

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.

ACT State Testing – Standard Time		
1	Testing must be the first activity of the morning. Verbal Instructions must begin no later than 9:00 AM in all standard time rooms.	Each school is responsible for making the necessary arrangements to ensure that standard time testing begins no later than 9:00 AM in all rooms on each scheduled test day. Any students who are not normally in school first hour must alter their schedules for test day so they can report for testing in the morning. Students who begin testing after 9:00 AM, or are not tested as the first activity of the day, will have their scores cancelled.
2	Pre-test information on the answer document may NOT be completed on the test day	Prior to the test day, staff should review every document to ensure each student has provided the required information. Non-test portions of the answer document may not be completed on any test date – not before and not after any of the tests. Students who have not completed the pre-test sections of the answer document before test day must be scheduled for the Makeup Test Date and complete the non-test portions before the Makeup Test Date. If students are found having completed pre-test items on the initial or Makeup Test Date, the scores may be cancelled.
3	Standard time rosters must list all students scheduled to test, including those who are absent	Prior to testing, create a roster (template located in the supervisor's manual) of all students expected to test in each standard time room. The completed roster must show who was present and the type of ID accepted, plus the students who were absent. This will assist you in identifying which students should be scheduled for the Makeup Test Date and the number of materials that will be needed. The number of students marked present in a room must match the number of students shown on that room's seating diagram.
4	Test materials may not be transferred or shared between schools	No test materials may be transferred without authorization from ACT, even if an alternative school is affiliated with the "main" high school. Use only materials assigned and shipped to your school. If students test with materials that have been transferred from another location without prior authorization from ACT, scores may be cancelled.
5	Do NOT synchronize the timing of tests across all rooms	Each room supervisor is to time the components of the test in his/her individual room. This allows the opportunity to respond to questions and adjust timing, if necessary, without disrupting other rooms. Providing more or less time on any test section or break in order to adhere to a school schedule may cause scores to be cancelled.

6	Secure test materials will be shipped to your school separately based on the type of materials	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.
7	Students MUST be seated facing the same direction	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.
8	Do NOT pass calculators out between Test 1 and Test 2	Students are responsible for bringing a permitted calculator and making sure it works. If your school chooses to provide calculators, you must distribute them prior to the start of testing. Passing out calculators after testing has begun is not permitted.
9	Administer the tests in the order prescribed in the supervisor's manual	Test 1 (first), Test 2 (second), Test 3 (third), etc. Results from tests not administered in the prescribed order will be cancelled.
10	Do not provide additional breaks or extend any break	Do not provide any breaks other than what is prescribed in the supervisor's manual. Do not wait to resume testing in order to synchronize with other test rooms at your facility.
11	Provide full amount of time on each test	Even if all students in the room are finished with a test before allowed time elapses, the full time for each test must be given. This includes one-on-one testing. Do NOT move to the next test until the full test time is complete or your scores will be cancelled.
12	Pack standard time test materials EXACTLY as the Supervisor's Manual State Testing instructs and return to ACT by the deadline listed on the <i>Checklist of Dates</i>	Failure to return your standard time test materials following the instructions provided may result in your students' answer documents not being processed. Do NOT mix standard time and accommodations test materials in the same carton. Note: The procedures for the return of standard time materials are different than accommodations test materials.
13	Order standard time makeup test materials no later than the date indicated on the <i>Checklist of Dates</i>	Provide an accurate number of students scheduled for makeup testing. ACT will ship different test booklets with a minimal overage. Schools who do not order makeup test materials on time will not be able to test students who were unable to complete testing on the Initial Test Date.

