

Overview

This document is a summary of staff and facility requirements. It will help you choose the best school staff and testing environment for ACT State Testing. It is **not** all inclusive. All testing personnel are **required** to read the manual(s). Hard copies of the manual(s) will be provided to you prior to test administration training.

Staff Qualifications (TS, BU, TAC)

Staff must protect the integrity of all secure test materials and ensure all students at their school are tested under the same conditions as students at every other school. Staff appointed as Test Supervisor (TS), Back-up Test Supervisor (BU), or Test Accommodations Coordinator (TAC), must meet all requirements listed below for each date of testing.

Relatives Testing	If any staff member's relative or ward, at any school in the state, will be testing with ... standard time, that staff member may not serve as TS or BU or have access to secure standard time test materials. accommodations, that staff member may not serve as TAC or have access to secure accommodations test materials. <i>Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.</i>
Conflict of Interest	May not be engaged in test preparation activities for the ACT[®] college readiness assessment and ACT WorkKeys[®] at any time during the current testing year (September 1 through August 31), except as specifically required by school contract. The normal duties of a counselor or teacher are not a conflict of interest, <i>provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.</i>
Experience	- Must be proficient in English. - Must be experienced in testing and measurement. - Must be a staff member of the school and meet any additional requirements of the state. - Must be fully capable of dealing with the responsibilities associated with the handling of secure assessment materials.
Availability	- May serve at only one school. Each school requires an appointed TS, BU, and TAC. - Must be available to serve in the appointed role the entire school year (e.g., do not appoint someone who is retiring mid-year). - Must be available to receive test materials shipments at the school when they are scheduled to be delivered according to the <i>Checklist of Dates</i>.
Training	Must participate in all training activities provided by ACT and the designated state agency (if applicable).

In addition to the above, the TAC has these specific requirements:

Coaches	- May not serve as the TAC if a high school or college athletics coach <u>and</u> any student athlete is testing with accommodations. - May not supervise one-on-one testing for a student athlete. <i>These restrictions apply to all coaches whether head or assistant coaches, and apply to all sports whether they are in season or not. They do not apply to cheerleading coaches.</i>
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Appointed Staff Responsibilities (TS, BU, TAC)

Staff appointed as TS, BU, or TAC, are responsible for all tasks listed below.

Security	- Check in secure test materials within 24 hours of receipt at the school. - Ensure security of test materials from receipt until return. - Protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests. - Maintain control over locked, limited-access storage at the school to secure the test materials. - Ensure that the tests are administered in strict compliance with all policies and procedures as documented in the manual(s) and in any supplements.
Assigning Room Supervisors and Proctors	- Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. - In standard time rooms one room supervisor is required per room, plus one proctor for every 25 students in the room after the first 25. - In accommodations rooms one room supervisor is required per room, plus one proctor for every 10 students in the room after the first 10. - Conduct a local training session for all appointed assistants before the test dates, including a complete review of the manual(s).
Testing Activities	- Arrange for all students to complete pre-test sections of their answer documents in a supervised session at school, as described in the appropriate manual(s). If applicable, affix barcode labels to student answer documents prior to test day. - Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
Documentation	- Provide a timely response to requests from ACT when additional information is needed regarding your school or students. - Read the manual(s) and comply with all policies and procedures described therein and in any supplemental policy information provided. - Ensure room supervisors complete all required reports and forms during the administration. Verify and return all required reports, seating diagrams, forms, answer documents, and test booklets/alternate test formats immediately after testing as directed. - Document all irregularities and consult directly with ACT and the appropriate state agency, regarding actions to be taken. - Cooperate fully with ACT and the appropriate state agency, to investigate and resolve suspected or documented irregularities.

In addition to the above, the TS and BU have these specific responsibilities:

Enrollment Figures	Ensure that the enrollment figure(s) for <u>all</u> students required to test at your school have been provided as directed during establishment.
Security	Ensure that students who are required to test at your school with the standard testing practices do so using only the authorized standard time testing materials for initial or make-up day testing.

In addition to the above, the TAC has these specific responsibilities:

Requesting Accommodations	Consult with appropriate school personnel to determine which students need to test with accommodations. Follow the specific procedures to request accommodations test materials by the deadlines listed in the <i>Checklist of Dates</i>.
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Security	• Ensure that all students who qualify for accommodations test within the designated accommodations testing window using only the authorized accommodations and materials assigned. ACT-Approved Accommodations are assigned to individual students.
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Room Supervisor and Proctor Qualifications

The qualified assistants appointed as room supervisors and proctors must meet these requirements:

- Must be proficient in English.
- May not be involved in the ACT and/or ACT WorkKeys test preparation outside of normal school duties.
- May not be enrolled in high school.
- May not assist in a room where a relative is testing.
- If an athletic coach, may not act as room supervisor in any one-on-one situation in which a student athlete is testing.
- May not be anyone who intends to take the ACT within the next 12 months.
- May not be a volunteer.
- May not be a lower-division undergraduate.

Facility Requirements

As stated in the manual(s), it is expected that all test sites will comply with these basic requirements:

Test Room	• Seating must be uncrowded—classrooms with 15-30 students are preferred (fewer for accommodations testing). • There must be good lighting, a comfortable temperature, and a quiet atmosphere. • Each room supervisor must have a complete copy of the manual(s) in the test room. • Security must be manageable—ACT recommends no more than 100 students per room for standard time. • Accommodations students must be assigned to test rooms with a room supervisor for each room, according to directions in the manual(s), separating students with different timing/administration codes.
Seating	• Seats must be: • Assigned by testing staff as students enter room. • A minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder). • A minimum of 3 feet apart front-to-back (measured head-to-head). • All students must face the same direction.
Writing Surface	• Lapboards are not permitted. • The writing surface must accommodate both test booklet and answer document.
Freedom from Distraction	• Only those involved directly in testing may be in the room. Examples of those who may not be present include media, parents, students who are not testing, school board members and district personnel (unless the district personnel have been trained to serve as members of the testing staff). • The school must provide an uninterrupted period for testing for each date of testing. • Test rooms must be separated from regular school activities. • Standard time only: Turn off audible signals that normally sound (e.g., bells, public address system, etc.).

Test Day Requirements

As stated in the manual(s), it is expected that all testing staff will comply with these basic requirements on test day:

Timing of Test	• Use at least two timepieces in each room to ensure accurate timing. • Observe test times and break schedule exactly (accommodations schedules may vary). • Administer tests in the order prescribed in the manual(s). • Standard time only: Test all students on the designated test dates with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions no later than 9:00 a.m. Students whose schedules normally start earlier or later, including night school students, must adjust to meet this start time.
Documentation	• Complete a Staff List for each school with answer documents for each date of testing. • Complete a Roster, Seating Diagram, Test Booklet Count Form, and Testing Time Verification Form for each room, for each date of testing. • Complete header sheets (i.e., Supervisor's Report Form, School Identification Sheet) accurately and place on top of answer documents returned for scoring/processing for each date of testing. • Complete Irregularity Report(s) for each date of testing with any voided answer documents attached. • Consult directly with ACT and the appropriate state agency to handle administration irregularities.
Security	• Ensure the constant security of materials. • Receive, check-in, and verify test booklets by serial number. • Restrict access to secure test materials at all times, from the moment of receipt to return (documented "chain of custody"). • Properly identify students (photo ID or personal recognition by the room supervisor). • Do not permit students or others to modify responses after a test section has been completed. • Return all materials immediately after testing concludes.
Attentiveness	• Comply exactly with the manual(s), including reading Verbal Instructions verbatim. • Be attentive during testing. • Focus on monitoring tests—reading (except the manual(s) or supplements), grading papers, using a computer, and doing other personal work is not permitted. • Walk around the room frequently to monitor students. • Recognize the potential for prohibited behavior and take the appropriate action.