

# Welcome to Your Testing Program! State and District Testing

## Welcome

Welcome to ACT State and District testing! This document provides a brief overview of the program including these topics:

- description of State and District testing
- description of the ACT<sup>®</sup> test
- your testing program
- types of reporting
- terms used in State and District testing
- changes for 2016-17

## About State and District Testing

With State and District testing, all students gain awareness of academic opportunities.

Taking the ACT<sup>®</sup> test brings more minority and middle- and low-income students into the college enrollment pool. Students, especially those who didn't think they would attend college, may be surprised to learn about possibilities they had not considered. Many qualify for major-specific scholarships and honors programs.

## About the ACT<sup>®</sup> Test

The ACT is a curriculum- and standards-based tool that assesses students' academic readiness for college. Depending on the agreement in your state or district, students will take the ACT or the ACT with writing. The ACT taken online is an option for schools that meet site readiness requirements.



## Your Testing Program

### Types of Testing

Your leadership selected these testing options for your program:

- the ACT test taken online
- the ACT test taken on paper
- the ACT with writing

### Who is Eligible for Testing?

Your leadership has indicated that these examinees are eligible for testing in this program:

- only 11<sup>th</sup> grade examinees at all public schools
- only 11<sup>th</sup> grade examinees from non-public schools testing at public schools

### Test Dates

Your program will be testing on the dates shown in the table below. Examinees must test only on the dates for the selected administration shown below.

Test Administration	Dates
Testing window for the ACT taken online	April 19 – May 3, 2017
Initial test date for the ACT taken on paper	April 19, 2017
Makeup test date for the ACT taken on paper	May 3, 2017
Accommodations testing window for the ACT taken on paper	April 19 – May 3, 2017

## ACT Testing Process Overview

Below you will find an overview of the testing process from receiving the organization file through reporting.

Stage	Who	Does What
1	State	Submits organization eligibility file to ACT.
2	ACT	Processes organization file and loads organizations and contacts into PearsonAccess <sup>next</sup> ™ (PearsonAccess <sup>next</sup> ).
3	District / School	For a new contact, activate account in PearsonAccess <sup>next</sup> . For all contacts, review organization information and manage contacts.
4	School	Test coordinator requests access and submits accommodations requests for examinees in the Test Accessibility and Accommodations System (TAA).
5	ACT	Reviews requests for accommodations and provides decisions.
6	State	Loads Student Data Upload (SDU) file into PearsonAccess <sup>next</sup> .
7	ACT	Applies TAA PIN in PearsonAccess <sup>next</sup> to populate Personal Needs Profile (PNP) attributes for the examinee's record.
8	School	Test coordinator reviews student count (from SDU) and adjusts student registration, if needed.
9	School	Test coordinator submits additional orders as needed.
10	ACT	Packages test materials and ships to schools.
11	School	Within PearsonAccess <sup>next</sup> , test coordinator creates users, test sessions, and assigns students to sessions.
12	School	Test coordinator plans for test day and conducts staff training. Also conducts pretest session for paper testing or distributes pretest information for online testing.
13	State	Uploads demographic updates file into PearsonAccess <sup>next</sup> .
14	School	Test coordinator precaches test content 48 hours before test day.
15	School	Test coordinator administers test to examinees.
16	School	Test coordinator returns initial test materials to ACT and orders paper makeup materials.
17	ACT	Processes order for makeup test materials, packages, and ships makeup test materials to schools.



# Welcome to your Testing Program State and District Testing

Stage	Who	Does What
18	School	Test coordinator administers makeup test to examinees.
19	School	Test coordinator returns makeup test materials to ACT.
20	ACT	Receives and processes materials from schools.
21	Examinee	Receives student score report.
22	School	Receives school score reports.
23	District	Receive district profile reports.

## Program Specific Information – Non-Public School Participation

Please follow these requirements if examinees from a non-public school are testing at your school:

- Notify non-public entities with students who are residents of the district of this testing opportunity  
*Note: The method and timing of this notification is a district/school decision.*
- A participating non-public student must:
  - Be a resident of the district in which the assessment is administered
  - Provide proper identification documentation  
*Note: Appropriate forms of identification are outlined in the ACT Administration Manual.*
  - Complete the non-test portions of the answer document at the administering school prior to the test date.  
*Note: Remember that these answer documents will become secure test materials once this step is completed.*
- If your school is responsible for testing non-public students at your school, you'll need to ensure these students are loaded into PearsonAccess<sup>next</sup> during the window for districts or schools to submit the Student Data Upload (SDU) file, which is **February 6, 2016 – March 16, 2017**.
- Ensure that there is adequate space available to test public and non-public students. If necessary, arrange to test at an off-site location.
- Ensure that a sufficient number of staff are selected and trained to handle the number of examinees testing. Training materials may be located at: [www.act.org/stateanddistrict/missouri](http://www.act.org/stateanddistrict/missouri)

### Accommodations

- For non-public school students that require accommodations:
  - The non-public school administrator will need to provide those students' information for accommodation to the public school test coordinator.
  - The public school test coordinator will need to submit the requests for accommodations to ACT via the Test Administration and Accommodations System (TAA).

Staff at the testing school must complete Block K on all non-public students' answer documents using the *non-public school's* six-digit ACT high school code. ACT high school codes are found at:

<http://www.actstudent.org/regist/lookuphs/>. Scroll down to Find Your High School.

*Note: The code to use for home schools is 969-999.*



## Types of Reporting

### Student-Level Score Reporting for the ACT

Examinees who tested with standard time or ACT-approved accommodations will receive:

- a student score report mailed to the address they provide
- the ability to view their scores online at [actstudent.org](http://actstudent.org) after receiving the printed score report in the mail

### High School-Level Score Reporting for the ACT

The school will receive the following reports:

- student score reports, student score labels, and high school checklist of reports are mailed in batches up to eight weeks after testing to the director of counseling
- an aggregate report that provides trends and averages of the high school based on the population within the state is sent to the test coordinator

### District-Level Score Reporting for the ACT

The district test coordinator will receive the following reports:

- District - ACT Profile Report: An aggregate report that provides trends and averages of the entire district based on the population tested within the district.
- Student-level data: A student data file includes all college reportable scores for all examinees for whom ACT processed answer responses.



## Terms Used in State and District Testing

Common terms used with State and District testing are explained below.

Category	Term	Description
Planning	Manage Participation	The process by which your school is set up to participate in State and District testing. The test coordinator provides information to ACT and agrees to the administration's terms and conditions.
	Off-site Testing	Testing at a location other than your school building.
Staffing	Test Coordinator (TC)	The primary point of contact for your school. Responsible for all activities encompassing testing.
	Substitute Test Coordinator	The individual at your school who assumes the place of the test coordinator if the test coordinator is not able to serve in this role.
	Test Accommodations Coordinator (TAC)	The individual(s) at your school who may assist the test coordinator by requesting or arranging accommodations, and coordinating the accommodations administration.
Systems	PearsonAccess <sup>next</sup> ™ (PearsonAccess <sup>next</sup> )	The web application used by testing staff for various test related activities.
	TestNav™	TestNav is the web application used by examinees to take the ACT when testing online.
	Test Accessibility and Accommodations System (TAA)	An online system used to manage ACT-approved accommodations for examinees. Use TAA to submit and check the status of requests, review decision notifications, and view examinee information for planning.
Accommodations	ACT-Approved Accommodations	Accommodations on the ACT requested by school staff and approved by ACT in compliance with the Americans with Disabilities Act (ADA) and the <i>Diagnostic and Statistical Manual of Mental Disorders</i> , 4th or 5th Edition. Scores achieved using these accommodations are college-reportable.
Data Files	Student Data Upload (SDU)	This file identifies examinees eligible to test at participating schools and creates barcode labels.
	Barcode Label	A label contains examinee information and the TC affixes it to the answer document. The barcode is read when the answer document is scanned. It then translates back to the student code (previously known as the state assigned student ID number).
	Student Code	A unique identifying number that is assigned to the student record upon the creation of the student in PearsonAccess <sup>next</sup> . It is used for matching purposes for reporting, accommodations, and testing. This code will be used for the barcode label. If a student does not have a barcode label, it will need to be gridded on the answer document.
Training	Training Video	A prerecorded video posted online.
	Q & A Session	A live webinar you may attend to ask questions about accommodations and test administration.
Materials	Initial Shipment	A shipment containing materials to prepare for testing. It includes nonsecure and secure materials.
	Makeup Shipment (Paper)	A shipment containing materials specific for the makeup test date.
	Nonsecure Materials	Includes answer documents, manuals, and supplements.
	Administration Supplement	This document contains supplemental information to the administration manual(s), if applicable.
	Non-Test/Pretest	Non-test or demographic information that examinees enter, such as the address where to send their score reports.
	Secure Materials	Includes test booklets and/or alternate formats. <i>It also includes the Pretest Information for Online Testing.</i>



## Welcome to your Testing Program State and District Testing

Category	Term	Description
Testing	Standard Time Administration	The test administration using standard timing (no extended testing time, no extended breaks, or additional breaks).
	Online Testing Window	The weekday test dates designated for online testing.
	Initial Test Date (Paper)	The first test date for testing with paper materials.
	Makeup Test Date (Paper)	The second test date for testing with paper materials, for examinees who miss the initial test date.
	Accommodations Testing Window (Paper)	The two-week testing window designated for accommodations testing with paper materials, and other alternate formats such as braille or audio DVDs.



## Changes for 2016-2017

### Why are there Changes?

ACT is continually making enhancements to systems, services, and products. If you were a test coordinator previously, this document describes some of the changes. Detailed information will be provided in time for each activity.

### Participation Process Starting Later

Test coordinators will not receive emails from ACT about completing participation details (formerly known as “establishment”) or requesting accommodations until **the week of November 7**. This comes later this year because of improvements made to processes and systems.

### Enhancements to PearsonAccess<sup>next</sup>

PearsonAccess<sup>next</sup> is the web application used by testing staff for various test related activities. Some of the participation, enrollment, and ordering screens have changed.

### Off-site Testing

If your school is unable to meet ACT facility requirements, select an off-site testing location that meets the requirements. Your school no longer needs to complete a request form and wait for ACT approval to test off-site. However, you are required to identify the off-site location and address on the Test Room Report.

### The ACT Taken Online

To test online, your school must:

- Appoint a technical coordinator.
- Meet hardware, software, and other technical requirements defined by ACT, and performed during site readiness. There will not be any checkpoints or surveys as part of site readiness.
- Install and use ProctorCache software as defined by ACT in the *Technical Guide for Online Testing*.
- Use the installable TestNav app (instead of browser based) for the optimal testing experience.

If your school does not meet the requirements during site readiness or install ProctorCache software by the deadline provided, ACT will switch your administration from online to paper.

### Enrollment Counts

Schools will not be confirming or entering an initial enrollment count in PearsonAccess<sup>next</sup><sup>TM</sup>. Instead, your initial enrollment counts will automatically populate the enrollment screen based on the number of examinees loaded into the system. Materials will be shipped for your initial test date based on the information on the enrollment screen.

### Initial Shipment of Nonsecure and Secure Materials

ACT is combining the previously known “nonsecure shipment” (which arrived about four weeks before test day) with the “secure shipment” (which arrived about one week before test day). The initial shipment will contain both nonsecure *and* secure materials. It will arrive about two weeks before the test day.



## Welcome to your Testing Program State and District Testing

### **ACT-Approved Accommodations**

ACT is no longer sending a “preliminary roster” and the “final roster” to your school. See the “Status of Requests in TAA” section of the *Test Accessibility and Accommodations (TAA) User Guide* for instructions on conducting an advanced search and creating a roster.

### **ACT Accommodations Materials are Bulk Shipped**

ACT is no longer assigning ACT-approved accommodations materials to an individual examinee. Materials will be shipped in labeled kits based on the type of materials enclosed. The test coordinator will assign kits to examinees based on their ACT-approved accommodations.

ACT will no longer assign examinees a reference number.

### **Consolidated Test Administration Forms**

ACT has created one document, which contains information the room supervisor needs to complete and return to ACT. This document is included in the initial shipment of nonsecure and secure materials. The information in this document is no longer available in the back of the administration manual(s).