ACT with Writing Paper

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) *NEW*

<table>
<thead>
<tr>
<th>Test Window 1 – Paper</th>
<th>Test Window 2 – Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Time</strong></td>
<td><strong>Standard Time</strong></td>
</tr>
<tr>
<td>Test Administration Date</td>
<td>Test Materials Receipt Deadline at ACT</td>
</tr>
<tr>
<td>March 9, 2021</td>
<td>March 16, 2021</td>
</tr>
<tr>
<td><strong>Accommodations and/or Supports</strong></td>
<td><strong>Accommodations and/or Supports</strong></td>
</tr>
<tr>
<td>Test Administration Window</td>
<td>Test Materials Receipt Deadline at ACT</td>
</tr>
<tr>
<td>March 9, 2021 – March 19, 2021</td>
<td>March 26, 2021</td>
</tr>
</tbody>
</table>

| **Accommodations and/or Supports** | **Accommodations and/or Supports** |
| Test Administration Window | Test Materials Receipt Deadline at ACT |
| April 6, 2021 – April 16, 2021 | April 23, 2021 |
## Test Window 1 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>February 1, 2021 – February 26, 2021</td>
<td>BTC</td>
<td><strong>Order</strong> additional standard time materials for use on the Test Window 1 test date, March 9, 2021, in PearsonAccess™.</td>
</tr>
<tr>
<td>Early: February 8 – February 12, 2021</td>
<td>STC</td>
<td><strong>Receive</strong> materials for paper testing at the District, based on the receipt window selected in PearsonAccess™.</td>
</tr>
<tr>
<td>Late: February 15 – February 19, 2021</td>
<td></td>
<td><strong>Deliver</strong> test materials to schools.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Depending on the test date selected during Manage Participation, the shipment will include only non-secure or all materials. If only non-secure materials are delivered, the secure materials will arrive the week before the start of testing.</td>
</tr>
<tr>
<td>After materials arrive – March 8, 2021</td>
<td>BTC</td>
<td><strong>Distribute</strong> non-test instructions and <em>Taking the ACT</em> to all students. Students must complete the non-test information in MyACT.</td>
</tr>
<tr>
<td>After materials arrive – March 8, 2021</td>
<td>BTC</td>
<td><strong>Train</strong> room supervisors and proctors. Prepare rooms and materials.</td>
</tr>
<tr>
<td>March 9, 2021</td>
<td>BTC, RS</td>
<td><strong>Administer</strong> <em>ACT with Writing</em> on paper with standard time on the Test Window 1 test date.</td>
</tr>
<tr>
<td>March 9 – March 12, 2021 and March 15 – March 19, 2021</td>
<td>BTC, TAC, RS</td>
<td><strong>Administer</strong> <em>ACT with Writing</em> on paper with accommodations and/or supports during Test Window 1. Note: Test only weekdays.</td>
</tr>
</tbody>
</table>
# 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>March 9, 2021 – March 26, 2021</td>
<td>BTC</td>
<td><strong>Order</strong> additional standard time materials for use on the Test Window 2 test date, April 6, 2021, in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Order</strong> accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext.1788.</td>
</tr>
<tr>
<td>March 10, 2021 – April 5, 2021</td>
<td>BTC</td>
<td><strong>Verify</strong> and, as needed, <strong>correct</strong> each examinee’s grade level and other identifying information in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Should an examinee’s grade level need to be corrected, please contact the Alabama State Department of Education.</td>
</tr>
<tr>
<td>March 30, 2021</td>
<td>BTC</td>
<td><strong>Request to enroll/unenroll</strong> any new examinees by submitting the Enroll or Unenroll students file in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;.</td>
</tr>
<tr>
<td>Week of March 29, 2021</td>
<td>STC</td>
<td><strong>Receive</strong> materials for paper testing at the District, based on the receipt window selected in PearsonAccess&lt;sup&gt;next&lt;/sup&gt;.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Deliver</strong> test materials to schools.</td>
</tr>
<tr>
<td>After materials arrive – April 5, 2021</td>
<td>BTC</td>
<td><strong>Distribute</strong> non-test instructions and <em>Taking the ACT</em> to all students. Students must complete the non-test information in MyACT.</td>
</tr>
</tbody>
</table>
GENERAL TESTING
Policies and Procedures
The System Test Coordinators (STC), Back-up Test Coordinators, Building Test Coordinators (BTC), Principals, Room Supervisors, Proctors, and Monitors must be familiar with and trained on the following:

- **ACT with Writing Administration Manual for Standard Time Paper Testing**
- **ACT with Writing Administration Manual for Accommodations Testing**
- **ACT with Writing Test Coordinator Information (STCs and BTCs)**
Policies and Procedures

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

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

- 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.

- Schools will NOT send materials, including answer documents, directly to ACT; rather, Building Test Coordinators and/or Test Accommodations Coordinators (TAC) will return all required materials directly to the STC.
Policies and Procedures

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

- The *ACT with Writing Test Administration Manual for Paper 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 Office of Assessment with investigations and respond to requests from ALSDE and ACT in a timely manner.
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.

- The school **must have** a collection policy for digital devices for both staff and examinees.
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.

- Tables must be arranged so that all spacing requirements are met.
  - Examinees must all face the same direction.
  - Follow the acceptable seating arrangement in the Test Administration manual.

- Lapboards are not allowed under any circumstances.

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

- 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, 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

- 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.
    - Facility Requirements and Setup, Test Materials, Non-test activities, Test administration

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

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

- Test materials are sent for specific test dates and administration types
  - Failure to use the correct test materials will result in a misadministration and cancellation of scores.

- **All** students who receive ACT-authorized accommodations must use accommodated test materials.

The test booklet cover determines the different types of testing:

- **Triangle** = standard time
- **Circle** = accommodations
Test Materials

- On the first test date, the quantity of materials shipped is based on enrollment in PearsonAccess\textsuperscript{next}, plus an overage. \textit{(ALSDE completes student data upload)}

- On subsequent test date, the quantity of materials shipped are based on the additional order placed by the STC/BTC in PearsonAccess\textsuperscript{next}.

- If a BTC places any orders in PearsonAccess\textsuperscript{next}, all materials \textbf{must} be shipped to the STC’s District shipping address.
Test Materials

Verify Receipt of Materials

- **Within 24 hours**, the STC must open and verify the receipt of all test materials using the packing list.

After counting materials:

- Reseal cartons with the tape provided
- Sign your name across the seal
- Lock the cartons in secure storage
- Retain cartons for return shipment
Test Materials

Order additional materials

- If after reviewing the test materials you discover that you will need additional materials, please log into PearsonAccess<sup>next</sup> and place an additional order.
  - Refer to the PearsonAccess<sup>next</sup> User Guide for detailed instructions.

- Only the Test Coordinator can access secure test materials before test day.
Test Materials

- Tracking your Material Shipment in PearsonAccess
  - Click on the info next to the order you want to view
  - Then click on the Shipments tab
Test Materials

Unenroll/Enroll Students

Support Requests
Documentation

Create / Edit Requests
Delete Requests
Download Attachments

Start
Test Security Requirements

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

- Under no circumstances is a test booklet seal to be broken by anyone other than the examinee on test day.

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

- Contact the STC if a test booklet is lost, stolen, or otherwise missing at any time while the test booklets are at your district/school, from receipt to return.
  - The STC will notify the Office of Assessment immediately.
  - Follow guidelines in the Test Security section of the Integrity Handbook.

- 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

Secure Storage at District

- A secure storage area must be designated for the System. 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.
Test Security requirements

Secure Storage at School

- A secure storage area must be designated in each school or testing site. Each testing site must be 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.
Test Security 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.
  - Refer to the ACT Test Administration and Test Coordinator manuals for materials that must be returned and materials that need to be destroyed.
  - Test booklets, test administration forms, and answer documents should be packed and shipped back to ACT immediately upon completion of testing.
Test Security Requirements - Handling Test Materials

- *ACT Test Room Report Form* is used to record the number of test materials that are received and returned before and after testing.

- Any time testing materials exchange hands documentation should follow.

- Count each booklet; do not assume that the groups of booklets are complete.

- In the event of a security breach, call ACT immediately, if any of the following occurs:
  - Any item is missing from your shipment.
  - You receive test booklets that do not match the serial numbers on your Packing List.
  - Any test booklet seals are broken.
  - The cartons or materials appear to have been tampered with in any way.
  - A test booklet is lost, stolen, or otherwise missing at any time while the test booklets are at your school, from receipt to return.
NON-TEST ACTIVITIES
Non-Test Activities for Testing

Non-Test activities consist of three parts:

1. Test Coordinators preparing answer documents

2. Examinees completing answer document demographics
   a. **Prior to testing**, answer documents demographics must be completed.

3. Examinees completing non-test information online on MyACT
   a. **Prior to test day**, non-test information must be completed.
Preparing the Answer Document - Bar Code Labels

- ACT has provided you with barcode labels, which you must apply to your ACT with Writing testing answer documents.

  - You **must** apply the barcode labels to the answer documents **before** examinees are scheduled to complete the demographic sections.

  - Each answer document has a shaded barcode label area where the barcode label is to be placed. **DO NOT** place the barcode label in any other location on the answer document. It can only be scanned when affixed in the proper place and at the proper orientation.

  - It is important to use the barcode label on the examinee's answer document to ensure data integrity for scoring purposes.
Preparing the Answer Document - No Bar Code Labels

- If you did not receive barcode labels, then manually grid in **Block J** on the answer document.

**Student Code (Block J)**

- The student code is the unique identifying number given to each examinee that is assigned when the student record is created in PearsonAccess next.

- Locate the student code in PearsonAccess next.

1. Log in to PearsonAccess next
2. Under the **Setup** tab, select Students
3. On the Students screen, enter the examinee’s last name in the Find Students field.
4. Press Enter. *The nine-digit student code appears in the first column (to the left of the examinee’s last name).*
Preparing for Test Day

- High School Code (Block K) - Scores are reported to the high school code printed on the site header for all answer documents included under the header.
  - Examinees are instructed to leave Block K blank.
  - When Block K is left blank, ACT will use the high school assigned to the examinee’s record in PearsonAccess next.

- Create one roster for each test room prior to the initial test day. Write on the roster the name of each examinee scheduled to test.
  - If you submit a list of only examinees who were present on test day, your roster will not be accurate and cannot be used to determine which examinees you need to schedule for makeup testing.
  - ACT has provided a roster as one of the Test Administration forms.
  - You may use your own rosters provided they have the same information recorded on them.
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.

- 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 or smartwatches** may not be used.
Review the Verbal Instructions carefully before test day.

Prior to testing, all examinees must personally complete basic identifying and mailing address (front and back pages).

Whether or not a barcode label is present, examinees must still have blocks A – G completed in order for students to receive score reports with the 3 – 8 week time frame.

At a minimum, examinees must complete the blocks A – G:

• A – Printed Name and mailing address
• B – Name (first and last)
• C – Mailing address
• D – City
• E – State
• F – Zip Code
• G – Date of birth
Completing the Non-Test Information Online *NEW

- 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.

- The paper testing answer document will be updated to remove the sections which included the spaces for responding to certain demographic information.
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
Completing the Non-Test Information Online

- You may complete this portion and the answer document demographics together. If you plan to have students complete the non-test information and answer document demographics together, you must schedule this session **prior to test day**.

- Districts should plan for at least 30 minutes to complete the non-test information.
  - Schools can have students create MyACT accounts on their own
  - Student should pay careful attention to complete the fields accurately.
TEST ADMINISTRATION
Test Day Activities
- Be sure every Room Supervisor has a complete copy of the *Administration Manual*, not just the Verbal Instructions, in order to verify procedures for any situation that may occur.
- Distribute Test Materials to Rooms: Count out the **exact** number of booklets for examinees present, which is noted on the roster.

Briefing Session
- BTC MUST hold a briefing session each test day morning. Be sure to discuss any school-specific information (e.g., policies on the wearing of hats, how to handle breaks, what to do if examinees bring cell phones). Remind staff of ALSDE’s Digital Device Policy.
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 Proctor or Room Supervisor for their seating assignments.
TEST ADMINISTRATION
Sequence and Timing of Tests

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.

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.
TEST ADMINISTRATION

Timing the Tests

- **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 as one of your timepieces.

- As you begin timing each test, enter the *actual* Start time (e.g., 8:42) in the box on the Test Administration Forms Standard Time, Paper Timing Report.
  - Calculate the Stop time, then the verbal announcement of 5 minutes remaining (subtract 5 minutes from the Stop time) and enter those times in the appropriate boxes on the form.

- You must enter the actual times of day you announce START, 5 minutes remaining, and STOP on the form provided. (Do not merely copy the information from the timing boxes used to calculate Start, 5 minutes remaining, and Stop.

- A verbal announcement of time remaining MUST be made five minutes before the end of each test.
TEST ADMINISTRATION

- Absolutely no one may be admitted to the test room after test booklets have been distributed. If this policy is violated, the answer documents for the examinees admitted late will not be scored.

- Room Supervisors and Proctors should be alert to the types of errors examinees commonly make when completing their answer documents. It is very important that all testing personnel be familiar with the instructions on completing the personal demographic information, Test Form Numbers, and Booklet Numbers on the answer documents.

- Make sure the Seating Diagram is completed with examinee names and booklet numbers.
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 the 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 cannot make up lost time.

Extended break:
- Give examinees the allotted time for lunch or snack.
- Follow the guidelines issued by the District.
- Monitor the test room.
- Do not leave the room unattended.
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.

- Highlighters, colored pens or pencils, and mechanical pencils are not allowed.

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

- Neither examinees nor staff may have access to food or beverages, including water, 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.
  - Collect test booklets and answer documents from examinees who go to the restroom.

- Examinees who leave the test room during a timed test or return after timing has begun may NOT make up lost time.
  - The absence need not be recorded on the Irregularity Report.

- 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
    - Address
    - Test booklet number
    - Test form
    - 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

- Complete an Irregularity Report for each room in which an individual or group irregularity is observed and return with your answer documents.

- Follow guidelines in the Test Security section of the *ACAP Integrity Handbook for Test Administration*.
  - Follow the Steps for *Investigating and Reporting Major/Procedural Violations/Irregularities* in the Integrity Handbook.

- A missing or stolen test booklet 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 for Standard Time Testing

- Before reading the Verbal Instructions, make sure you have all the forms needed.

- 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.
  - Perform all tasks only when directed to do so.

- Room Supervisors are encouraged to practice reading instructions prior to the day of testing.
After Testing

- Room Supervisors and/or Proctors must walk around the room and ensure that each examinee has signed the Examinee Agreement, entered the correct Test Form Type, Test Booklet Number and Test Form on the answer document, and filled in the corresponding ovals.

- While examinees remain in their seats:
  - Collect and count the answer documents individually from each examinee. Make certain you have a signed answer document for each examinee.
  - Collect and count the test booklets individually from each examinee. Make sure they are signed.
  - Make sure all formula sheets are returned.
  - Do not dismiss examinees until you have verified that you collected all the test booklets that were distributed and you have an answer document for each examinee.
  - Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been returned.
After testing is complete the room supervisor is responsible for ensuring all necessary documentation is returned to the BTC.

**Before the dismissal of examinees**, collect these documents and ensure their completeness:

- **Test booklets** - There are no answer documents inside and the test booklets are arranged in sequential serial number order
- **Answer documents** - Each answer document has the correct required identifying information on the front and back pages
- **Administration manual** - Keep for test window 2 or securely destroy
- **Test Forms Folder** which includes:
  - **Test room report** - Completed, signed, and initialed by the Test Coordinator and Room Supervisor that all test booklets are accounted for
  - **Roster** - All examinees scheduled to test are listed and whether or not they tested, including the way they were identified
  - **Seating diagram** - All items are complete and test booklet serial numbers are recorded in the squares
  - **Timing report** - Each test has the start, 5 minutes remaining, and stop time recorded
  - **Irregularity Reports** - (if needed) signed with explanation and voided/replaced materials attached
After the Test

- Room Supervisors will return all materials to the BTC who will return all required materials to the STC.
- Immediately after testing is complete on each test date (Window 1 and Window 2) the BTC must account for all test materials.
- Make sure to keep your standard materials separate from any accommodated materials being returned.

Makeup Testing

- If an examinee did not complete testing on the initial test date, you must decide whether to schedule the examinee for makeup testing.
- Examinees scheduled for makeup testing must take all tests on the makeup test date.
- If an examinee began testing on the initial test date, you may not use the same answer document for makeup testing.
- ACT will send materials for makeup testing. Test booklets shipped are different for the makeup test date. Do not keep test booklets from the initial test date for use on the makeup test date.
- The STC and BTC will receive an email with instructions for ordering makeup materials.
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
<table>
<thead>
<tr>
<th>Student:</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was Absent on Test window 1</td>
<td></td>
</tr>
<tr>
<td>Arrived too late to begin testing</td>
<td></td>
</tr>
<tr>
<td>Began but did not complete testing (must retake entire battery)</td>
<td></td>
</tr>
<tr>
<td>Student:</td>
<td>YES</td>
</tr>
<tr>
<td>Completed Testing</td>
<td></td>
</tr>
<tr>
<td>Was dismissed for prohibited behavior</td>
<td></td>
</tr>
</tbody>
</table>
After Testing

Order Makeup Materials

- For standard time testing during Test Window 2, order 1 kit per student testing on paper during the corresponding ordering window listed in the Schedule of Events.
  - The makeup kits will reference the test date to help you ensure you are ordering materials for the intended administration.

- If you have any examinees with ACT- Authorized accommodations who need to test in an upcoming window, contact ACT Accommodations to have these materials ordered.
  - You are not able to order accommodated materials directly in PearsonAccessnext.

![Edit Materials Order](image-url)
After Testing

Order Makeup Materials

Materials you will receive with testing kits

- New test booklets
- Additional answer documents

Be sure to only use the new test booklets assigned to each specific test window

- 1 Test date flyer
- 1 Administration manual
- 1 Copy of Test Administration Forms per 30 kits
- A Site Header
- Calculator policy
- Processing Envelope(s)
After Testing

Required Documentation
- ACT Test Report Form
- ACT Testing Roster
- ACT Testing Staff List
- ACT Testing Irregularity Report (If applicable)
- ACT Timing Report Form
- ACT Seating Diagram/Chart completed with examinees’ names and Test Booklet numbers

Testing Staff List
- The BTC must return a complete Testing Staff List for each test date (Window 1 and Window 2).
- A separate form for staff assisting with administering accommodations/supports is in the *Test Coordinator Manual* and must be completed and returned separately.
- 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, Paper

Test Room Report

ACT High School Code ___________________ State ___________ Type: ☐ No Writing ☐ Writing

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 ______

BEFORE TESTING: Complete A through C to record and account for ALL TEST BOOKLETS provided to this room.

A. Multiple-Choice Test Booklets

<table>
<thead>
<tr>
<th>First Serial Number</th>
<th>Last Serial Number</th>
<th>Total # Booklets</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ _ _ _ _ _ _ _ _ _</td>
<td>_ _ _ _ _ _ _ _ _ _</td>
<td>A __ __ __</td>
</tr>
</tbody>
</table>

Additional serial numbers not within the sequence above, if any:

B. Writing Test Booklets

(If none, enter 0)

<table>
<thead>
<tr>
<th>First Serial Number</th>
<th>Last Serial Number</th>
<th>Total # Booklets</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ _ _ _ _ _ _ _ _ _</td>
<td>_ _ _ _ _ _ _ _ _ _</td>
<td>B __ __ __</td>
</tr>
</tbody>
</table>

Additional serial numbers not within the sequence above, if any:

C. Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.

Room Supervisor Signature __________________________ Test Coordinator Initials __________________________

AFTER TESTING: Complete D through H to record and account for ALL MATERIALS returned to the test coordinator.

D. Multiple-Choice Test Booklets

<table>
<thead>
<tr>
<th># Used</th>
<th># Unused</th>
<th>Total # Booklets</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ _ _ _</td>
<td>_ _ _ _</td>
<td>= __ __ __</td>
</tr>
</tbody>
</table>

Must equal A above
Roster

Test Administration Forms
Standard Time, Paper

Roster

Attach extra pages as required.
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.

<table>
<thead>
<tr>
<th>Examinee’s Name (please print)</th>
<th>Type of ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>R and Initials</td>
</tr>
<tr>
<td></td>
<td>–</td>
</tr>
</tbody>
</table>

Mark attendance by noting type of ID.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
# Seating Diagram

## Test Administration Forms

### Standard Time, Paper

#### Seating Diagram

**Instructions:**
- Complete blocks 1 through 4 during testing.
- Enter MC serial numbers during the first multiple-choice test.
- Enter W serial numbers during the writing test.
- If using tables, show which examinees are at the same table.
- Draw your own diagram and attach it to this form if this diagram doesn’t fit your room.

See the Administration Manual for acceptable seating arrangements and a sample completed form.

<table>
<thead>
<tr>
<th>Room Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Single Level</td>
<td>[ ] Multiple Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing Surfaces</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Desks _____ in. by _____ in.</td>
<td>[ ] Tables: _____ in. by _____ in., # _____ per table</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distance between Examinees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoulder-to-Shoulder: _____ ft.</td>
<td>Head-to-Head: _____ ft.</td>
</tr>
<tr>
<td>Minimum 3 ft.</td>
<td>Minimum 3 ft. (single level) 5 ft. (multiple level)</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>1</th>
<th>BACK</th>
<th>2</th>
<th>3</th>
<th>BACK</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td>1</td>
<td>MC</td>
<td>1</td>
<td>MC</td>
<td>1</td>
</tr>
<tr>
<td>W</td>
<td>2</td>
<td>W</td>
<td>2</td>
<td>W</td>
<td>2</td>
</tr>
<tr>
<td>MC</td>
<td>3</td>
<td>MC</td>
<td>3</td>
<td>MC</td>
<td>3</td>
</tr>
<tr>
<td>W</td>
<td>4</td>
<td>W</td>
<td>4</td>
<td>W</td>
<td>4</td>
</tr>
</tbody>
</table>

---

You may use scratch paper or the numbered spaces (1, 2, 3, 4) to track unfinished ovals at the end of each MC test.
Timing Report

Test Administration Forms
Standard Time, Paper

Record the actual time of day (e.g., 8:52 a.m.) these announcements are made for each test.

<table>
<thead>
<tr>
<th>Example</th>
<th>Duration</th>
<th>Start</th>
<th>5 Minutes Remaining</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>45</td>
<td>8:52 a.m.</td>
<td></td>
<td>9:32 a.m.</td>
</tr>
<tr>
<td>Test 2</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test 3</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test 4</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Timing Chart for Test 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00</td>
<td>-</td>
<td>-57</td>
</tr>
<tr>
<td>00:01</td>
<td>-</td>
<td>-58</td>
</tr>
<tr>
<td>00:02</td>
<td>-</td>
<td>-59</td>
</tr>
<tr>
<td>00:03</td>
<td>-</td>
<td>-63</td>
</tr>
</tbody>
</table>

Timing Chart for Test 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00</td>
<td>-</td>
<td>-48</td>
</tr>
<tr>
<td>00:01</td>
<td>-</td>
<td>-49</td>
</tr>
<tr>
<td>00:02</td>
<td>-</td>
<td>-50</td>
</tr>
<tr>
<td>00:03</td>
<td>-</td>
<td>-51</td>
</tr>
</tbody>
</table>
Packing the Processing Envelope

- Place the completed **Site Header** on top of the **answer documents** to be scored.
- Place up to 100 **answer documents** inside each **processing envelope**.
- The **Administration forms**, and **Irregularity Reports**, and **Testing Staff list** and other documents should be clipped together by room.
  - These should also be placed into the envelope.
- **Mark the envelope containing the Site Header** as #1 and sequentially number any additional envelopes.
- Processing envelopes should be returned in the Polymailer.
Packing the Cartons

- Pack the following materials from paper testing into the cartons for return to ACT (use separate cartons for standard time and accommodations materials)

- Refer to the *Collecting, Packing, and Returning Materials* section of the *Test Coordinator Manual* for detailed instructions.
Review of ACT with Writing Administration Manual for Accommodations and English Learner Support - Paper Testing

- Examinees with documented physical or mental disabilities who cannot complete the ACT with Writing assessments under standard conditions or using standard materials may, and following his or her IEP/504/I-ELP, be tested under special conditions and/or use accommodated testing materials or supports available from ACT.

- All examinees must be authorized by ACT to use accommodations and/or EL supports on the ACT with Writing test.
  
  - ACT authorizes the accommodations and EL supports based on documentation provided in the TAA system.
    
    - This includes timing, alternate formats, and any other accommodations. ACT ships appropriate materials for ACT – authorized accommodations.

- These accommodations and/or supports are listed on the Accommodations Supports Roster in PearsonAccess next.
Timing Codes and Guidelines

- 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. All examinees in the room must have the same authorized timing. Examinees testing with accommodations may not test in a standard time room. If they do, tests from that room will not be scored or scores will be canceled.
Verbal Instructions for Accommodated Tests

- Examinees with the same testing times may test together as a group unless an accommodation requires one-to-one testing.

- All examinees in the room must have the same authorized timing and must be working on the same test at the same time.

- Before reading the verbal instructions, make sure:
  - You have the correct test booklets (circle symbol on the cover)
  - You have the correct Test Administration forms
  - You have an Irregularity Report (if needed)
  - You know what timing was authorized for the examinees in your room.
Accommodations and/or Accessibility Supports Information

- Examinees with ACT-authorized accommodations must use the designated accommodations test materials.
  - These examinees would use the accommodation test booklets that have a circle symbol on the cover.
  - Examples include but not limited to: Timing/scheduling supports, audio supports, response supports, signing Exact English, alternate formats.

- Tests administered using materials assigned to another examinee or transferred from any other location will NOT be scored.
Accommodations and/or Accessibility Supports Information

- When testing with accommodations, examinee 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.

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

- Each room needs two timepieces as a precaution in the event one fails.
  - ACT recommends that one of these be an interval timer or stopwatch.
  - Do NOT use a cell phone or smart watch as one of your timepieces.

- Record the actual START and STOP times for each examinee on each test and calculate the minutes each examinee used on the test.
  - Enter this number on the Administration Report.

- All examinees in the room must begin each test at the same time.

- A verbal announcement of time remaining MUST be made five minutes before the end of each test.

- Posting the START and STOP times or time allowed for each test on the board is optional.
For examinees testing with accommodations and/or supports, the extended break can only be given for single-day testing.

- The break is administered after Test 4 and may differ in length from the extended break offered to standard time examinees, provided it still falls within the 45-minute guideline.

- Examinees may not use cell phones, smart watches, fitness bands, media players, or any other electronic devices at any time (including during the break).
Homebound Students – Test Security

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

- 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/IEP-ELP plans, must be provided as specified.
Homebound Students – Test Security

- Test Administrators who will administer a paper test, must follow the same check out/check in procedures as those used in the school setting.

- Test booklets utilized in homebound testing must be securely bound and marked “Confidential” by the Building Test Coordinator/System Test Coordinator before they are released to the Test Administrator.

- The package should not be opened until the test administration is ready to begin.

- Test booklets and answer documents should be securely bound again before they are transported back to the LEA.

- The same procedures used in the school setting for the distribution and collection of test materials must also be followed with the homebound test administration.
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 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
FORMS
ACAP
Autosmia Comprehensive Assessment Program

Homebound Testing Form

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

Online Test: _______ Paper Test: _______

Student Name: ___________________________ SSID: ___________________________

Test: ___________________________ Test Date(s): ___________________________

District: ___________________________ School: ___________________________

Test Administrator: ___________________________ Proctor: ___________________________

Testing Environment (briefly describe the setting):

__________________________________________________________

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 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 file cabinet or closet that is inside a locked room (two-lock rule), with the following stipulations:

- The 2-lock rule is in place (a locked cabinet or closet inside a locked room).
- Only the BSC and the Principal have keys to these locks.
- Items 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.

<table>
<thead>
<tr>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Complete the following table with accommodated testing dates for your system

<table>
<thead>
<tr>
<th>School Name</th>
<th>English</th>
<th>Mathematics</th>
<th>Reading</th>
<th>Science</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of System Test Coordinator: ____________________ Date sent to AL IDE: ________

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
Email: [email protected]
# ACT with Writing
## Delayed Start Time Request 2020-2021

<table>
<thead>
<tr>
<th>System Name</th>
<th>School Name</th>
<th>ACT HS Code Click Here</th>
<th>Test Coordinator’s Name</th>
<th>Reason for Delayed Start Time</th>
<th>Requested Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of System Test Coordinator: _______________________________ Date Sent to ALSDE: _______________________________

---

ALSDE Office Use only

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

Student Assessment

Email: leslie.calloway@alsde.edu
# Offsite Testing Request

Place a check (✓) in the box for each assessment that the Offsite Testing Request form applies.

<table>
<thead>
<tr>
<th></th>
<th>ACT with Writing</th>
<th>PreACT</th>
<th>ACT WorkKeys</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offsite Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Offsite Request</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

System Test Coordinator: ____________________________ Date Sent to ALSDE: __________

System Test Coordinator must return this form by **January 29** to:  
Student Assessment  
Email: [leslie.calloway@alsde.edu](mailto:leslie.calloway@alsde.edu)
Questions?

Send questions: studentassessment@alsde.edu