test                           |
|                          | • Students who partially tested should be Marked Complete.                 |
|                          | • Lock and stop the test session in PearsonAccess                           |
|                          | **IMPORTANT:** If an examinee did not log in to TestNav (e.g., absent), do not mark the test complete. Instead remove the examinee from the session in PearsonAccess |
| Examinee                 | • Take the ACT with Writing assessment                                      |
## Policies and Procedures (After Test Day)

<table>
<thead>
<tr>
<th>Role</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Coordinator</td>
<td>• After all examinee tests are complete, purge all test content from the proctor caching computer. See the Purge Cached Test Content section located in the Technical Guide for Online Testing</td>
</tr>
</tbody>
</table>
Policies and Procedures
Testing with Accessibility Supports and Accommodations

- Each examinee has an authorized timing.
  - This determines which verbal instructions must be read to that examinee.

<table>
<thead>
<tr>
<th>Authorized Timing</th>
<th>Timing Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard time</td>
<td>Timing Code 1 (TC1)</td>
</tr>
<tr>
<td>Double time over multiple days</td>
<td>Timing Code 2 (TC2)</td>
</tr>
<tr>
<td>Triple time over multiple days</td>
<td>Timing Code 3 (TC3)</td>
</tr>
<tr>
<td>Standard time over multiple days</td>
<td>Timing Code 5 (TC5)</td>
</tr>
<tr>
<td>Breaks as needed</td>
<td>Timing Code 5 (TC5)</td>
</tr>
<tr>
<td>One and one-half time</td>
<td>Timing Code 6 (TC6)</td>
</tr>
<tr>
<td>One and one-half time over multiple days</td>
<td>Timing Code 7 (TC7)</td>
</tr>
<tr>
<td>Standard time multiple-choice, double time writing</td>
<td>Timing Code 8 (TC8)</td>
</tr>
<tr>
<td>section only, single day</td>
<td></td>
</tr>
</tbody>
</table>

- Multiple day testing (TC2, TC3, TC5 multiple-day testing, and TC7) will occur over several days of the accommodations testing window; however, each test must be completed during a single session. The days do not have to be consecutive.

- Single day testing (TC1, TC5 breaks as needed, TC6, TC8) occurs all in one day, and all tests must be completed in a single session.
Policies and Procedures
Testing with Accessibility Supports and Accommodations

- To schedule testing for an examinee, refer to the Accommodations and Supports Roster, which lists each examinee’s authorized timing and accommodations materials kit.

- IMPORTANT: When testing with accessibility supports and accommodations, examinees may use less time than allowed with their authorized timing. Do not move to the next test until the standard time has expired and all examinees in the room have completed that test section, or the allotted time has expired.
Policies and Procedures - Makeup Testing

- For the ACT taken online, if you are unable to administer the test to an examinee due to absence or illness, you may reschedule that examinee to test on another day within your testing window.

- You may not reschedule examinees who completed testing or were dismissed for prohibited behavior.
  - Examinees dismissed for prohibited behavior are not permitted to test in any other test session.

Single-Day Testing
- Examinees must take all the tests in the makeup session, even if some were completed in the initial session.
- Tests from one session cannot be combined with tests from another session.

Multiple-Day Testing
- If an examinee is absent for a group sitting, he or she may make up the missed test first, then rejoin the group for the next sitting as long as everyone will be taking the same test at the same time.
- If the examinee can not take the missed test in time to rejoin the next group sitting, you may administer all remaining tests in an individual setting.

- Makeup testing must follow the sequence of testing.
Preparing for Test Day

- Prepare Facilities
- Assign and train staff
- Coordinate testing activities
- Maintain Test Security
- Ensure complete documentation
TEST FACILITIES
Test Facility Requirements

- Test rooms must be set up according to ACT requirements. **If these requirements are not met, scores may be cancelled.**

- Make sure materials related to potential test questions (mathematics, reading, etc.), charts, and strategy maps, or other aids that provide strategies that may give examinees an unfair advantage, are removed or covered in the testing room.
  - Geographical maps and periodic tables need not be covered.

- Rooms must be free from distractions and be able to provide an uninterrupted period of time.
  - Post signs outside the test rooms to warn others that testing is in progress and quiet is required.
    - Bells, intercoms, and public address systems **must be** turned off during the test session.
Test Facility Requirements

- Seating arrangements must minimize any possibility of prohibited behavior.

- Testing staff must be able to freely circulate the room and have a clear view of all examinees and materials.

- Lapboards are not allowed under any circumstances.

- Workstations must be arranged so that all spacing requirements are met.
  - Examinees must not be able to see another examinee’s computer screen.
  - Follow the acceptable seating arrangement in the Test Administration manual.
Test Facility Requirements - Preparing Testing Rooms

- Room must have separate administration computer workstation
- Workstation must remain stationary located where all examinees can be observed
- Workstation must pass system check
- No iPads, cell phones, tablets or other electronic devices used in test room
- Do not enter any other site during the test session
Test Facility Requirements

- Each Room Supervisor must have **two reliable timepieces** in the room:
  - One must be an accurate clock or watch that shows the actual time of day;
  - ACT recommends that the second be a stopwatch or interval timer.
  - **Cellphones and smartwatches may not be used.**

- The BTC must arrange for a phone to be available on test day in case you need to make a toll-free call to ACT. (Room Supervisors will not make the calls.)
Follow the Center of Disease Control (CDC) Guidelines

- Schools must follow the Center of Disease Control (CDC) Guidelines or those required by your District.
  - Disinfecting
  - Social Distancing

- Schools should clean and disinfect prior to testing in accordance with CDC guidelines [CDC Guidelines].

- The following documents can be used as supplements.
  - ACT Social Distancing Guidelines
TESTING STAFF
Use of Digital Devices by Staff

- LEA personnel shall not **possess or use** any digital device when they are administering or proctoring an ACAP test. This prohibition does not apply to school personnel who are hall monitors during the test.

- **The possession or use of a digital device by school personnel participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE.**

- If school personnel are observed in possession of a digital device during the administration of an ACAP test the device may be confiscated.

- If school personnel are observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), the device may be **confiscated and searched for any information related to the ACAP.**

- Additionally, the personnel shall be dismissed from testing, and the tests may be invalidated in accordance with ACAP policy.

- Violation(s) may result in disciplinary action by the LEA and by the Alabama State Department of Education, up to and including possible employment termination and certification revocation.
Test Staff Requirements

- Members of the staff must be people of integrity.

- ALSDE requires that all Test Administrators/Room Supervisors **must** be certificated employees.
  - Proctors must be employees involved with the education of examinees.
  - All ALSDE requirements must be met.

- If you are a relative of the examinee, you may not serve as, STC, BTC, or Back-up Test Coordinator for the administration of the tests for that day.
  - You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified Back-up.

- The BTC may serve as a Room Supervisor or Proctor as long as a relative is not assigned to the same room.

- Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.
Test Staff Requirements

▪ Anyone who coaches high school or college athletics may not serve as the Room Supervisor for one-to-one testing of a student-athlete.
  ▪ An athletic coach may serve as the Room Supervisor or Proctor if there is more than one examinee in the room.

▪ Principals must ensure that examinees test under the same conditions in all rooms.
  ▪ Principals will work to assist the BTC to select the rooms to be utilized and the staff involved with the administration of the ACT with Writing.

▪ Attentiveness: Staff must remain attentive to their testing responsibilities throughout the entire administration.
  ▪ Reading (except the Administration manuals or supplemental policy information), grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.
Test Staff Requirements

▪ The Technical Coordinator installs and configures testing system software, and helps the Test Coordinator set up computers for testing.
  ▪ The Technical Coordinator must be available on test day to assist and troubleshoot any technical issues.

▪ Duties include but not limited to:
  ▪ Ensure the school’s computers and infrastructure meet online testing requirements
  ▪ Help the Test Coordinator and other staff set up for test day (includes examinee and administrative computers and test rooms)
  ▪ Troubleshoot technical issues staff or examinees may have on test day
  ▪ Rerun applicable system checks the week before test day on all applicable computers
  ▪ If proctor caching:
    ▪ Install ProctorCache software on the proctor caching computer
    ▪ Create the TestNav configuration in PearsonAccess
    ▪ PreCache test content **two days** prior to testing
    ▪ After examinees have competed testing, purge all content from the proctor caching computer
Test Staff Requirements

- A Proctor may be used to assist a Room Supervisor or the BTC if fewer than 30 examinees are testing.

- A Proctor is required (in addition to the Room Supervisor) after the first 30 examinees are admitted in the room.

- **A Proctor is also required for one-to-one test administrations.**

- Hall monitors/Roving Proctors
  - Assist with check-in and/or directing examinees to test rooms and seats
  - Monitor hallways or escort examinees
  - Give Room Supervisors a break during testing (if certificated)
  - Keep the hallways quiet if other rooms are still testing
Staff Training

- For standardized testing to occur successfully, staff members must understand their responsibilities.
  - It is critical that the same procedures are followed at every test site.
  - The Principal and BTC are required to ensure testing staff are trained on how to administer a standardized test.

- BTCs and/or Back-up Test Coordinators are required to hold a training session before test day for all staff, to prepare them for test-day.
  - This session must be attended by all testing staff, so that everyone has a common understanding of what is to take place on test day.
    - Testing Systems, Facility Requirements and Setup, Test Materials, Non-test activities, Test Administration

- Before test day, every testing staff member is required to read the *ACT Test Administration Online Testing Manual*.

- Each testing staff member is to be provided with a complete copy of the *ACT Test Administration Online Testing Manual* before the training session.
Staff Training

- **On test day**, the BTCs and/or Back-up Test Coordinators MUST hold a briefing session each test day morning to discuss any last-minute issues that arise, make any necessary adjustments, and address concerns staff members may have.

- The Principal and BTC will develop a policy for collecting digital devices from both staff and students prior to the administration of assessments.

- The Principal and BTC will communicate procedures for student dismissal after testing.
TEST MATERIALS
Test Materials

Materials Provided by the Site
- No.2 pencils with erasers to lend to examinees who do not bring them (for scratch work)
- Pencil sharpener
- Reliable timepieces, watch, stopwatch, interval timer, or accurate wall clock
- Signs, cards, or other materials used in admissions procedures
- Permitted calculators (if your site chooses to provide them to examinees)
  - For online testing, examinees can use the available system calculator (if preferred)
  - Computers with high-speed internet access

Materials Provided by Examinees
- If examinees have been authorized by ACT to use these accommodations, they must supply their own:
  - Screen reader
  - Augmentative or alternative communication device (AAC)
  - Magnifying glass
  - Color overlays
  - ACT-authorized word-to-word bilingual dictionary
  - Snacks, drinks, and medication
Test Security Requirements

▪ The STC is responsible for maintaining the security and safekeeping of the test materials before, during, and after testing.

▪ Staff and examinees are prohibited from disclosing test questions or response choices to anyone.

▪ Keep test materials in a secure location as examinees enter and exit the test room. Account for all test booklets before testing, each time they change hands, and before dismissing examinees.
  ▪ Test materials must be secure at all times.
  ▪ You must never leave a test room unattended, even if only one examinee is in the room.

▪ At the conclusion of testing, ALL required test materials must be returned to ACT by the STC.
Test Security requirements

- A secure storage area must be designated for the District. The secure storage area must meet the following requirements:
  - The 2-lock rule is in place (a locked cabinet or closet inside a locked room).
  - Only the STC and the Superintendent have keys to these locks.
  - Locks cannot be accessed with a master key.
  - The location for receiving and storing test materials in the Central Office (or other location determined by the LEA) is not accessible to unauthorized users.
  - The secure location is not accessible through a window or a dropped ceiling.
  - Walls must be permanent and extend to ceiling with no gaps.

- A secure storage area must be designated in each school or testing site.
  - Each testing site (school) must be approved by the STC to ensure the secure storage area meets all requirements.

- Prior to testing, all materials must be stored in a secure location in the LEA and/or school.
  - Following test administration, the guidelines for storage and destruction for specific ACT materials must be followed.
Test Security Requirements - Receiving and Handling Test Materials

- Test materials must be shipped to the District.

- Materials must be checked in 24 hours of receiving test materials from ACT.

- Any time testing materials exchange hands documentation should follow.

- In the event of a security breach, call ACT immediately, if any of the following occurs:
  - Any item is missing from your shipment.
  - The materials appear to have been tampered with in any way.
  - You have any reason to believe someone had unauthorized access to the materials.
  - An examinee had access to a seal code during a time not authorized for that test.

- Before Test Day:
  - Print Student Authorization Tickets
  - Prepare Test Administration Forms
  - Reseal all materials in the carton(s) and place in secure storage after counting and checking the condition of all materials
NON-TEST ACTIVITIES
All examinees, regardless of testing mode, will complete the non-test information within MyACT.

My ACT is ACT’s new registration platform and is used to deliver scores back to examinees.
Completing the Non-Test Information Online

- There are **two** options for completing the Non-Test Information in MyACT
  - **Prior to test day,**
    - **Option 1:** you may choose to schedule an in-school session for all examinees to complete the non-test information online in MyACT.
    - **Option 2:** students can, on their own, complete the non-test information online in MyACT.

- Refer to the *Non-test Instructions for Test Coordinators* for information on completing the non-test information online and hosting an in-school session.

- Distribute the following to each examinee:
  - Their **personalized** copy of the Non-Test Instructions for Student form
  - One copy of the *Taking the ACT State Testing and District Testing* booklet
    - Taking the ACT tells examinees what to expect on test day
    - How to request additional score reports
    - When they will be able to view their scores in MyACT
    - When they can expect to receive a printed score report
Preparing for Test Day

- The school should provide a supply of No. 2 pencils with erasers (no mechanical pencils or ink pens) for each test room.
  - Otherwise, tell students to bring their own No. 2 pencils.

- Examinees are allowed to use a permissible calculator for the Math assessment.
  - The examinees are responsible for ensuring their calculators meet ACT standards.
  - Room Supervisors will check calculators before and during the Math assessment.
TEST ADMINISTRATION
TEST ADMINISTRATION Systems

- Test Administration Systems that will be used to administer the *ACT with Writing* are PearsonAccess\textsuperscript{next} and TestNav.

**PearsonAccess\textsuperscript{next} (testadmin.act.org)**
- Web application used by testing staff to verify and register students, order materials, and manage online testing.

**TestNav (tn.actonline.act.org)**
- Secure test delivery engine used by examinees to take the tests online.
TEST ADMINISTRATION

Create Test Staff User Accounts

- STC
- BTC
- Technical Coordinator (Online only)
- Room Supervisor (Online only)
TEST ADMINISTRATION

Setting up Test Sessions
- Building and/or District Coordinators will create Test Sessions in PearsonAccess\textsuperscript{next}
  - Room Supervisors cannot create test sessions

Run the Accommodations and Supports Roster
- Test Coordinators should access the Accommodations and Supports Roster in PearsonAccess\textsuperscript{next} to correctly assign examinees testing with accommodations
  - All examinees in test room (in a sitting) test as a group.
    - They must receive the same verbal instructions, work on the same test, and take breaks at the same time.
  - Assign examinees to separate test sessions accordingly.
    - Rerun the *Accommodations and Supports Roster* again to view the assigned sessions and to confirm that examinees are appropriately grouped.
SETTING UP FOR TEST DAY

- **Prepare Test Sessions**
  - From an administrative computer, Test Coordinators must prepare test sessions 1-2 days prior to test day.
  - The steps for preparing test sessions are performed once for each test session.

- **Start Test Sessions**
  - On the morning of test day, The Test Coordinator must perform this task once for each test session.
  - This task must be done before Room Supervisors can unlock their sessions.
  - For multiple day testing, this task is performed on the day of the first sitting.

- **Launch Applications on Computers**
  - From an administrative computer, Room Supervisors open an approved browser, launch PearsonAccess next, and launch the TestNav application on all test computers.
TEST ADMINISTRATION

Student Authorization Tickets
- Room Supervisor distribute the Authorization Tickets

Seal Codes
- When directed to do so in the Verbal Instructions, Room Supervisors must retrieve seal codes in PearsonAccess next and provide those codes to examinees.
- The Room Supervisor must provide only the seal code for the test that is about to begin.
  - Do not provide codes for other tests or write them on the board.
  - If examinees do not enter the correct seal code, they will see an error message.

Unlock/Lock a Test Session
- The Room Supervisor must unlock test session, before examinees can log in to the test session in TestNav

View Examinee Progress in a Session
- The Room Supervisor must monitor and view the examinees’ progress
Create Test Sessions

- You will need to create a test session for each of your testing rooms.
  - Name the test session so that the Room Supervisor can easily identify which room/session is theirs.

- You will see the option for a precaching computer; if the Technical Coordinator set up proctor caching, a computer name will show up there.
  - Precaching is no longer required.

- There is an option to add students to the session from this screen.
  - You can add students here, but if you're adding multiple students, ACT recommends adding students from a different screen – the Students in Sessions task screen.
Add Examinees to Test Sessions

- To add students to your sessions, ACT recommends that you create all of your sessions first, then go back and add students to each.

- This allows the Coordinator to add students all at once and is a little easier than adding them from the session creation screen.
Add Examinees to Test Sessions

- Click the drop-down arrow by the Search button and select Show All.
- You will then see your students populate on screen.
- You can then select the students you want to add to this session and click the Add button.
Precache Test Content

- If your site is using proctor caching, you will need to precache test content.

- The Friday before the testing window, the Technical Coordinator will be able to precache the test content.

- ACT recommends this be done at least the day before you plan to test as this can take a time to run.
Prepare Sessions

- **Beginning** the Friday before testing, the STC or BTC can Prepare sessions.
- This button will not appear until the Friday before testing.
- ACT also recommends this be done prior to test day as it may take some time to run.
Lastly, print off Student Authorization Tickets.

The Student Authorization Tickets have the student login information on them.

You will print one page for each student and distribute to the students on test day.

These are considered secure materials and must be securely stored until test day.

Printing Authorization Tickets is done from the Students in Sessions screen.
- Select the session that you want to print and then choose “Print all for this session” from the Resources drop-down.
Prepare Materials

Spring 2021

The ACT® Test Administration Manual

State Testing | District Testing
- Online Testing
- Standard Time
- Accommodations

Test Administration Forms
Standard Time, Online
Test Room Report

Scratch Paper

Student Authorization Tickets
Start your Sessions

- Sessions can be started by the Room Supervisor on the morning of testing, or they can be started in advance by the BTC.
- To start your sessions, you first go to the Sessions screen and select your sessions.
- Once you’ve selected your sessions, click on the “Go to Students in Sessions” link, which takes you to the Students in Sessions page. 
  - Select the session that you want to start from your list of sessions on the left.
- Now your students are able to login and test.
- You will then click the green Start Session button for each of your sessions.
Provide Seal Codes - Online

- Room supervisors will provide each seal code as instructed in the verbal instructions.

In PearsonAccess, from the Sessions screen:
1. Select the appropriate session(s)
2. Click on Go to Students in Sessions
3. Select a session from the Session List on the left side of the screen
4. Click on Resources menu
5. Select Seal Codes
Monitoring Online Testing

- Throughout the test day, the Room Supervisor should have their Students in Session screen pulled up so that they can monitor students test status.

  - If a student has not started their test, they will be in Ready status.
  - If you have students absent on test day, be sure to move them out of the session.
    - Do not mark them complete as you will not be able to move the student record unless it is in Ready status.
  - If an error occurs and a student is exited from the TestNav system, they will show in red Exited status.
  - Generally, you can change the student record to Resumed status and that will allow the student to log back in and continue.
    - If the error persists, please contact ACT immediately for assistance.
  - When contacting ACT for online testing support, please have the error code from the student machine so that ACT can diagnose and troubleshoot the issue.
Exit Testing for a Multiple-Day Sitting
- For test timings approved to test over multiple days, the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting

Direct Examinees to Log Out of TestNav
- To have examinees log out of TestNav, instruct them to:
  - Press Ctrl+Alt+Delete (on Windows), or
  - Select Sign out of TestNav from the user dropdown at the top of the screen.
- The examinee is logged out and the timer on the examinee’s test is stopped.
  - On the administrative computer, the examinee’s status is **Exited**.
  - An **Exited** status requires an *Irregularity Report* if not part of breaks as needed or multiple-day administrations.

Stop a Test Session
- Room Supervisors will stop the test session after all examinees have completed the last test.
Mark an Examinee’s Test Complete
- When an examinee submits the last test, the examinee’s status is automatically updated as Completed.

Confirm Test Session Status
- The Test Coordinator must verify that test sessions continuing in another sitting (testing over multiple days) are locked.
- The Test Coordinator must verify that completed test sessions (all examinees have a status of Completed or Marked Complete) are stopped.

- Read and follow all guidelines in the ACT with Writing Online Administration Manual
Setting up for Test Day – Timing Code 8 Password

- For Timing Code 8, examinees are to have 80 minutes (double time) for the writing test.
  - The writing test’s timer in Timing Code 8 expires after 40 minutes.
  - The Room Supervisor must then extend the time for each examinee so they receive the full time allowed.

- On test day, the Test Coordinator is to contact ACT to obtain a password and then provide it to the Room Supervisor.

- If you have more than one test session administering Timing Code 8, you will need a password for each session.

- Passwords must be kept secure.
Admitting Examinees to the Test Room

Before admitting examinees to the test room:
  • Make the Electronic Devices Announcement
  • Follow your District and school’s digital device collection plan.

Do **NOT** admit examinees with ANY electronic devices (other than permitted calculators) to the test room.

Control who enters and leaves the test room at all times.
  • Do not allow examinees to enter the test room until the room is properly prepared, the test materials are in a secure location where examinees cannot access them, and the Room Supervisor is ready to admit examinees.

Admit examinees by checking them in, one-by-one, at the door of the test room.
Admitting Examinees to the Test Room

- Do not allow an examinee to enter the room unless the Room Supervisor has verified the examinee’s identification and marked the roster.
  - Write the type of identification accepted for admission on the roster.

- If an examinee cannot present acceptable identification at the door or cannot be verified by a member of the testing staff, do NOT admit him or her to the room.
  - Write “denied” on the roster beside the examinee’s name.
  - Complete an Irregularity Report.

- Never allow examinees to choose their own seats.
  - Assign examinees to the seating diagram before test day.

- You must account for left-handed examinees by providing the appropriate seating arrangements
  - Ask examinees as they are admitted to the test room if they require left-handed desks, or
  - Write a statement on the board telling left-handed examinees to report to a Room Supervisor or Proctor for their seating assignments.
Sequence of Test

- The tests must be administered in the order listed: Test 1—English (first), Test 2—mathematics (second), Test 3—reading (third), Test 4—science (fourth).

- For the ACT with Writing, the writing test is always administered last.
  - If this order is altered, tests will not be scored.

- The writing test may not be taken without first taking all multiple-choice tests.

- The sequence of testing applies to standard time and accommodated test administrations
  - Students who are authorized to test over multiple days must also follow this sequence of testing
TEST ADMINISTRATION

Timing of Tests

Start Time
- Verbal instructions may begin as soon as all examinees have been identified and seated, no later than 9:00 a.m. in all rooms.

Timing of Test
- The times specified in the verbal instructions for each test must be followed exactly.

- For standard time administrations, the **FULL** time for each test **must** be given.

- Extreme care must be taken to ensure the exact time is allowed for each test.
  - Mistiming may result in the cancellation of scores.

- Do NOT use a **cell phone or smartwatch** as one of your timepieces.
TEST ADMINISTRATION

Timing the Tests

One and One-Half Time

- If in a one and one-half time (Timing Code 6 or Timing Code 7) test room, follow these instructions to ensure tests are accurately timed. The computer keeps official time for all other Timing Codes.
  1. Record the actual START and STOP times for each examinee on each test and calculate the minutes each examinee used on that test. Enter this number on the Administration Report.
  2. All examinees in the room must begin each test at the same time.
  3. Before you announce 5 minutes remaining, and before you call stop, check your timepiece carefully against the time you have written down and verify with the other timepiece. A proctor can double-check the Room Supervisor’s timing.
Break – After Test 2

- **For standard time test rooms**, ACT requires that you allow a break of 10-15 minutes at the end of Mathematics (Test 2).

- The break may NOT include lunch. If it does, scores for all examinees may be cancelled.

- Do not delay or lengthen the break in your room to wait for other rooms.
  - You MUST resume testing no later than 15 minutes after STOP is called on Test 2.

- The break is timed as the entire time between the end of the Mathematics test (test 2) and the start of the Reading test (test 3), not just the time examinees are out of the room.

- Do not leave the test room unattended.
Break – Before the Writing

- After the multiple-choice test booklets have been collected and verified after Test 4 (Science)
  - It is a District decision whether examinees take a 5-minute break or extended break for lunch or snack.

- 5- minute break:
  - Give examinees the allotted time to relax, sharpen pencils before the writing test
  - Examinees must remain in the testing room.
    - If an examinee needs to leave the room, collect the answer document.
    - Resume testing after 5 minutes.
    - Do not wait for examinees who return late.
    - Examinees who return late can not make up lost time.

- Extended break (for any single-day testing):
  - Give examinees the allotted time for lunch or snack.
  - Follow the guidelines issued by District.
  - Monitor the test room.
  - Do not leave the room unattended.
TEST ADMINISTRATION

Calculators
- ACT permits examinees to use a calculator only on the Mathematics test.
- All problems on the Mathematics test can be solved without a calculator.
- A current Calculator Policy is provided in your materials shipment.
  - Each Room Supervisor must be given a copy of this policy.
  - Ensure any calculator brought on test day is permitted.

Timepiece *NEW
- Wearing a watch is considered prohibited behavior.
- Examinees may have a personal timepiece such as a watch, timer, or stopwatch, if it is:
  - On the desk
  - Not a distraction to others
  - Not a prohibited device (e.g. smart watch, fitness bands)
Monitoring the Test Room

- All testing staff, Room Supervisors, and Proctors are to remain attentive to their testing responsibilities throughout the entire test administration.

- Walk around the room during testing to be sure examinees are working on the correct test and to discourage and detect prohibited behaviors.

- Do not leave a test room unattended at any time.

- Complete detailed documentation of any irregularities of which you are aware.
Prohibited Items in the Test Room

- Examinees must not bring cell phones or other electronic devices into testing room, including during the break.

- Wearing a watch during test administration.
  - All watches must be removed and placed face up on the desk.

- Calculators may be used during the *math* test, but they must be turned off and put away when the examinee is not working on that test.

- Textbooks, foreign language or other dictionaries, scratch paper, reading material, notes, or any unapproved testing aids are not allowed in the testing room.

- Highlighter pens, colored pens or pencils, and correction fluid/tape are not allowed.

- Examinees must not bring backpacks or bags of any kind into testing room.

- Neither examinees nor staff may consume food or beverages except during the scheduled break.
Use of Digital Devices by Examinees

- Students shall not **possess or use** any digital device when they are participating in ACAP testing.

- **The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE.**

- If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated.

- If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be **confiscated and searched for any information related to the ACAP.**

- Additionally, the student shall be dismissed from testing, and the student’s test shall be invalidated in accordance with ACAP policy.

- Violation(s) may result in disciplinary action by the LEA in accordance with the LEA’s disciplinary policy.
Examinees Who Leave During a Test and Return

- Examinees may go to the restroom during testing, but it is best not to announce it.
  - Secure examinee’s test materials from examinees, any time examinees leave the room.

- Examinees who leave the test room during a timed test or return after timing has begun may NOT make up lost time.

- If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a Proctor.

- If no Proctor is available, only one examinee may leave the room at a time.

- Do not leave a test room unsupervised at any time.
Guessing and Test Item Challenges

- Do not answer questions about guessing or content.
  - Always refer examinees to the directions in their test booklets.

- Do not comment on or add in any way to the printed directions.

- Complete an Irregularity Report if an examinee has a question about a particular test question.
  - The following information should be included in the Irregularity Report:
    - Examinee’s name
    - Examinee’s Address
    - The test item number being challenged
    - Examinee’s question about the item
  - For security purposes, do not include a copy or image of the test item.
Reporting Irregularities in Test Administration

- The Test Coordinator uses PearsonAccess\textsuperscript{next} to submit Irregularity reports.

- Missing or stolen test materials is one of the most serious irregularities that can occur at a test site.

- Any deviation from timing the tests exactly is a mistiming.

- Failure to report any irregularity is a test security violation.
Verbal Instructions

- Before beginning testing, make sure you have all the necessary forms, accurate timepieces, Timing Code 8 password (*Timing Code 8 rooms only*), retrieved seals codes (*or know how to do so*).

- To ensure standardized conditions, Room Supervisors must read the verbal instructions loudly, clearly, and exactly as written.
  - This ensures all examinees receive consistent, accurate instructions.
    - Read aloud only those instructions in the shaded boxes.
    - Do not read aloud text in (parentheses).
    - Pause frequently and wait for examinees to finish the task before proceeding.
      - Look at examinees to be sure they are following instructions.
      - Read the correct instructions for your test room, paying close attention to the timing header.
      - Perform all tasks only when directed to do so.

- Room Supervisors are encouraged to practice reading instructions prior to the day of testing.
Test Administration Forms

Required Documentation
- ACT Testing Roster
- ACT Testing Staff List
- ACT Test Report Form
- ACT Testing Irregularity Report, if needed (accessed in PearsonAccess<sup>next</sup>)
- ACT Timing Report Form
- ACT Seating Diagram/Chart completed with examinees’ names

Testing Staff List
- The BTC must return a complete Testing Staff List for each test date.
  - List all personnel involved in administering the tests (including anyone assisting with materials security)

  - A separate form for staff assisting with administering accommodations/supports must be completed.

  - List all personnel involved in administering the tests, including anyone assisting with handling or transportation of secure materials, or assisting with security.
Test Room Report

Test Administration Forms
Standard Time, Online

Test Room Report

ACT High School Code ______________ State __________ Type: □ No Writing □ Writing

School Name __________________________ Test Date __________________________

Room Supervisor ______________________ Room __________________________

☐ Testing at school    ☐ Testing off-site—provide off-site location name and address:

Location Name ________________________

Address/City __________________________

Number of Examinees Seated in This Room _______ Number of Staff in This Room _______

If two or more, complete the Seating Diagram.

Test Coordinator—After testing, mark [X] as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets Used Scratch Paper Test Room Report Seating Diagram Roster ACT ID Forms

☐ ☐ ☐ ☐ ☐ ☐

Is there an Irregularity Report regarding timing?  ☐ Yes ☐ No

Test Coordinator—Return this completed folder in the OLIVE envelope. Keep all pages together (do not separate).
Seating Diagram

Test Administration Forms  
Standard Time, Online  
Seating Diagram

Instructions:
- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where he or she is seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the Administration Manual for acceptable seating arrangements.

<table>
<thead>
<tr>
<th>1</th>
<th>Seating Type</th>
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<tbody>
<tr>
<td></td>
<td>Desks □</td>
</tr>
<tr>
<td></td>
<td>□ Other ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Partitions between Examinees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Distance between Examinees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shoulder-to-Shoulder: _______ ft.</td>
</tr>
<tr>
<td></td>
<td>Head-to-Head: _______ ft.</td>
</tr>
</tbody>
</table>

Diagram of Room Setup and Seating
<table>
<thead>
<tr>
<th>Examinee's Name (please print)</th>
<th>Mark attendance by noting type of ID.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P</td>
</tr>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>10.</td>
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<td>11.</td>
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<td>12.</td>
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</tbody>
</table>

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Other forms:
- P = Photo ID
- F = ACT Student Identification Form
- R and Staff Initials = Recognized
- − = Absent
Collect Test Room Documents

**Administration Manual** - Manuals can be reused throughout the testing window.

**Used Scratch Paper** - Scratch paper is secure materials and should be returned to ACT

**Student Authorization Tickets** - Secure document which must be returned to ACT

**Roster** - All examinees scheduled to test are listed and if they tested or not, with any ACT Student ID Letters attached

**Seating Diagram** - All items are complete and a sketch of room setup, student names and workstations

**Completed Test Room Report** - Room Supervisor Name, Number of Examinees, Number of Staff

**Irregularity Report** - Ensure any irregularities have been submitted in PearsonAccess next
Irregularity Reports

Manage Irregularities

Irregularity Date/Time

Irregularity Type

Comment

Apply to Selected

1 items selected

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Organization</th>
<th>Test</th>
<th>Type</th>
<th>Status</th>
<th>Irregularity Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Sample (100075062)</td>
<td>SAMPLE HIGH SCHOOL (0)</td>
<td>The ACT with Writing</td>
<td>paper</td>
<td>assign</td>
<td></td>
</tr>
</tbody>
</table>

Save  Reset
After Testing

*If you did not test…*

1. Mark “Did Not Test” in PearsonAccess
2. Discard the unused Site Header
3. Place Processing Envelope in a box
4. Prepare materials for return
Next Testing Window

- For online testing in test window 2, there is not a single specific test date, examinees may be administered the makeup on any test day remaining in the current or future testing windows.

- Each test window has a specific time in which test sessions can be setup.

- Test sessions for Test window 2 will need to be setup during the designated window stated on the ACT Schedule of Events.

- You are not able to remove examinees from sessions with a status of anything but “Ready” status, so it’s very important not to mark examinees complete in PearsonAccess next. Instead, move the student to a new session prior to closing the session.

Create a new test session → Move examinees from original session to new session → Close original session → Print new student authorization ticket
Steps to Purge Cached Test Content

- After each online testing window is complete, and if you used proctor cache, your Technical Coordinator will need to purge the cached content.

- The steps are listed in the [ACT Technical Guide](#) and are covered in online readiness training tutorials on the [ACT State - hosted website](#) for STCs.

1. Go to a proctor caching computer.
2. Open the shortcut to ProtorCache
3. Select the tests tab.
4. Check the box next to the tests to purge.
5. Select the purge button.
6. Enter the proctor password in the popup window.
7. Repeat these steps on each proctor caching computer.
Packing the Processing Envelope

These items that should be packed in the Processing Envelope for online testing:

- Staffing List, Scratch paper, all Test Administration Forms, and Authorization tickets
- Mark the envelope containing the Site Header as #1 and sequentially number any additional envelopes
- Processing envelopes should be returned in the polymailer
- A checklist is also included on the front of each processing envelope for convenience.
- Fill out the front of each processing envelope with all requested information.
- Use one polymailer per administration type.
- Be sure to match the color of the processing envelopes to the color of the return sticker on the outside of the polymailer.
Homebound Students

- Students must be approved for Homebound Testing through the Office of Assessment and ACT.

- Homebound test administration must follow all test security protocols, test administration policies and procedures, and strict adherence to guidelines detailed in the *Alabama Comprehensive Assessment Program Integrity Handbook for Test Administration*.

- Test accommodations and accessibility supports as specified in the student’s IEP/504/I-ELP plans, must be provided as specified.
Homebound Students

- Homebound Test Administrators may administer the assessment via a district-issued device such as a laptop or Chromebook. In addition, the Test Administrator must use a district-issued hotspot/WIFI device for internet service.

- Test Administrators must be able to establish secure internet connectivity with the use of the district-issued hotspot/WIFI device to ensure test security and maintain control of internet usage.

- Test Administrators should be afforded the same level of technology support as those who administer the test in a school setting.

- The Technology Coordinator should be made aware of the homebound test administration prior to test day in the event assistance is required.

- A system check must be completed prior to test day for the district-issued devices. This includes headsets, if needed.

- Student Authorization Tickets must be printed, and securely bound with any other secure materials and marked “Confidential” by the Building Test Coordinator/System Test Coordinator before being released to the Test Administrator/Proctor.
Homebound Students

- One Test Administrator and one Proctor are required to administer an assessment to a student receiving homebound services.

- The Test Administrator and Proctor must be certificated.

- No other person, including family members, may be present in the room utilized for testing.

- A testing sign must be placed on the door to alert friends/family members that testing is in progress.

- When returned for scoring, an answer document for any student tested in a homebound setting is packed with all other answer documents for the student’s school.
ACT Resources Webpage

Your Products

- The ACT Test
  Information to help guide administration of the ACT test.
  The ACT Test Resources

- The ACT Test - Fall
  Information to help guide administration of the Fall ACT test.
  The ACT Fall Resources

- PreACT
  Information to help guide administration of the PreACT.
  PreACT Resources

- ACT Online Prep
  Information to help guide administration of ACT Online Prep.
  AOP Resources

- WorkKeys Curriculum
  Information to help guide administration of WorkKeys Curriculum.
  WorkKeys Curriculum

- WorkKeys on Paper
  Information to help guide administration of the WorkKeys assessments on paper.
  WorkKeys on Paper Resources
Preparing for the ACT Test - Online

- Practice test in each subject
- Answers and scoring key
- Navigating the online test system

[Preparing for the ACT Online (pdf)]
FORMS
Homebound Testing Form

A separate form must be completed by the System Test Coordinator for each student tested.

<table>
<thead>
<tr>
<th>Online Test:</th>
<th>Paper Test:</th>
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<tbody>
<tr>
<td>Student Name:</td>
<td>SSID:</td>
</tr>
<tr>
<td>Test:</td>
<td>Test Date(s):</td>
</tr>
<tr>
<td>District:</td>
<td>School:</td>
</tr>
<tr>
<td>Test Administrator:</td>
<td>Proctor:</td>
</tr>
<tr>
<td>Testing Environment (briefly describe the setting):</td>
<td></td>
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</tbody>
</table>

Justification for Homebound Testing:

__________________________
System Test Coordinator Signature: ___________________________ Date: __________

This form must be submitted to the ALSDE Office of Assessment for approval prior to homebound testing. Once approval has been obtained, the System Test Coordinator is responsible for communicating the approval to the appropriate Building Test Coordinator and ensuring that the Homebound Test Administrator and Proctor are trained on Test Security, the ALSDE Homebound Testing Guidance, and the test administration procedures for the named assessment.

Prior to the homebound administration, the Homebound Test Administrator and Proctor Oaths must be completed in full and signed by the Test Administrator, Proctor, and Building Test Coordinator. Either the Building Test Coordinator or the System Test Coordinator must keep this form, along with the signed oath form, on file with state assessment training materials as evidence of training.

ALSDE Office Use Only:

ALSDE Signature: ___________________________ Date Approved: __________
**ACT with Writing Online Testing Dates**

System Name: ___________________________ System Code: ___________________________

<table>
<thead>
<tr>
<th>School Name</th>
<th>March 9</th>
<th>March 10</th>
<th>March 11</th>
<th>March 16</th>
<th>March 17</th>
<th>March 18</th>
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Please indicate the date(s) that your school(s) will administer the *ACT with Writing* online.

Signature of System Test Coordinator: ___________________________ Date Sent to ALSDE: ____________

**RETURN THIS FORM** no later than **January 29**

*If schools are allowed to securely store materials in their secure storage prior to test day.*

Return to: Student Assessment

E-mail: leslie.nilloway@alsde.edu
ACT with Writing Secure Storage Verification & Accommodated Testing Dates

System Name: __________________________  System Code: _____________

Materials must be kept inside a locked safe or vault to which only the Principal and Building Test Coordinator have keys. If a safe or vault is not available, materials may be stored inside a locked cabinet or closet that is inside a locked room (two-lock rule), with the following stipulations:

A secure storage area must be designated in each school or testing facility. Each testing facility has been approved by the STC to ensure that the storage area meets the following requirements:

- The 2-lock rule is in place (a locked cabinet or closet inside a locked room).
- Only the BTC and the Principal have keys to these locks.
- Locks cannot be accessed with a master key.
- The location for receiving and storing test materials in the school or facility is not accessible to unauthorized users.
- The secure location is not accessible through a window or a dropped ceiling.
- Walls are permanent and extend to the ceiling with no gaps.

Complete the following table with accommodated testing dates for your system.

Indicate Date for Each ACT with Writing Test.

<table>
<thead>
<tr>
<th>School Name</th>
<th>English</th>
<th>Mathematics</th>
<th>Reading</th>
<th>Science</th>
<th>Writing</th>
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Signature of System Test Coordinator: __________________________  Date Sent to ALSDE: _____________

RETURN THIS FORM no later than January 29

If schools are allowed to securely store materials in their secure storage prior to test day.

Return to: Student Assessment
Website: www.alabama.gov/studentassessment
# ACT with Writing

**Delayed Start Time Request 2020-2021**

<table>
<thead>
<tr>
<th>System Name</th>
<th>School Name</th>
<th>ACT HS Code</th>
<th>Test Coordinator's Name</th>
<th>Reason for Delayed Start Time</th>
<th>Requested Start Time</th>
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Signature of System Test Coordinator: ________________________________ Date Sent to ALSDE: _______________

ALSDE Office Use only

________________________________________  ____________________________
ALSDE Signature                        Date Approved

System Test Coordinator must return this form by **January 29** to:
Student Assessment
Email: leslie.calloway@alsde.edu
### Offsite Testing Request

<table>
<thead>
<tr>
<th>System</th>
<th>School</th>
<th>Offsite Address</th>
<th>Reason for Offsite Request</th>
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Place a check (✓) in the box for each assessment that the *Offsite Testing Request* form applies.

- ACT with Writing
- PreACT
- ACT WorkKeys

System Test Coordinator: ___________________________ Date Sent to AL SDE: ___________________

**System Test Coordinator must return this form by January 29 to:**

Student Assessment

Email: leslie.calloway@alsde.edu
Questions?

Send questions: studentassessment@alsde.edu