



**Overview**

This document is to assist you in conducting a successful administration of the MME. Score delays and cancellations frequently result when testing staff fail to follow the policies and procedures in the Supervisor Manuals. This document is intended to help you avoid the most common of these “pitfalls.”

*Note: A failure to follow any of the policies and procedures in the Supervisor Manuals may result in score delays or cancellations – Always refer to your Supervisor’s Manual for complete information.*

**All Testing**

Below is a list of common pitfalls for all types of testing.

<b>Common Pitfall</b>	<b>How to Avoid this Pitfall</b>
School completes pre-test on test day or after testing	Complete the pretest session before the test date. If students have not completed the pre-test session before the Initial Test Date they are not permitted to test and should be scheduled for the Makeup Test Date.  Please refer to the <u>Sessions for Absent Students</u> section of the <i>ACT Supervisor’s Manual State Testing</i> for instructions.
School receives test materials and mixes standard time and accommodations materials	Keep materials for Standard Time testing and Accommodated testing separate. Standard Time test materials are shipped separately to the Test Supervisor. Accommodations test materials are shipped separately to the Test Accommodations Coordinator. State-Allowed Accommodations test materials, if applicable, are also shipped separately to the Test Accommodations Coordinator.
School transfers materials between schools	Use only materials assigned and shipped to your school. Test materials may not be transferred or shared between schools without prior authorization from ACT, even if an alternative school is affiliated with the “main” high school.
School seats students facing each other	Seat students so they are facing the same direction, regardless of the number of students in the room or distance between them.
School administers the test out of sequence	Administer the tests in the order prescribed in the Supervisor Manuals; Test 1 (first), Test 2 (second), Test 3 (third), etc. If your state is participating in the Writing test option, do <b>not</b> administer the Writing test first.

**Standard Time Testing**

Below is a list of common pitfalls for standard time testing.

<b>Common Pitfall</b>	<b>How to Avoid this Pitfall</b>
School begins Verbal Instructions after 9:00 a.m.	Begin reading the Verbal Instruction no later than 9:00 a.m. in all rooms.  Refer to the <u>Test Day Schedule</u> and <u>Test Room Starting Time</u> sections of the <i>ACT Supervisor’s Manual State Testing</i> for more information.
School synchronizes timing of tests across all rooms	Each room supervisor is responsible for timing the tests in his or her own room. Do <b>not</b> read the Verbal Instructions or time the tests from a central location for multiple rooms (for example using bells, a PA system, or loudspeaker). You should not expect each room to follow a preset schedule.  Refer to the <u>Test Day Schedule</u> and <u>Timing the Tests</u> sections of the <i>ACT Supervisor’s Manual State Testing</i> for more information.
School provides a 30 minute break between tests	Follow the timing schedule in the <i>ACT Supervisor’s Manual State Testing</i> . Do not provide additional breaks or extend any break.



School checks calculators between Test 1 and Test 2	Check for prohibited calculators as students are entering the testing room. After Test 2 has begun, you must walk around the room and check to make sure students are only using a permitted calculator. If your school chooses to provide calculators, distribute them as you admit students to the room. Do <b>not</b> interrupt the flow of testing to check or distribute calculators between Test 1 and Test 2.
School fails to order makeup test materials	Order makeup test materials no later than the date indicated on the <i>Checklist of Dates</i> . 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.

### Accommodations Testing

Below is a list of common pitfalls for accommodations testing.

Common Pitfall	How to Avoid this Pitfall
School administers test before the testing window	Do not test outside the two-week accommodations testing window. Accommodated Testing must occur within that window.
School has one room supervisor assisting in multiple rooms	Each room supervisor must assume responsibility for only one test room. They may not “dual” supervise students in different rooms.
School provides accommodations materials to a student not approved for accommodations	Do not give accommodations to students not listed on the ACT-Approved Accommodations roster. Those students must test with standard time test materials in a standard time room. Accommodation materials are pre-packaged and specifically assigned to individual students listed on the ACT-Approved Accommodations roster that identify the accommodations and test format for each student. If a student chooses to test without accommodations, they must use standard time test materials and be placed in a standard time room.
School mixes timing codes in the same room	Do not test students with different timing codes in the same room. Different rooms are required for different timing codes, formats, or accommodations. Use your ACT-Approved Accommodations roster as a guide. Do not mix ACT-Approved Accommodations and State-Allowed Accommodations students in the same room, if applicable.
Student completes one test section over multiple days	Administer each test section in a single day.
School does not test students individually per their accommodation requirement	Test students approved for a reader, stop-the-clock breaks, or testing with audio DVDs individually, regardless of the assigned timing code.
Verbal Instructions are not given for audio materials	Read the Verbal Instructions from the Supervisor’s Manual to all students for that particular timing code. This is in addition to reading the beginning directions. Verbal Instructions are not recorded on the audio materials.
Administer the tests in the order prescribed in the supervisor’s manual	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.

### Additional Information

If you have questions, you may:

- See a list of FAQs at [www.act.org/aap/statetesting.html](http://www.act.org/aap/statetesting.html)
- Contact us electronically via the Contact Us web page at [www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
- Call us at 800/553-6244, ext. 2800 with standard time questions
- Call us at 800/553-6244, ext. 1788 with accommodations questions, or email specific questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)
- Call 866/691-1423 or email [mmeday3@measinc.com](mailto:mmeday3@measinc.com) if you have questions involving testing on Day 3

