

## Avoiding the Pitfalls—Spring 2012

This document is to assist you in conducting a successful administration of the MME. Below is a list of pitfalls that schools have experienced. Failure to follow procedures can result in score delays or cancellations. If you have questions, contact ACT at 800/553-6244, ext. 2800 (standard time), ext. 1788 (accommodations), or via e-mail as noted on the inside cover of the supervisor's manuals. If you have questions involving testing on Day 3, contact Measurement, Inc. by phone 866/691-1423 or via e-mail at mmeday3@measinc.com.

<b>ACT State Testing – Accommodated Testing</b>		
<b>1</b>	<b>Accommodated students must test any time within the two-week accommodations window</b>	Scores will be cancelled for students who test outside the two-week accommodations testing window. Pre-test sections must be completed before the Initial Test Date.
<b>2</b>	<b>Do NOT test students with different timing codes in the same room</b>	Different rooms are required for different timing codes, formats, or accommodations. Use your preliminary roster as a guide and follow the instructions in your manual.
<b>3</b>	<b>Students with readers must test individually</b>	Students who are approved for a reader must test individually, regardless of the assigned timing code. Students who are approved to test with cassettes or DVDs, and are NOT using earphones, must test individually. Students approved for stop-the-clock breaks must also test individually. This is not true for those students testing with State-Allowed Accommodations.
<b>4</b>	<b>Do NOT test ACT-Approved and State-Allowed students in the same room</b>	If these procedures are not followed, the resulting ACT scores for all students in the "mixed" room will be cancelled.
<b>5</b>	<b>Test students using the test materials specifically assigned to him/her</b>	Students testing with accommodations will be identified on rosters sent with the test materials. Only the accommodation and test format listed for each student may be provided to them. Do NOT mix test materials that are pre-packaged and specifically assigned to individual students. This includes the students with the same test format. Leave test materials in their zip lock bag assigned to the individual student.
<b>6</b>	<b>Each test section must be completed in one day</b>	If a student's accommodations provide for testing over multiple days, the student must complete each test section in one session on a single day.
<b>7</b>	<b>Secure test materials will be shipped to your school separately based on the type of materials</b>	Standard time, ACT-Approved Accommodation, and State-Allowed Accommodation secure test materials are all packed and shipped separately to your school. Standard time materials are sent to the attention of the Test Supervisor. ACT-Approved and State-Allowed materials are shipped separately to the attention of the Test Accommodations Coordinator. Maintain distinction in materials throughout possession and the administration of the test.
<b>8</b>	<b>Pack accommodations test materials EXACTLY as the Supervisor's Manual State Special Testing and Administration Instructions State-Allowed Accommodations instructs, and return to ACT by the deadline listed on the Checklist of Dates</b>	Failure to return your accommodations test materials following the instructions provided may result in your students' answer documents not being processed. Use the original cartons to return the different materials. Do NOT mix different types of test materials in the same carton. Follow the packing instructions for each type. <b>Note:</b> The procedures for the return of accommodations test materials are different than standard time test materials.

9	<b>Students MUST be seated facing the same direction</b>	Regardless of the number of students in the room or the distance between them, all students must be seated facing the same direction. If students are found not facing the same direction, scores may be cancelled.
10	<b>Verbal Instructions MUST be read to students using cassettes or DVDs</b>	Verbal Instructions are not recorded on audio materials. Therefore, in addition to the beginning directions, Verbal Instructions for that particular timing code must be read to all students.
11	<b>Complete test day documentation while testing is occurring</b>	Test day documentation MUST be accurately completed during testing and reflect the actual date and time used on each test section. Clerical errors made on test day documentation may result in cancellation of scores.
12	<b>Do NOT provide accommodations to students other than what is approved/listed on the roster</b>	Scores will be cancelled for students who were not approved for but receive accommodations. Students approved for accommodations may choose to test with standard time. If this is the case, they must use standard time test materials and be placed in a standard time room. Do not change the assigned timing code for any student.
13	<b>Each room is required to have a room supervisor</b>	The room supervisor must assume responsibility for <b>one</b> test room only. "Dual" supervision of students in different rooms is not permitted.
14	<b>Administer the tests in the order prescribed in the supervisor's manual</b>	Test 1 (first), Test 2 (second), Test 3 (third), etc. including students who are approved to test over multiple days. Results from tests not administered in the prescribed order will be cancelled. Day 1 tests must be completed before moving to Day 2 tests. Day 2 tests must be completed before moving to Day 3.

Below are a few examples of situations that may result in cancelling scores (**this list is not all inclusive**):

- Test day documentation is inaccurate or submitted with clerical errors
- Reader reads the test to a group of students rather than to an individual student
- Student uses test booklet specifically assigned to different student
- Student uses cassettes or DVDs and did not receive Verbal Instructions
- Student was NOT approved for accommodations but received accommodations
- Student tests with a different timing code than what was approved for the student
- Student who received ACT-Approved Accommodations tests with State-Allowed students (vice versa)
- Student takes any test section outside of the two-week accommodations testing window
- Students test on different sections of the test in the same room at the same time
- Students are not facing the same direction in the room
- Students with stop-the-clock breaks did not test individually