

DISTRICT TEST COORDINATOR TRAINING SPRING 2016

ACT Aspire
The ACT
Iowa Assessments
ELPA21
Alternate Assessment



Overview of the Day

- Introduction
- DTC responsibilities
- Required assessments
- Accounting for all students
- Test administration and security requirements
- State required forms and procedures
- Iowa Assessments
- ELPA21
- MSAA and the Alternate Portfolio
- ACT Aspire at grades 3 – 10
- The ACT at grade 11



District Test Coordinator

ACTAAP Rule 5.05.2

The superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities including:

- Scheduling
- Security
- Training
- Administration
- Student coding
- Assessing all students
- Reporting any testing irregularity



Communication and Collaboration

- **What do you communicate?**
 - EVERYTHING!!!!!!
 - Webinar dates and times
 - DTC Weekly communication
 - The LiveBinder
 - Commissioner's Memos
 - Information gained from training
 - Communication from testing companies
 - Share accurate and confirmed information
 - Contact ADE when in doubt



Communication and Collaboration

- **With whom do you communicate?**
 - Administration
 - Central office
 - Building level
 - School Test Coordinators
 - Technology Coordinators
 - LEA Supervisors
 - ESL Supervisors
 - eSchool
 - Person who enters data
 - Person who verifies and maintains data



Communication and Collaboration

- **Administration**

- Policies – i.e., cellphone
- Scheduling
- Resources
- Decision making

- Administrative support is necessary for successful testing; communication is the key to gaining that support.



Communication and Collaboration

- **School Test Coordinators**

- Keep them in the loop of decisions and policy
- Collaborate in developing a school testing plan
 - Do you have a set time to meet with them?
 - Do you have a communication plan?
 - Do you include all the necessary staff?
- Delegate while providing necessary support
 - Follow up
 - Provide guidance/direction
 - Do not just hand off the entire program



Communication and Collaboration

- **LEA and ESL Supervisors**
 - What tests should students take?
 - Appropriate accommodations
 - Required documentation
 - Scheduling
 - Resources
 - **Keep them informed**



Communication and Collaboration

- **eSchool Personnel**

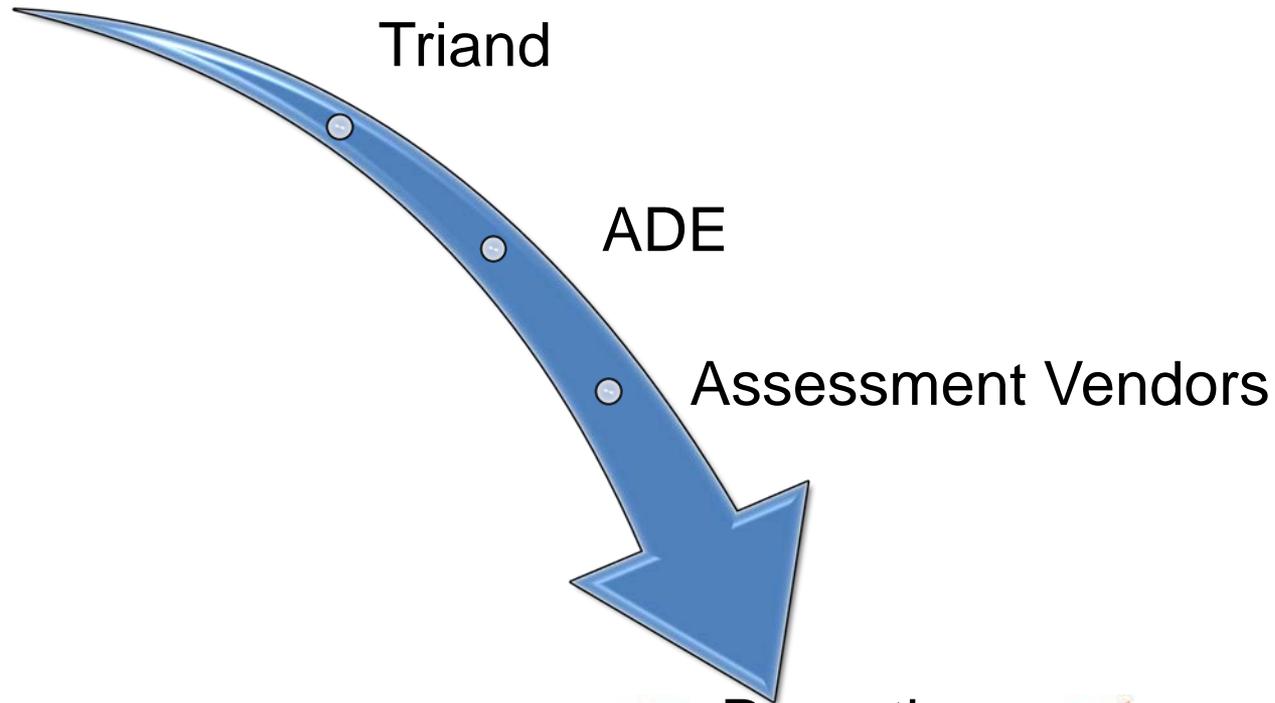
- Are they aware of the impact of data entry?
- Garbage in = Garbage out
- Does the district have a plan to verify data entry?
- Is there a plan in place for communicating student movement?
- Is there a plan for managing student demographic information?
- Are SPED students coded correctly?
 - <https://docs.google.com/document/d/1Q8e15lh0Y-HUmwrqoSsBjhorxr0UjYFrZOo2xnDruJ8/edit>



DATA ACCURACY



eSchoolPLUS™



How do I help maintain accurate data?

- Establish a district policy for maintaining data
- Educate those involved at every level
- Check and double check prior to entering new students
 - Previous school
 - Triand
 - Physical Records

 **DO NOT** create a new record with a 900 number before verifying the student is not already in the system



How do I help maintain accurate data?

Something is wrong in my student data file, what do I do?

- Correct the issue in eSchoolPLUS
 - Aspire – rerun and upload the COGNOS file
 - All others – Correct in the assessment portal



How do I help maintain accurate data?

- *Student moves into our district, what do we do to register them correctly?*
 - Locate the student in Triand to verify SSN or existing 900 number
 - You may need to contact the previous school
 - Enter the student into eSchoolPLUS using correct SSN or existing 900 number to avoid multiple records being created
 - If not in Triand, enter student into eSchoolPLUS with valid identifiable information



How do I help maintain accurate data?

- *I looked up a student in Triand and there are two records, what do I do?*
 - Contact Holly.Glover@arkansas.gov or sarah.cox@Arkansas.gov to merge the students
 - Do not just pick one!
- *A student has a “T” as the first character in their State ID, what do I do?*
-  Do not load them into the testing portal until the state ID has been generated in Triand



How do I help maintain accurate data?

- Duplicate record in Triand

Matthew Dillon

Local-ID: [REDACTED]
State-ID: [REDACTED]

DOB: 1998-11-30
SSN: xxx-xx-4266
AUTH: xxxx-xxxx-xxxx-xxxx

[REDACTED] HIGH SCHOOL
SCHOOL DISTRICT

AR

Matthew

Local-ID: [REDACTED]
State-ID: [REDACTED]

DOB: 1998-11-01
SSN: xxx-xx-4266
AUTH: xxxx-xxxx-xxxx-xxxx

[REDACTED] SCHOOL DIST.

AR



How do I help maintain accurate data?

- Collaborate with SPED and ESL office to
 - Ensure all students are correctly coded in eSchoolPLUS, especially in the SPED and ESL modules
 - https://ardoe.adobeconnect.com/_a797789496/p5kotze86wc/?launcher=false&fcsContent=true&pbMode=normal
 - Ensure all student are assigned the correct course codes
 - <https://docs.google.com/document/d/1Q8e15lh0Y-HUmwrqoSsBjhorxr0UjYFrZOo2xnDruJ8/edit>
 - Ensure all students are assigned the correct grade level
 - Remember all tests are now assigned according to a student's grade of enrollment



Student Privacy

- Email **IS NOT** secure
- Never send a student name with
 - Student SSN
 - Date of Birth
 - Data File with student PII
- Share data via a secure link
 - Contact ADE to have link sent to you before sending student PII in an email.



ASSESSMENTS



Required Assessments

Grade	Assessment	Alternate
1	Iowa Assessment	No alternate
2	Iowa Assessment	No alternate
3	ACT Aspire	MSAA - math/literacy
4	ACT Aspire	MSAA - math/literacy
5	ACT Aspire	MSAA - math/literacy Portfolio – science
6	ACT Aspire	MSAA - math/literacy
7	ACT Aspire	MSAA - math/literacy Portfolio – science
8	ACT Aspire	MSAA - math/literacy
9	ACT Aspire	No alternate
10	ACT Aspire	Portfolio – science
11	The ACT	MSAA - math/literacy

All Current LEP Students		
K - 12	ELPA21	No alternate – all students test

Calendar of Assessments

Window	Assessment	Notes
February 1 st – March 11 th	ELPA21	Online assessment
March 1 st – 15 th	ACT	<ul style="list-style-type: none">• 11th Grade Only• Paper dates are 1st and 15th only
 March 30th – May 13th	MSAA	<ul style="list-style-type: none">• Grades 3-8 and 11 only• Significantly Cognitively Disabled
April 4 th – 15 th	IOWA	<ul style="list-style-type: none">• Grades 1 and 2 only• Paper assessment
April 11 th – May 13 th	ACT Aspire	<ul style="list-style-type: none">• Grades 3-10

Transfer Students

Assessment	Enrollment Date	Notes
ELPA21	February 26 th	<ul style="list-style-type: none">• Complete any unfinished domains for students that have started ELPA21• Students that have not started should be tested, if possible
ACT	N/A	<ul style="list-style-type: none">• Contact ACT to attempt to test
MSAA	April 29 th	<ul style="list-style-type: none">• Complete any unfinished test for students that have started MSAA• Students that have not started should be tested, if possible
IOWA	April 4 th	<ul style="list-style-type: none">• Attempt to test any new students
ACT Aspire	April 29 th	<ul style="list-style-type: none">• Complete any unfinished test for students that have started ACT Aspire• Students that have not started should be tested, if possible

ACTAAP Rules

The superintendent or his/her designee in each school district shall be responsible for...

- 5.05.2.5 Ensuring that all assessment documents and student identification information are properly and accurately coded;
- 5.05.2.6 Attesting whether ALL students have participated in the appropriate grade-level assessment(s).



Student Assessments

Students test based on grade in eSchoolPLUS

- Students coded as grade 1 or 2 will be included in the data file for the Iowa Assessments
- Students in grades 3 – 8 and 11 with the appropriate coding in the special education module will be included in the data file for MSAA
- Alternate portfolio student data have been uploaded
 - materials for all students grade 5, 7, 10 submitting a portfolio



Student Assessments

Students test based upon their grade in eSchoolPLUS

- Schools/districts upload their student data for ACT Aspire
 - CHECK that your special populations are correctly coded
 - Students test by grade enrolled NOT course
 - Middle schools students in Algebra 1 will take their grade level math assessment
- ACT student data for grade 11 have been uploaded



Student Assessments – English Learners

- Iowa Assessments at grades 1 and 2
 - Test based upon the LPAC team decision
 - Reasons not tested are not collected at these grades
- ACT Aspire
 - Test at all grades 3-10
 - LPAC accommodations may be used if available on the test
 - First year in the U.S.
 - Must take the science and math tests
 - Are not required to take the reading, English or writing tests
 - Code the reason not tested in the ACT Aspire portal

Student Assessments

Students not attending at the main campus

- ALE located within district
 - Students are required to test
 - All standard testing procedures must be followed
 - May return to the main campus to test OR
 - May administer online test at the ALE
- ALE serving multiple districts
 - Students are required to test
 - All standard testing procedures must be followed
 - All students must test in the same mode, other than accommodations
 - Districts must coordinate with the ALE director to set up testing
 - Contact Jimmy Blevins to set up online testing at off site ALE
 - Contact Susan Gray if paper testing is required at the ALE



Student Assessments

Students not attending at the main campus

- Day Treatment
 - Students are required to test
 - All students must test in the same mode, other than accommodations
 - All standard testing procedures must be followed
 - Districts must coordinate with the center staff to set up testing
 - Contact Jimmy Blevins to set up online testing
 - Contact Susan Gray if paper testing is required



Student Assessments

- Homebound



- Students may be tested
- Students will count against the districts 95% unless documented as medically fragile
- Students may test on campus
- Student may be tested in the home
 - District must order a paper test
 - Must complete a *Special Accommodation Request* form
 - District must send two licensed administrators to administer the test in the home
 - All standard testing procedures must be followed
- Residential
 - Students do not test



Student Assessments

Homeschool students enrolled in a public school

- **Will** take tests when enrolled in tested subjects
 - e.g. 7th grader who attends school for math only will take the Aspire math test
- **Will not** take tests when enrolled in non-tested subjects only
 - e.g. 10th grader who attends for band or sports only



MAINTAINING TEST SECURITY



ACTAAP Rules

- The superintendent or his/her designee in each school district shall be responsible for... 5.05.2.2 Ensuring that security is maintained as specified in the appropriate testing administration materials;
- 5.07.4 The superintendent of each school district shall develop procedures to ensure the security and confidential integrity of all assessment instruments and test items.
- The superintendent shall be responsible for immediately notifying the Department in writing of conduct that violates the security or confidential integrity of an examination or assessment.



Ensuring Test Security

- Ensure that all school and district staff involved in testing are aware of the importance of following all test security and administration procedures with integrity.
- 5.07.1 Violation of the security or confidential integrity of any test or assessment is prohibited.
- 5.07.2 The Board shall sanction a person who engages in conduct prohibited by this section. Sanctions shall be considered and imposed in compliance with the Department's rules Governing Alleged Testing Improprieties or in the Department's Rules Governing Background Checks and License Revocation, as appropriate. Additionally, the Board may sanction a school district or school, or both, in which conduct prohibited in this section occurs.



Ensuring Test Security

Why are test security and consistent administration procedures so important?

- Valid and reliable test results
- Fair comparisons among groups
- High stakes for students, teachers, schools and districts
- Professional educational ethics
- Doing what is right for students



Ensuring Test Security

- Develop a district-wide security plan including district administrators
- Review cell phone policy
- Train all staff in proper administration procedures and test security
- Provide the District Level Affidavit to your superintendent prior to test administration for review
- Ensure that each staff member reads and signs the Test Security Agreement (*in your packet*)
- Create an environment that values professionalism and integrity during test administration



Ensuring Test Security

- Testing manuals are more generic this year
- Follow the guidelines provided by the ADE in addition to those outlined in each manual
 - In some cases the ADE rules are different than those in the manual
 - Today we will try to point out these differences
 - If there is any doubt, contact the ADE
- Train for each test administration separately
- Use the ADE forms required for test administration *(next section)*
- Follow the ADE guidance re: session size *(next slide)*



Student/Test Administrator (TA) Ratio*

- Grades 1 – 3: One licensed TA for 1 - 25 students
 - Above 25 students requires a second licensed TA
- Grades 4 – 6: One licensed TA for 1 - 28 students
 - Above 28 students requires a second licensed TA
- Grades 7 – 12: One licensed TA for 1 - 30 students
 - Above 30 students requires a second licensed TA
- Trained proctors may be added to any group size as needed

**Per Standards for Accreditation Class Size*



Training for Test Administration

District/School Test Coordinators must

- Schedule training sessions for all staff
- Develop timelines for each school
- Schedule testing sessions
- Assign test administrators, rooms, students, etc.
- Ensure that all pre-test requirements in the online system(s) have been completed and checked
- Plan the training for all administrators
- Ensure all test administrators understand
 - The security procedures for each test
 - The online system for the test they will administer
 - Proper protocols when administering accommodations
- Maintain documentation of training (i.e., sign in sheet, materials presented)



Training for Test Administration

All school staff involved with any test administration must

- Attend training
- Read and sign the Security Agreement
- Receive and understand
 - Their testing schedule and testing location
 - Which students they will test
 - Any accommodations to be provided
 - Instructions regarding materials
 - Log in tickets
 - Scratch paper
 - Calculators
 - Test booklets
- Receive training specific to the online testing system (if applicable) and their roles with the test administration



Cell Phone/Electronic Device

- Cell Phones shall be turned off and not accessible
- Students shall not have access to any device with photographic capabilities
- Any electronic device that allows for communication among students shall not be accessible at any time during test administration
- If necessary, collect and secure these items until the testing is completed and all test materials are secure
- Test Administrators may have access to a cellphone to communicate technical issues during testing. Cellphones should be unavailable unless needed.
- Do not use a cellphone as a timer.



Use of Prohibited Devices

- If any prohibited equipment is accessed during testing
 - Immediately report incident to the ADE
 - Immediately check that no information about the test has been saved, sent, or received on the device
 - Refer to your district policy for further actions regarding the student(s) involved
 - All parties involved will write a signed statement
 - describing how the irregularity was handled
 - describing how the district policy was followed
 - send statement(s) to Office of Student Assessment



Reporting Irregularities

- Irregularities must be noted and reported (*as required in the ACTAAP Rules*)
- Train Test Administrators how and what to collect as issues occur during testing
- Gather and maintain all information and documentation
- Methods to report
 - Use the irregularities reporting tool in the ACT Aspire portal
 - Call the Office of Student Assessment
 - Complete the ADE Testing Impropriety Form



Reporting Irregularities

- Call the Office of Student Assessment
 - Any cell phone use, electronic communication, photo taken, etc. during testing
 - Technology issues that impact a testing session in progress
 - Weather issues that impact a testing session in progress
 - Security violation
- When in doubt call our office 501-682-4558



Reporting Irregularities

- Complete the ADE Testing Impropriety Form
(in packet)
 - For use after testing to provide documentation to the ADE
 - Required for any security breach or testing impropriety involving test administrator or other staff
 - Must be submitted within 14 days becoming aware of the testing impropriety



Monitoring

- The ADE will send monitors to observe testing procedures in schools
- Monitors will
 - observe testing sessions and security procedures
 - observe the administration of accommodations
 - speak with the School Test Coordinator and Test Administrators
 - complete an Test Monitor Checklist *(in your packet)*



Specifics for Computer Testing

- Efforts should be made to minimize viewing of other students' screens
 - Spread computers over the space
 - Consider using dividers or screen covers
- Monitors should be visible by Test Administrators/Room Supervisors



Specifics for Computer Testing

Permissions

- Review user roles before assigning permissions
 - Aspire – Page 5 of ACT Aspire Portal User’s Guide
 - ACT – Page 21 of the ACT Administration Manual for Online Testing
 - ELPA21 – Roles and Responsibilities – tab in ELPA21 LiveBinder
 - MSAA - TBA
- Ensure those with permissions to edit student data are knowledgeable of the portal and how to manipulate Excel files
- Everyone does not need the same level of permissions



Shifts with Online Administration

- Technology staff may
 - Help set up and test infrastructure
 - Trouble shoot technology issues
 - Configure devices for testing
- Technology staff may NOT
 - Log in as a student to check the system
 - Create fake students in the live portal
 - Remove devices from rooms if students are logged in
 - Look over a student's shoulder to trouble shoot if test content is visible
 - Have access to secure material if not licensed



FORMS



ADE Required Forms *(in packet)*

- Security Agreement
 - Ensure each staff member involved in testing reads and signs *before* testing
 - Only one signed form required for all spring testing
 - District maintains for 3 years
- District Level Affidavit
 - Superintendent and DTC sign affidavit
 - One per test administration
 - After testing to certify the procedures for the entire district
 - Fax or email to the ADE Assessment Office



ADE Required Forms *(in packet)*

- Chain of Custody for the Iowa Assessments*
 - Materials signed out and in each day
 - Scratch paper inventoried and destroyed

- Chain of Custody for ACTAAP Assessments*
 - Required for online and paper
 - Accommodated test materials
 - Authorization tickets
 - Scratch paper
 - Materials signed out and in each day
 - Scratch paper inventoried and destroyed

* *Required but the forms may be created at the local level*



ADE Required Forms *(in packet)*

- Special Accommodation Request Form
 - Required for accommodations that are not listed as standard on any given assessment
 - Paper test for ACT Aspire
 - Paper test required for human read aloud
- ADE will review all requests and approve or deny based on the following criteria
 - Is the accommodation used regularly in the classroom?
 - Has the accommodation been documented in a plan?



ADE Required Forms

Assessment Forms			
Name	Version	Required	Requirement
Security Agreement	ADE	Yes	Maintain for 3 years
District Level Affidavit	ADE	Yes	Return to ADE
Special Accommodation Request	ADE	As needed	Submit to ADE for approval 3 weeks prior to test
Affidavit Waiver (accommodation)	ADE	As needed	Maintain for 3 years
Iowa Assessments Chain of Custody	ADE or local	Yes	Maintain for 3 years
ACTAAP Chain of Custody	ADE or local	Yes	Maintain for 3 years

ACCOMMODATIONS



Administering Accommodations

- Must not change the construct being measured (i.e., read the reading test)
- Should not advantage students, rather “level the playing field”
- Providing inappropriate accommodations is a testing impropriety
- Specific to the student’s needs
- Requires
 - Planning
 - Documentation
 - Proper coding
 - Consistent use throughout the school year



Accommodations

- Persons providing accommodations shall be currently licensed by the Arkansas Department of Education
- Accommodations
 - Written in the IEP, 504 Plan, or LPAC
 - Used regularly in the classroom
 - **Allowable** on standardized testing



Accommodations

Allowable on standardized testing

“...but it’s in his IEP...”

IDEA Sec. 300.160, b.2:

The State’s guidelines must identify only those accommodations for each assessment that do not **invalidate the score** and instruct IEP teams to select, for each assessment, **only those accommodations that do not invalidate the score**.

* Consideration of Special Factors page of the IEP, line 8:

“List accommodations needed (if any) consistent with IEP and **test administration guidelines**.”



ACT Aspire does not allow

- *Reading and English tests to be read aloud or TTS*
- *Use of calculators on math at grades 3 - 5*



Accommodations

When assigning accommodated sessions:

- Ensure that students receive only the accommodation(s) identified in their plans
- Assign small groups according to accommodation
 - Consider extended time percentages when grouping
- Do not combine students with different accommodations if it allows any student access to an accommodation not included in his/her plan



Accommodations

When **extended time** is allowed:

- All students in a group must complete each test/session before moving on to the next
- Students may NOT go back into a test/session at a later time in the day to continue working or to complete unfinished items
- For ACT Aspire, additional time may not be added unless it is in a plan
 - System will allow time to be added for any student



It is a testing irregularity to add time for students other than those with extended time in a plan



Accommodations

Large Print and Braille

- All student responses shall be transcribed into a student answer document
- Have a plan to ensure that all answers are transcribed before shipment
 - By a licensed, trained, individual
 - Affidavit Waiver form must be completed (*in packet*)
 - Print out of student responses must be RETURNED

Response Transcription

- Original student work must be RETURNED (after transcribed into an answer document)



Special Accommodations

- Special Accommodations form is posted within the LiveBinder
- This is required only for use of assistive devices*, unique accommodations or Aspire paper tests
 - Accommodation must be identified in student's plan
 - Specify clearly what is needed and the reason the accommodation is needed
 - Keep copy of the approved form at the school

*only those not available in the online platform



Emergency Need for Accommodation

If a student is injured and requires an emergency accommodation:

- Write a 504 (if no plan exists) or amend plan
- Allowable accommodations may then be provided, as required
- For unique accommodations, complete the Special Accommodations form
- Complete any waiver that may be required



Administration of EL Accommodations

EL students may make use of allowable accommodations if included in the LPAC plan and used regularly on classroom assessments

- No tests may be administered in any language other than English

- The Aspire system lists a Spanish version as an available accommodation, BUT.....



AR districts ARE NOT to assign Spanish versions of any assessment



Administration of EL Accommodations

- Translation of general directions into native language
 - Allowable for Aspire and ELPA21
 - Aspire will not provide translated directions other than Spanish
 - District may choose to provide translated directions
 - District must contract and fund the written translation of the directions
 - Contracted translators must be certified in the target language and proficient in English
 - District must ensure the translation communicates the same meaning as that found in the standard form
 - Translations must be completed prior to testing
 - Live reading of the translated directions must be done by a licensed test administrator
 - ELPA21 will provide translated directions in 5 languages to be read by a test administrator who is fluent in the language

IOWA ASSESSMENTS

2015-2016

Grades 1 and 2



Iowa Assessments

Test ALL students in grades 1 and 2 who can test with or without allowable accommodations

- Students repeating grade 1 or 2 will test with their grade
- No alternate portfolio at grade 1 or 2
- Large-Print and Braille are not available
- Non-standard accommodations will require the *Special Accommodation Request Form*



Iowa Tests

Students Not Tested

- Reasons will NOT be on the demographic sheet
- Keep a record at the school of all students and reason they will not test
- Labels for students not tested should be destroyed
- Reasons:
 - IEP team decision
 - LPAC team decision



Iowa Tests

Events

- Test administration webinar training March 16 at 1:00 p.m.
- Testing window: April 4 – April 15, 2016
- Districts will receive materials March 28 (*after spring break*)



Iowa Tests

Scheduling

- Districts schedule testing anytime within the window
- Grade cohorts throughout district must test at the same time
- May be administered over multiple days
- Sessions must be administered in order
- Computation test has been added



It is a testing irregularity to alter the order of the sessions from the schedule in the test administration manual



Iowa Assessments: Grades 1 and 2

- Iowa Administration Manuals are secure
 - Non-secure portions will be posted on the ADE Website
- May not be accessed before the morning of testing
- Allow time in the schedule for administrators to review the directions and script
- Test sessions show approximate times
 - May vary based upon teacher pacing
 - Ensure that test administrators know the number of items in each session so that they do not stop students before the final question in the session
 - Each separate section is color coded



Schedule Grade 1

Test	Items	Approximate Working Time (minutes)
• Vocabulary	26	15
• Reading (Parts I and II)	35	45
Literary Text		
Informational Text		
Explicit Meaning		
Implicit Meaning		
Key Ideas		
• Language	34	25
Spelling		
Capitalization		
Punctuation		
Written Expression		
• Math (Parts I and II)	41	50
Number Sense & Operations		
Algebraic Patterns & Connections		
Data Analysis, Probability, & Statistics		
Geometry		
Measurement		
• Computation NEW	25	25
Compute with Whole Numbers		

Reading Parts I & II and Math Parts I & II may be scheduled separately



Schedule Grade 2

Test	Items	Approximate Working Time (minutes)
• Vocabulary	26	15
• Reading (Parts I and II)		
Literary Text		
Informational Text		
Vocabulary	38	45
Explicit Meaning		
Implicit Meaning		
Key Ideas		
Author's Craft		
• Language		
Spelling		
Capitalization	42	25
Punctuation		
Written Expression		
• Math (Parts I and II)		
Number Sense & Operations		
Algebraic Patterns & Connections		
Data Analysis, Probability, & Statistics	46	50
Geometry		
Measurement		
• Computation NEW		
Compute with Whole Numbers	27	25

Reading Parts I & II and Math Parts I & II may be scheduled separately



Iowa Assessments: Grades 1 and 2

- Addition of Math Computation
 - Allows for a math total score
 - Allows for a report out against the CCSS



Iowa Assessments: Grades 1 and 2

- Scratch Paper
 - *Mathematics Part 2* and Computation only
 - Allowed, not required
 - If used, all students must have access to paper
 - Blank sheets provided by school
 - Must be inventoried and shredded after testing
- Calculators are **NOT** allowed on any mathematics session



Iowa Assessments: Grades 1 and 2

- Chain of Custody for the Iowa Assessments
 - Materials signed out and in each day
 - Scratch paper inventoried and destroyed
 - NO numbers on the test booklets or administration manuals
 - ADE recommends a local numbering system to account for all secure materials
 - Do not use marker
 - Do not apply a label
 - Do not cover the bars on the booklets



ELPA21

Grades K - 12



ELPA21

English Language Proficiency Assessment

- Required for all EL students K – 12 who have not exited
 - Include students whose parents have waived services
- Window February 1 – March 11
- Online assessment only
- Paper/Pencil exceptions:
 - Part of the K & 1 writing domain
 - Braille and large print
- Will require receipt and return of materials



ELPA21

Updates

- January 13: Modules available on Nextera
- Week of January 15: Online manuals available
 - At the “Help” tab
- January 25: secure browser available
- Schools will receive paper manuals for
 - K – 1 writing directions
 - Paper accommodated tests
- Check the ELPA21 LiveBinder for updates



ELPA21

Training:



ADE Administration update: 1/15/16 web recording

- Administration: 1/8/16 web recording
- Technology: 12/7/15 web recording
- Recordings may be accessed

at: <http://www.arkansased.gov/divisions/learning-services/assessment/webinar-recordings>

Resources:

- LiveBinder

<http://www.livebinders.com/play/play?id=1833717>



ELPA21 Questions

ELPA21 Customer Service

1-800-643-8547

ar.elpa.help@questarai.com



ALTERNATE ASSESSMENTS



Alternate Assessments

- Required for all students with a significant cognitive disability unable to participate in the regular assessment
- Literacy and math
 - Grades 3 – 8 and 11
- Science
 - Grades 5, 7 and 10



MSAA (formerly NCSC) Update

- Now called Multi-State Alternate Assessment (MSAA)
- Online assessment for literacy and math at grades 3 – 8 and 11
- Training will be provided online and will be available beginning **February 24**, 2016



The ADE will present a Zoom meeting with general MSAA information on **February 24 at 1:00**.

- Login information will be provided for the Zoom training
- The recording of the January 8th, 2015, Zoom meeting with information about MSAA is posted at:
<https://arksped.k12.ar.us/index.html>



Alternate Portfolio for Science

- Portfolio at grades 5, 7, and 10
- Districts will receive a shipment February 8
 - Student Demographic Information Form (SDIF)
 - Affidavits
 - Labels
 - Return kit
- Early returns are due to Questar by February 29
- Shipped no later than March 18



Alternate Portfolio for Science

- Return each label on the Student Demographic Information Form (SDIF)
- Labels are printed from information in eSchoolPLUS as of December 31, 2015
- Do not use labels with incorrect information
- Do not use labels with incorrect grade
- Destroy the incorrect label(s) and bubble all demographics carefully on SDIF



Alternate Portfolio for Science

- Alternate Portfolios must be shipped to Questar by Friday, March 18, 2016
- Transfer forms **MUST** be complete before sending to ADE and Questar
- Those who used Sandbox to store portfolio entries must print and place in binders for shipping



ACT ASPIRE

Grades 3 - 10



Online Manuals



- Online schools will receive a shipment of manuals
 - Shipped March 14 for arrival prior to spring break
 - 1 per 25 students per enrollment in the ACT Aspire portal
- Additional manuals must be downloaded and printed for use during test administration



Tasks to Complete Before Testing

- Required Infrastructure Trial



- Before March 18, 2016
- See Commissioner's Memo LS-16-051
- Should reflect the number of students, time of day and location of testing that will be used during operational
 - You are testing your system
 - Don't panic if issues arise. The point is to catch and correct them now.
- This IS NOT a practice test
 - All students will log into the 7th grade science or math test
- Indicate District Infrastructure Trail Date:
<https://docs.google.com/forms/d/1iowAvxPM4iPbAkCLtGIEyD2NV3eg8ThyPFclt4mApxE/viewform>



Tasks to Complete Before Testing

- Required Infrastructure Trial
 - Use **Infrastructure Trial_AR** portal
 - You may load your real student data in this portal
 - Use the ADE naming convention for sessions
 - GradeSubject_FirstInitialLastName_**LocalIndicator**
 - Example: 05M_Jmorley_Room32



Tasks to Complete Before Testing

Ensure all students test

- Identify students not on main campus to be assessed
 - ALE
 - Day Treatment
- Make a plan to ensure they are in the system
- Work with ALE or Day Treatment center staff to coordinate
 - Ordering/receiving/shipping paper tests or setting up online testing
 - Training
 - Test administrators are licensed by ADE
 - Test administrators sign the security agreement
 - Scheduling
 - Test security
- **Remember to contact ADE to set up online testing at non-district ALE or Day Treatment center**



Scheduling

- Schedules are set by school
- Students should take no more than three (3) tests per day
 - A 5 – 10 minute break must be scheduled between tests
- Tests may be scheduled in any order
- A grade cohort must test at the same time or as close together as possible
-  Grades 9 and 10 take the same Early High School (EHS) assessment
- Students must remain in the test session the full standard time
- Students are not allowed to do other work if they finish the test early
- DTC should maintain a copy of all testing schedules in the district
- Provide schedule to ADE using template (to be provided)



Scheduling

- When scheduling, plan for the optimal testing environment
 - Consider the best time of day for the age group
 - Try to schedule testing in an area free of distractions
 - Students in the hallway
 - Bells
 - Cover any materials on the wall related to the subject being tested
 - Put up **Testing: Do not Disturb** signs (not provided)



Scheduling

- Grades may be scheduled to test together*, if appropriate and necessary for local scheduling, in the following circumstances:
 - Make-up testing
 - Small group
 - Certain accommodations
 - ALE
 - Day Treatment Center
- Grades 9 and 10 may test together under all circumstances

**Note that this may not be possible moving forward*



Scheduling

- When appropriate, the following grades/subjects may be scheduled to test together. *(see packet)*

Grade	English	Math	Reading	Science	Writing*
3	Grades 3-5	Grades 3-5	Any grade may test together	Any grade may test together	Grade 3
4					Grade 4
5					Grade 5
6	Grades 6 and 7	Grades 6 and 7			Grade 6
7					Grade 7
8	Grade 8	Grades 8-10			Grade 8
EHS	Grades 9 - 10				Early high school
(9 & 10)					

Scheduling

Grouping considerations

- Do not mix accommodations
- Extended time
 - Must be a separate group
 - Students who finish ahead of others may NOT leave the room or read
 - Consider this when planning groups for testing
- Human read aloud
 - Must be in a plan
 - Must have a paper test
 - Group must be 5 or fewer
 - Different grades may NOT test together
 - Never allowed for Reading and English
- Small Group
 - Smaller than regular classroom size
 - May vary by subject for individual students



Training for Test Administration

All school staff involved with test administration must

- Attend training
 - Understand the ACT Aspire portal and TestNav8
 - Understand their role and tasks to accomplish prior to testing
 - Know their tasks during testing
 - Understand administration and test security procedures
 - Read and sign the Security Agreement
 - Understand procedure for technical issues that impact testing
- Receive and understand
 - Testing assignment
 - Students to test
 - Any accommodations to be provided
 - Authorization tickets/scratch paper
 - The Chain of custody form
 - Room Supervisor Manual



Training for Test Administration



Periodic vs Summative Assessments

- Schools that administered any periodic assessments should:
 - Ensure test administrators are aware of all security procedures for the summative test administration
 - Emphasize any procedures in place for the periodic administration that will NOT be allowed on the summative
 - NO ONE other than an active student should access a periodic assessment
- *Better to ensure that procedures for Classroom and Interim assessments mimic the summative*
- **Do not assume that teachers will know the difference**



Tasks to Complete Before Testing

Tasks for Summative

- Install or update TestNav App
- Upload all students in the **Arkansas Portal** by January 29th
- Complete PNPs for students by February 18th
- Create **all paper** sessions by February 18th
- Create Sessions in the Portal prior to testing
- Proctor Cache the Test – **Required**
- Verify Rosters
- Print Authorization Tickets

Resources

- Portal Users Guide - http://actaspire.pearson.com/_documents/manuals/ACTAspirePortalUserGuideV1.6.pdf
- TMS videos - <https://actaspire.tms.pearson.com/Account/Login?ReturnUrl=%2f>
- LiveBinder - <http://www.livebinders.com/play/play/1851411#>



Creating and Managing Sessions



- PNP information must be uploaded or entered **BEFORE** creating the sessions
- If a student starts the test without an accommodation, the ADE will not void and restart the test



Creating and Managing Sessions

- Sessions must be created for each subject test
- Sessions do not necessarily reflect the room in which students test
- Use the ADE naming convention for sessions
 - GradeSubject_FirstInitialLastName_**LocalIndicator**
 - Example: 05M_Jmorley_Room32
- Sessions **are not** created with the import of SDU file – only groups



Creating and Managing Sessions

Groups

- Created via columns S-AB in SDU
- Pulled in COGNOS file
- Make creating sessions quicker
- Resources
 - <http://www.livebinders.com/play/play/1851411#>
 - ACT Aspire>Technology
 - Cognos SDU File
 - Training Videos/TMS
 - Webinars and Presentations



Creating and Managing Sessions

- Prior to starting a session, check PNP status to verify accommodations (on the sessions screen)

<input type="checkbox"/>	Student
<input type="checkbox"/>	FREEMAN, ALICE E PNP
	DOB:1/26/03 Grade 7 Student Id:3021607178

- Do not start a session until student PNP information has been verified
-  If a student starts the test without an accommodation, the ADE will not be able to void and restart the test



Creating and Managing Sessions

- Once the session is started students may NOT be able to be removed
- Sessions may not be closed until all students have completed testing (*make-up testing will be discussed later*)
- The ACT Aspire system times each test
 - Students see the time left in their session



IN THE ACT ASPIRE PORTAL

Managing sessions

Force Close Student

Test Session Details Quick Guide ?

[Print](#) [Comment](#) [Edit](#) [Copy](#) [Refresh](#)

Grade 8 Reading - Session 1 In Progress ▾ 0% Completed Authorized Users (1)

Grade 8 Reading Mode: Online
ABC ELEM
Aug 21, 2015 - May 31, 2016 7:00 AM - 3:00 PM
Created : Oct 28, 2015 08:32:08 AM

Proctor Password

[Add](#) [Remove](#) [Reset](#) [Authorization](#) [Resume](#)

Filter by Student Status: All Statuses ▾

Show students Search:

<input type="checkbox"/> Student	Status	Answered/Total	Comments	Username	Password
<input checked="" type="checkbox"/> ORTON, KYLE J DOB:11/22/08 Grade 4 Student Id:333666999 Gifted	<input type="radio"/> Ready ▾ Force Close	0 / 30	Comment	ORT05933	76VULN Copy

Showing 1 to 1 of 1 entries ← Previous 1 Next →

- If student is Force Closed but has not tested, they must also be reinstated prior to approving the transfer request

Verify Rosters

- The Aspire system allows you to pull a roster of all students in a **chosen** test session
- At this time verify accommodations and open access tools are properly marked
- Remove any students from sessions that are no longer enrolled in your district
- Correct any errors in data prior to testing



Verify Rosters

Test Session Details Quick Guide ?

Print Comment Edit Copy Refresh

Comments **Content Math Session 1** In Progress 0% Completed Authorized Users (1)

Roster Online

Personal Needs 10 AM - 2:00 PM

Add Remove Reset Authorization

Filter by Student Status: All Statuses

	A	B	C	D	E	F	G	H	I
1	Test Sessi	Test Name	Test Sessi	Test Mode	School	Student ID	Student Name	DOB	Grade
2	Training C	Training C	In Progres	Online	TRAINING	9004-4000	HOLLYWOOD, IDAHO H	1/6/2001	Grade 7
3	Training C	Training C	In Progres	Online	TRAINING	9004-4000	TUSCON, MONTANA T	1/9/2001	Grade 7
4	Training C	Training C	In Progres	Online	TRAINING	9004-4000	RENO, OREGON R	1/5/2001	Grade 7
5	Training C	Training C	In Progres	Online	TRAINING	9004-4000	JUNEAU, CONNECTICUT J	1/10/2001	Grade 7
6	Training C	Training C	In Progres	Online	TRAINING	9004-4000	NEW HAMPSHIRE, WASHINGTON N	1/4/2001	Grade 7
7	Training C	Training C	In Progres	Online	TRAINING	9004-4000	CHARLOTTE, COLORADO C	1/3/2001	Grade 7
8	Training C	Training C	In Progres	Online	TRAINING	9004-4000	BAKERSFIELD, BOSTON B	1/2/2001	Grade 7
9	Training C	Training C	In Progres	Online	TRAINING	9004-4000	ARIZONA, ALASKA A	1/1/2001	Grade 7

- *Roster* opens an Excel file with students in that session

Verify PNP Rosters

Test Session Details [Quick Guide ?](#)

[Print](#) [Comment](#) [Edit](#) [Copy](#) [Refresh](#)

[Comments](#) **Content Math Session 1** **In Progress** 0% Completed Authorized Users (1)

[Roster](#) Online

PNP Personal Needs 6:00 AM - 2:00 PM

School TRAINING SCHOOL 1

Session Name Fred Flintstone Training Content Math Session 1

Mode Online

Test Training Content Math

Start-End Date Jul 1, 2014 - Jun 30, 2015 6:00 AM - 2:00 PM

Proctors sample@sampleemail.com

ACT[®] Aspire[™]

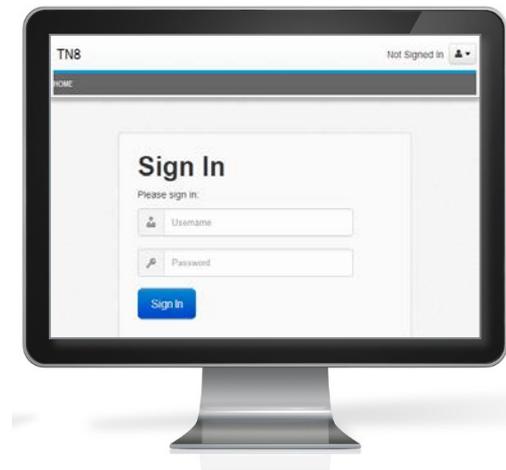
Name	Presentation Supports	Interaction & Navigation Supports	Response Supports	General Test Conditions (Setting and/or Timing) Supports
OREGON RENO	<ul style="list-style-type: none">Translated Test Directions (Only)			

- *Personal Needs* opens a tab detailing all student PNP supports

Student Authorization Ticket Overview

Student Authorization Tickets:

- Contain the URL and login information for students to access TestNav
- Can be printed for an entire school, individual test sessions, or individual students
- Should be treated as secure material



Authorization Ticket

Proposed Layout change

Test Name:

Grade 7 Math

Session Name:

Grade 7 Math - Session 1



VIRGINIA E. EDEN VALLEY

Student Id: 8675309

Check ID and name

Launch your TestNav app or Test URL at <http://test-en.aspire.org> to login.

User Name: **EDEN5580**

Password: **CHJTEB**



Printing Authorization Tickets – School

My Test Sessions

Test: All Tests ▾

Show 10 ▾ Tests

Test Name	School	Test Name	Test Id	Session Id	Students	Subject	Mode	Start Date	End Date	Status
Mr Smith, G7 Science, S	TRAINING SCHOOL 1	Test: Mr Smith, G7 Science, Session 1	S7X4G	68593	1	Science	Online	7/7/14	6/30/15	Ready
Training Content Science - Session 1	TRAINING SCHOOL 1	Test: Training Content Science - Session 1	S7X4G	68580	8					

Print Authorization Settings

Ticket(s) per page: 1 ▾

Sort by: Sort by Student Name ▾
Sort by Student Name
Sort by Session

Print Cancel

Print Guide ?

At Session Print, select and select Sort by Name. This will print log information for every student in that session displayed in Test Sessions view. To select the Print Settings tickets can be printed as one per page, two per page, four per page, or 10 per page.

- Go to **Summative Tests** and select *Test Session Print*
- Click **Print** and then *Authorization Tickets*
- Print options manage how tickets print

Printing Authorization Tickets – School

My Test Sessions Print

Test: All Tests Status: Not Started Session: All Test Sessions Print

Show 30 Tests

Test Name	Grade	Subject	Type
Mr Doe G4 Read-Interim II-Session 1 • TEST SCHOOL 9 • Test: Mr Doe G4 Read-Interim II-Session 1 • Test Id: R4I02 • Session Id: 7833 • Student	4	Reading	Online
Mr Smith G3 Math-Interim II-Session 1 • TEST SCHOOL 9 • Test: Mr Smith G3 Math-Interim II-Session 1 • Test Id: M3I02-1 • Session Id: 7830 • Stude	3	Math	Online
Ms Ryan G3 Read-Interim II-Session 1 • TEST SCHOOL 9 • Test: Ms Ryan G3 Read-Interim II-Session 1 • Test Id: R3I02 • Session Id: 7831 • Students: 2	3	Reading	Online

Print Authorization Settings

Ticket(s) per page: 4

Sort by:
Sort by Student Name
Sort by Student Name
Sort by Session

Print Cancel

Quick Guide ?

To Test Session Print, select the button and select Sort by Student Name. This will print log in information for every student in every test session displayed in the My Test Sessions view. To set the number of tickets per page, select the Print Settings option. Tickets can be printed as one per page, two per page, four per page, or 10 per page.

- Go to **Summative Tests** and select *Test Session Print*
- Click **Print** and then *Authorization Tickets*
- Print options manage how tickets print

Printing Authorization Tickets – Session

Test Session Details Quick Guide ?

Print Test Name: Grade 3 Math-Interim II **ACT Aspire** Test Name: Grade 3 Math-Interim II **ACT Aspire**

Mr Smith G Session Name: Mr Smith G3 Math-Interim II-Session 1 Session Name: Mr Smith G3 Math-Interim II-Session 1

Grade 3 Math
TEST SCHO
May 18, 2015
Instructions f

FIRSTNAME LASTNAME **FIRSTNAME G. LASTNAME**

	A	B	C	D	E	F	G	H
Login In	1	Test Name	Test Sessi	Student N	User Nam	Password	TestNav URL	
Log into	2	Grade 3 M	Mr Smith	FIRSTNAM	LAST1217	YAUSMP	http://test-tn.actaspire.org	1223
http://t	3	Grade 3 M	Mr Smith	FIRSTNAM	LAST1223	QV3E63	http://test-tn.actaspire.org	63

Student
 LASTN
 DOB:7/1/00 Grade 3 Student Id:000-999-001

LASTNAME, FIRSTNAME G
 DOB:7/1/00 Grade 3 Student Id:000-007-S

Showing 1 to 2 of 2 entries

← Previous 1 Next →

- From *Test Session Details*, select **Authorization**; print options manage how many tickets print per PDF page
- Then select **For All Students**; choose CSV or PDF

Printing Authorization Tickets – Student

The screenshot displays the 'Test Session Details' page for 'Mr Smith G3 Math-Interim II-Session 1'. The page includes a 'Print' button, a 'Comment' dropdown, and an 'Authorization' dropdown menu. The 'Authorization' menu is open, showing options for 'For Selected Students', 'For All Students', and 'Print Settings'. A 'Print Authorization Settings' dialog box is open, showing options for 'View as PDF' and 'Download as CSV'. The 'Print' button is highlighted with a red box. The 'Show 30 students' dropdown is also visible. The table below shows a student named 'LASTNAME, FIRSTNAME' with a status of 'Scheduled' and 0/0 answered questions.

Test Session Details

Print Comment Edit Copy Refresh

Mr Smith G3 Math-Interim II-Session 1
Grade 3 Math-Interim II Mode: Online
TEST SCHOOL 9
May 18, 2015 - May 29, 2015 8:00 AM - 4:00 PM
Instructions for Mr Smith's Interim II Grade

Authorization

For Selected Students
For All Students
Print Settings

Print Authorization Settings

View as PDF
 Download as CSV

Submit Cancel

Filter by Student Status: All Statuses

Show 30 students Search:

Student	Status	Answered/Total	Comments	Username	Password
<input checked="" type="checkbox"/> LASTNAME, FIRSTNAME DOB: 7/1/00 Grade 3 Student Id: 000-999-001	Scheduled	0 / 0		LAST1217	YAUSMP

- From *Test Session Details*, checkbox student name(s)
- Click **Authorization** and then **For Selected Students**
- Print options manage how many tickets print per page

Scratch Paper

- Students are allowed to have scratch paper if requested
- Each sheet must contain
 - Student name
 - Student grade
 - School name
 - Content area tested
- Considered secure material once used
- All scratch paper must be collected after testing
- Accounted for on Chain of Custody Form
- Students may use Authorization Tickets as scratch paper



Transfer Overview



- Transfer process for students that have transferred schools
- Transfers initiated by the student's new school, and completed by the student's previous school
- Students' scores will be reported to the school they reside in at the time of reporting
- Options to see requests sent and received by a school

Transfers – Testing Information

- Students with Submitted tests
 - Previous test session information will not be available in the new school
 - You will not be able to add student to a test subject where they have already submitted a completed test
 - Receiving school is responsible for completing any remaining subject tests the transfer student has not yet taken
 - You will get a notification within the portal – check the bell

Student Request Queue (Incoming Requests)

Request Queue

Transfers Reinstatements Invalidations

Show 30 Requests Search:

Student Id	Student Details	Previous District / School	New District / School	Status / Comments	Requested Date	Action Date	Action
116207	LASTNAME, FIRSTNAME Grade 5 01/01/2000	DISTRICT SCHOOL 1 / TEST SCHOOL1	DISTRICT SCHOOL 3 / DAVID SCHOOL 3	PENDING 	08/25/2015		Approve Reject
116399	LASTNAMEB, FIRSTNAMEB Grade 5 02/02/2000	DISTRICT SCHOOL 1 / TEST SCHOOL1	DISTRICT SCHOOL 3 / DAVID SCHOOL 3	APPROVED 	08/26/2015	08/26/2015	

- Go to Students > Student Request Queue; able to sort, search, review status and
- Review and take action on pending requests within 1-2 business days

Transfers Within the State

Student Transfer

Request History Request For Transfer

Organization Details

Previous School * TRAINING SCHOOL 02 (4002) 

Student Details

First Name *	FIRSTNAMEONE	Middle Initial	MIDDLE INITIAL	Last Name *	LASTNAMEONE
Student Id *	1017140001	Date of Birth *	01/01/2001 	Grade	Select One ▾

Comments

Student transferred school on March 1st

- New school initiates the transfer; go to Students > Student Transfer Request
- Complete required fields and then click **Request for Transfer**

Student Request Queue (Incoming Requests)

Request Queue

Transfers Reinstatements Invalidations

Show 30 Requests Search:

Student Id	Student Details	Previous District / School	New District / School	Status / Comments	Requested Date	Action Date	Action
116207	LASTNAME, FIRSTNAME Grade 5 01/01/2000	DISTRICT SCHOOL 1 / TEST SCHOOL1	DISTRICT SCHOOL 3 / DAVID SCHOOL 3	PENDING 	08/25/2015		Approve Reject
116399	LASTNAMEB, FIRSTNAMEB Grade 5 02/02/2000	DISTRICT SCHOOL 1 / TEST SCHOOL1	DISTRICT SCHOOL 3 / DAVID SCHOOL 3	APPROVED 	08/26/2015	08/26/2015	

- Go to Students > Student Request Queue; able to sort, search, review status and
- Review and take action on pending requests within 1-2 business days

Reporting Irregularities

1. Comment in the ACT Aspire portal - **Examinee**

- Report the following to the ADE also
 - Cell phone use...
 - Copying.....
 - Other prohibited...behavior



Parent Opt Out is **NOT** an option

Examinee -

- Working ahead or marking ovals after time
- Cell phone use (or other device)
- Copying/giving/receiving assistance
- Other prohibited or irregular behavior
- Item challenge
- Illness during test
- Late
- No show - did not test
- Student took Paper Test
- ~~Parent Opt Out~~

2. Comment in the ACT Aspire portal - **Technical**

- In the portal only
- Call ADE for technical assistance

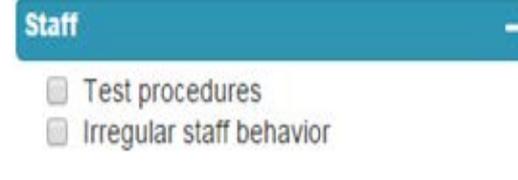
Technical -

- Launching test and login issues
- Problems during the exam-slow, freezing
- Kicked out of test
- Other system issues

Reporting Irregularities

3. Comment in the ACT Aspire portal – **Staff**

- MUST be reported to the ADE
 - Call the ADE
 - Gather information/documentation
 - Impropriety Form

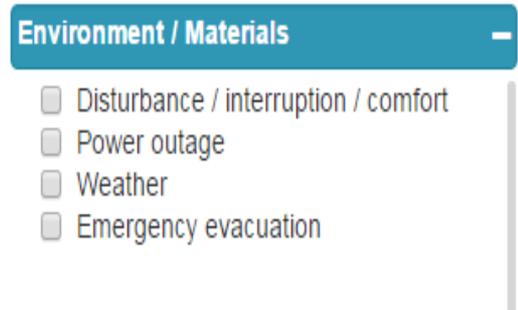


A screenshot of a dropdown menu titled "Staff" in a teal header. Below the header, there are two items with checkboxes: "Test procedures" and "Irregular staff behavior".

- Test procedures
- Irregular staff behavior

4. Comment in the ACT Aspire portal- **Environment/Materials**

- Report to the ADE only if impacts a testing session in progress:



A screenshot of a dropdown menu titled "Environment / Materials" in a teal header. Below the header, there are four items with checkboxes: "Disturbance / interruption / comfort", "Power outage", "Weather", and "Emergency evacuation".

- Disturbance / interruption / comfort
- Power outage
- Weather
- Emergency evacuation

Student Irregularities

Test Session Details Quick Guide ?

Print Comment Edit Copy Refresh

Grade 9 Math - CBT Session 4 Ready 0% Completed Authorized Users (1)

Grade 9 Math Mode: Online
SCHOOL3
Mar 3, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Students Started 0% (0 of 1)
Students Completed 0% (0 of 1)

Add Remove Reset Authorization

Filter by Student Status: All Statuses

Show 30 students Search:

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> LASTNAME, FIRSTNAME G DOB:7/1/02 Grade 9 Student Id:000-999-007	Scheduled	0 / 0		LAST1317	8YWQYM

Comment for Student

Available Reasons *

Examinee

- Working ahead or marking ovals after time
- Cell phone use (or other device)
- Copying/giving/receiving assistance
- Other prohibited or irregular behavior
- Item challenge

Environment / Materials

Staff

Selected Reason

No Reason selected. Select from Available Reasons.

Comment

Please type comment here.. Max 200 characters

Save Cancel

- Comments icon will allow you to enter an irregularity reason and comment
- Click **Save** to complete entry

Test Session Irregularities

Test Session Details [Quick Guide ?](#)

[Print](#) [Comment](#) [Edit](#) [Copy](#) [Refresh](#)

Grade 9 Math [Add Comment](#) [View All](#)

Grade 9 Math
SCHOOL3
Mar 3, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

[Ready](#) 0% Completed Authorized Users (1)

Students Started 0% (0 of 1)
Students Completed 0% (0 of 1)

[Add](#) [Remove](#) [Reset](#) [Authorization](#)

Filter by Student Status: All Statuses

Show 30 students Search:

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> LASTNAME, FIRSTNAME G DOB:7/1/02 Grade 9 Student Id:000-999-007	Scheduled	0 / 0		LAST1317	8YWQYM

Group Comment

Available Reasons *

Examinee ▼

Environment / Materials —

- Defective or damaged test booklet or answer document
- Missing or stolen test materials
- Power outage
- Weather
- Emergency evacuation

Staff ▼

Selected Reason

No Reason selected. Select from Available Reasons.

Comment

Please type comment here.. Max 200 characters

[Save](#) [Cancel](#)

- From *Test Session Details*, click the **Comment** button and select **Add Comment**; enter a reason and comment, then click **Save**

Reporting Irregularities

Call the Office of Student Assessment

- Any cell phone use, electronic communication, photo taken, etc. during testing
- Technology issues that impact a testing session in progress
- Weather issues that impact a testing session in progress
- Security violation



Reporting Irregularities

- Complete the ADE Testing Impropriety Form *(in packet)*
 - For use after testing to provide documentation to the ADE
 - Required for any security breach or testing impropriety involving test administrator or other staff



Reasons Not Tested

- Follow procedure for adding a comment to a student's test
- Choose "Did not Test"
- In the comment box enter the RNT Number Code only *(next slide)*
- **Student must be in an open session to mark a RNT**

Examinee

- Working ahead or marking ovals after time
- Cell phone use (or other device)
- Copying/giving/receiving assistance
- Other prohibited or irregular behavior
- Item challenge
- Illness during test
- Late
- No show - did not test
- Student took Paper Test
- Parent Opt Out



Reasons Not Tested

RNT Number Code	Reason Not Tested
01	Absent on ALL days of the test administration, including the make-up test administration
02	Expelled / Suspended
03	Extended Hospitalization - Requires doctor's statement in ACE
04	Residential treatment - Requires doctor's statement in ACE
05	Homebound - Requires doctor's statement in ACE
06	Incarcerated/Juvenile Detention
07	LEP Less than 1 Year (ELA Only)
08	Moved to different state/out of country
09	Withdrew from school or course
10	Enrolled in a home-school/private-school
11	Homeschooled except for extracurricular
12	Special Education services for home/private school
13	SRT
14	Deceased

Before Closing Test Sessions

PAUSE

- Have all students completed make-up testing?
- Have all reasons not tested been entered?
- Have any irregularities been entered?

- Do not close a session prior to completing the above steps (*sessions may NOT be restarted*)
- Have a plan to ensure sessions are not closed prematurely
- Do not force close student tests before confirming



After Testing

- School test coordinators must collect
 - Authorization tickets
 - Used Scratch paper
 - Paper materials
- Maintain Chain of Custody Forms
- Securely destroy authorization tickets and used scratch paper
- Report all testing irregularities in the Aspire portal and where appropriate to the ADE*
- Mark Reason Not Tested*
- Ensure all make-up testing is complete
- Close all test sessions*

****Must be completed for online and PAPER sessions***



ACT ASPIRE

Paper Tests



Who Can Test ACT Aspire on Paper?

1. Schools with an approved waiver from the ADE
2. Students with the following accommodated forms:
 - Braille
 - Large-print
 - ASL
3. Students with an IEP or 504 indicating paper testing
4. Students requiring a human reader as an accommodation



Who Can Test ACT Aspire on Paper?

- Students requiring human reader
 - Must have a paper test
 - Require documentation in a plan
 - Must receive human read aloud regularly in instruction and testing
 - Must submit a Special Accommodation Request for to the ADE

 Human reader is **NOT ALLOWED** with the online administration

- Reading and English may **NEVER** be read to any student

- 
- Groups may be no larger than five (5)
 - Grades or subjects may not be combined



Who Can Test ACT Aspire on Paper?

Schools with students testing on paper must:

- Have PNP information in the ACT Aspire portal by February 18th
- Create the accommodated sessions prior by February 18th
- Submit the Special Accommodation Request Form by early February
- Must receive approval from the ADE in writing
- The ADE will closely monitor the paper testing via the portal



Paper-Based Testing Delivery

Date	Task
January 29, 1026	Student Data File uploaded by schools
February 18, 2016	Deadline for updating student Personal Needs Profile
February 18, 2016	Deadline for test session creation
Week of April 4, 2016	Schools receive test materials
May 4, 2016	Deadline for schools returning paper materials

Receiving Test Materials

Materials received in districts week of April 4, 2016

- Test materials, including answer documents and test books, must be kept secure, and handled according to security protocol and procedure, as outlined in the *Test Coordinator* manual
- Pre-ID documents are sorted by subject, grade, and session according to the information provided in the Portal
- Test booklets are not personalized
- Test booklets are serialized and tracked for security

Initial Shipment Contents

- Packing List
- Security Checklist
- Test Coordinator Kit (includes return materials)
- One test booklet per student per subject
 - Each test booklet will include one subject test (English, Mathematics, Reading, Science, or Writing)
- One answer document per student per subject
 - Answer documents are specific to the subject of the test booklet; each student name provided is printed on the front cover of the answer document

Receiving Test Materials

- Examine shipment and verify contents match the packing list
- Count, but do not open, all items to confirm receipt
- Verify that the materials have not been tampered with in any way
- If there are any discrepancies or concerns, contact ACT Aspire Customer Support immediately
- Deliver material to appropriate schools
- Store test materials in secure location until test day

888-802-7502

ACTAspire_implementation@actaspire.org

Returning Test Materials

- Check test booklets for scorable answer documents
- Check answer documents to verify the booklet Test Form is filled in
- **Check answer documents to confirm student Portal ID is bubbled**
- Transcribe Large Print and Braille responses
- Document irregularities in the ACT Aspire portal as previously described
- Close session in the portal

Portal ID

Test Session Details

[Quick Guide ?](#)

[Print](#) [Comment](#) [Copy](#) [Edit](#)

Grade 3 Math - Session 1

Grade 3 Math Mode: Paper

ABC HIGH SCHOOL

Aug 21, 2015 - May 31, 2016 7:00 AM - 3:00 PM

Created : Sep 15, 2015 08:23:27 AM

Closed

Total Students: 2

Authorized Users (1)

Students yet to be processed	0
Students too late for processing	2
Students already sent for processing	0

Personalized material will not be sent for Manual Grid students

[Add](#) [Remove](#)

Filter by Student Status: All Statuses

Show 30 students

Search:

Student	Status	Comments	Portal ID Number
<input type="checkbox"/> DOE, JANE PNP DOB:3/20/07 Grade 3 Student Id:8766543456789	<input type="checkbox"/> Force Close	Comment	7259134019
<input type="checkbox"/> GRADE, THIRD PNP DOB:1/1/08 Grade 3 Student Id:1234567891	<input type="checkbox"/> Force Close	Comment	8439490042

- Find My Test Session
- Open the appropriate test

General Packing Information

- Pack return materials using the original shipping boxes **within 2 days** of completing testing
- Do not overfill a box; if the materials do not completely fill the box, add filler material
- Remove any previous markings or labels from each box before applying new labels
- Do not combine your scorable box count with your nonscorable box count
- Nonscorables:
 - Voided answer documents
 - Used & unused test booklets
 - Unused answer documents
 - Unused UPS ARS labels

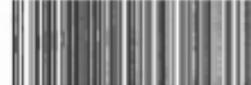
Shipping Test Materials

- Call UPS at 800-823-7459 to schedule **all** pickups
- Tell the UPS representative you are calling in a pickup request for Pearson, and will be using their Return Service

(a)

DISTRICT/SCHOOL NAME _____	DIST/SCH NUMBER _____
1234 GREEN STREET ANYPLACE, XY 12345	
SCHOOL NAME _____	SCHOOL NUMBER _____
SCH BOX _____ OF _____	
ACT Aspire 2015 Pearson 9200 Earhart Lane Cedar Rapids, IA 52404 Scorable Materials	
	
936-016-001 0005380344 ANS	

(b)

SHIP ORIGINATOR SAMPLE SERVICE 1 1111 SAMPLE IOWA CITY IA 52245	2 LBS	1 OF 1
SHIP TO: PEARSON ACT ASPIRE 9200 EARHART LANE SW CEDAR RAPIDS IA 52404-9078		
	IA 524 0-10	
UPS 2ND DAY AIR		2
TRACKING #: 1Z 592 043 02 9466 1231		
		
BILLING: P/P		
PROJECT NUMBER or COST CENTER: PERSON RESPONSIBLE FOR SHIPMENT: 		

THE ACT

Grade 11



ACT Online Administration

ACT Online

- Checkpoint 2
- Checkpoint 3
- Online Accommodations
- Preparing for Test Day
- Administration
- Materials Return

Checkpoint 2

- System Check Tool
- Mock Administration

Checkpoint 2 must be completed (passed) by January 29th to be eligible for Online Testing.

If checkpoint 2 is not completed, the school will default to paper testing.

Checkpoint 2

- System Check Tool
 - Accessed through: <http://systemcheck.actonline.act.org/>
 - Ensures that testing computer has met technical requirements

ACT Online System Check

 Start Print Friendly

Not Started

Computer Name:

Computer IP Address:

CHECKS PERFORMED	RESULTS	Desktop App	Browser-based Testing
Browser			
Java Environment			
Operating System			

VERIFICATION

To verify that you can run TestNav, complete the following steps:

1. Start a Browser.
2. Go to this address: <http://tn.actonline.act.org>
3. Enter the following credentials in the login screen:

Username: username

Password: password

4. Choose "Sign in".
5. Click the "Start Test Now" button.
6. Click the "Start Section" button.
7. If you see the "Congratulations" screen then your computer is correctly configured to run TestNav.

Checkpoint 2

- Mock Administration
 - Needs to be completed in same location at same time of day that you are expecting to administer the ACT.

Mock Administration

- Training Instance of Pearson Access Next
- Test Session Creation
- Launching Tests in TestNav
- Proctor Caching

Mock Administration –
Create Test Sessions

- Home
- Setup
- Testing
- Reports
- Support



SETUP

Select an action



TESTING

Select an action



REPORTS

Select an action

★ Program Information

[Placeholder content for Program Information]

Contact

Call Customer Support:
800-553-6244 ext. 2800

Hours available:
Monday - Friday
7:00 AM to 5:00 PM Central Time

Sessions [Go to Students in Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Sessions 3 Selected [Clear](#)

Manage

- All Tasks
- Create / Edit Sessions
- Delete Sessions

Find Sessions

Name starts with

Q Search

Filters

[Clear](#) [Hide](#)

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

Select one

to

Select one

No Results

Displaying 25 [Manage Columns](#)

	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
--	---------	----------------	----------------------	------	------------	-------------------	--------------

Search or select a filter to view results.

Tasks for Sessions

[+ Add Task](#) [< Previous Task](#) [Next Task >](#) [Exit Tasks x](#)

Create / Edit Sessions

SESSIONS (1)

[+ Create Session](#)
[ADMJbarnhartTestSession](#)

DETAILS

New Session [Create](#) [Reset](#)

Session Name*

Organization*

Test & Form

Test Assigned*

Proctor Reads Aloud

Form Group Type*

[Use Custom TestNav Settings](#)

Precaching Computer*

Scheduling

Scheduled Start Date*

Scheduled Start Time

Lab Location

A pre-caching computer is required when there is one or more available.

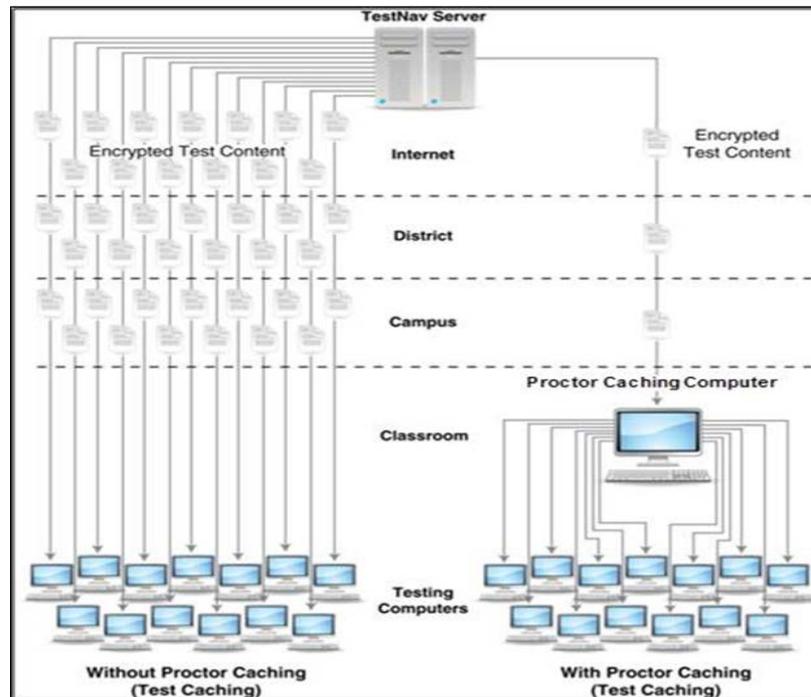
Find by Name or ID

Students

Arkansas ACT 2016 DTC Training

Mock Administration - Proctor Caching

- Utilizes a non-testing PC to reduce network traffic
- Drastically improves testing experience
- Installed through Proctor Caching App



Tasks for Sessions

Add Task

Previous Task

Next Task

Exit Tasks

Create / Edit Sessions

SESSION S (3)

- Create Session
- CreateSession
- Lab 14 Louvar
- Test

DETAILS

New Session

Create

Reset

Session Name*

Session Name

Organization*

HAWAII ACADEMY OF... x

Test & Form

Test Assigned*

Test

Proctor Reads Aloud

Form Group Type*

Add

Use Custom TestNav Settings

Precaching Computer*

Add

when there is one or more available.

test-pc

Students

Add students to session

* Required

Create

Reset

Scheduling

Scheduled Start Date*

Scheduled Start Time

01:00 AM CST

Lab Location

Mock Administration - Launch Tests

Students in Sessions [Go to Sessions >](#)

Tasks 0 Selected

Students in Sessions 0 Selected [Clear](#)

Session List

3 Selected | [Clear](#)

- Combined View
- CreateSession
- Lab 14 Louvar
- Test

CreateSession

STUDENT AUTHORIZATION TICKETS

Active
 Exited
 Completed, Marked Complete

- Seal Codes
- Scheduled Sessions
- Grid View
- List View
- Detail View - 4 per page
- Detail View - 1 per page

Find Students

[In any session within 2016 Training >](#)

Filters [Clear](#) [Hide](#)

Organization

Claim Code

Local Student ID

Group

[Toggle secondary filters](#)

16 Results Displaying 25

<input type="checkbox"/>	Claim Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status
<input type="checkbox"/>	5650358422	STUDENT	NEW		4349349470	ADMJbamhartTestSession (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	5987966173	STUDENT	NEW		6113056121	ADMJbamhartTestSession (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	9691236524	STUDENT	NEW		4853060962	Lauren Class (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	9250541965	STUDENT	NEW		0132030921	Lauren Class (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	8821398939	STUDENT	NEW		6652001455	Lauren Class (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	4568916589	STUDENT	NEW		7205978000	Lauren Class (The ACT)	<input type="button" value="Completed"/>
<input type="checkbox"/>	6186666749	STUDENT	NEW		2128771909	TCJbamhart (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	2002033100	STUDENT	NEW		8831751336	TCJbamhart (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	0009573602	STUDENT	NEW		8738167364	Customer Support Session (The ACT with Writing)	<input type="button" value="Marked Complete"/>
<input type="checkbox"/>	4026710891	STUDENT	NEW		4490233271	Lauren Proctor Caching (The ACT with Writing)	<input type="button" value="Marked Complete"/>
<input type="checkbox"/>	9604293274	STUDENT	NEW		7771831055	Lauren Proctor Caching (The ACT with Writing)	<input type="button" value="Ready"/>

Arkansas ACT 2016 DTC Training

Mock Administration - Launch Tests

Student Authorization Ticket

Student Name STUDENT, NEW

Session Name mine

Date of Birth 2003-11-17

Location

Test The ACT

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

<http://uat-tn.actonline.act.org>

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username 4076129747

Password b3b861

Mock Administration - Launch Tests

Via Browser or App



SIGN IN

The ACT

Sign In

[Sign In](#)[Test Audio](#)[Practice Tests](#)

Checkpoint 3

- Final System Check
 - Using Same URL as Checkpoint 2
 - <http://systemcheck.actonline.act.org/>
- Lock Down Devices for Testing
 - Disable any automatic software updates on testing machines.
- Completed by February 19th.

Online Accommodations

- Accommodated students will need to be in separate sessions from standard time/students with different accommodations.
- Must test in separate location or time from standard time testers/students with different accommodations.

Preparing for Test Day -Staff Training

- Ensure staff has completed Test Administration Training
 - <http://www.act.org/aap/arkansas>
- Complete Staff Training Session
 - Separate from briefing session on test day
 - Review policies, procedures, and any logistical issues

Arkansas ACT 2016 DTC Training

Preparing for Test Day

Non-Secure Shipment Arriving Week of February 1st

- Online Admin Manual
- Non-Test Instructions
- Preliminary Accommodated Roster
- Scratch Paper
- Test Administration Forms
- Taking the ACT Student Booklet

Preparing for Test Day - Non-Test Sessions

- Students complete Non-Test Session through actstudent.org
- Student account creation information sent with Non-Secure Shipment.
- Can be completed before or after test sessions (Online Only)

Online Administration – Create Test Sessions

SETUP

Select an action

TESTING

Select an action

REPORTS

Select an action

★ Program Information

Contact

Call Customer Support:

800-553-6244 ext. 2800

Hours available:

Monday - Friday

7:00 AM to 5:00 PM Central Time

Sessions [Go to Students in Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Sessions 0 Selected [Clear](#)

Manage

- All Tasks
- Create / Edit Sessions
- Delete Sessions

Find Sessions

Name starts with

Search

Filters [Clear](#) [Hide](#)

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

Select one



to

Select one



No Results

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
--------------------------	---------	----------------	----------------------	------	------------	-------------------	--------------

Search or select a filter to view results.

Tasks for Sessions

[+ Add Task](#) [< Previous Task](#) [Next Task >](#) [Exit Tasks ✕](#)[Create / Edit Sessions](#)

SESSIONS (0)

[+ Create Session](#)

DETAILS

New Session

[Create](#)[Reset](#)

Session Name*

Organization*

Test & Form

Test Assigned*

 Proctor Reads Aloud

TestNav Version

Form Group Type*

[Use Custom TestNav Settings](#)

Precaching Computer*

Scheduling

Scheduled Start Date*

Scheduled Start Time

Lab Location

A pre-caching computer is required when there is one or more available.

Students

Online Administration - Authorization Tickets

Students in Sessions [Go to Sessions >](#)

Tasks 0 Selected

Select Tasks

Students in Sessions 0 Selected [Clear](#)

Manage

Session List

CreateSession

3 Selected | [Clear](#)

- Combined View
- CreateSession x
- Lab 14 Louvar x
- Test x

CreateSession

Download Resources

- STUDENT AUTHORIZATION TICKETS
- Seal Codes
- Scheduled Sessions
- Grid View
- List View
- Detail View - 4 per page
- Detail View - 1 per page

STUDENT	STATUS
	5

Active
 Exited
 Completed, Marked Complete

Find Students

In any session within 2016 Training

Last Name starts with

Filters

[Clear](#) [Hide](#)

Organization

Select one or more

Claim Code

Starts with

Local Student ID

Starts with

Starts with

Group

Group 1

[Toggle secondary filters](#)

16 Results Displaying 25

<input type="checkbox"/>	Claim Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status
<input type="checkbox"/>	5650358422	STUDENT	NEW		4349349470	ADMJbamhartTestSession (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	5987966173	STUDENT	NEW		6113056121	ADMJbamhartTestSession (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	9691236524	STUDENT	NEW		4853060962	Lauren Class (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	9250541965	STUDENT	NEW		0132030921	Lauren Class (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	8821398939	STUDENT	NEW		6652001455	Lauren Class (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	4568916589	STUDENT	NEW		7205978000	Lauren Class (The ACT)	<input type="button" value="Completed"/>
<input type="checkbox"/>	618666749	STUDENT	NEW		2128771909	TCJbamhart (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	2002033100	STUDENT	NEW		8831751336	TCJbamhart (The ACT)	<input type="button" value="Ready"/>
<input type="checkbox"/>	0009573602	STUDENT	NEW		8738167364	Customer Support Session (The ACT with Writing)	<input type="button" value="Marked Complete"/>

Student Authorization Tickets

Electronic Test - Student Authorization

Student: STUDENT, NEW
Date of Birth: 2003-11-30
Session: CreateSession
Test: The ACT with Writing

You are authorized to take the electronic version of The ACT with Writing. You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username: 9455992363
Password: ebacdb

To access the test site, please type in the following:

<http://uat-tn.actonline.act.org>

Electronic Test - Student Authorization

Student: STUDENT, NEW
Date of Birth: 2003-11-30
Session: CreateSession
Test: The ACT with Writing

You are authorized to take the electronic version of The ACT with Writing. You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username: 3312172520
Password: ebacdb

To access the test site, please type in the following:

<http://uat-tn.actonline.act.org>

Electronic Test - Student Authorization

Student: STUDENT, NEW
Date of Birth: 2003-11-30
Session: CreateSession
Test: The ACT with Writing

You are authorized to take the electronic version of The ACT with Writing. You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username: 6036790534
Password: ebacdb

To access the test site, please type in the following:

<http://uat-tn.actonline.act.org>

Electronic Test - Student Authorization

Student: STUDENT, NEW
Date of Birth: 2003-11-30
Session: CreateSession
Test: The ACT with Writing

You are authorized to take the electronic version of The ACT with Writing. You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username: 8871529317
Password: ebacdb

To access the test site, please type in the following:

<http://uat-tn.actonline.act.org>

Electronic Test - Student Authorization

Student: STUDENT, NEW
Date of Birth: 2003-11-30
Session: CreateSession
Test: The ACT with Writing

You are authorized to take the electronic version of The ACT with Writing. You will be asked to provide the following information in order to access

Online Administration – Launch Tests via App or Browser



SIGN IN

The ACT

Sign In

[Sign In](#)[🔊 Test Audio](#)[✍ Practice Tests](#)

Test Item Caching

- Should be completed 48 hours before the start of the test window.
- Completed on Proctor Caching Computer through PA
Next

Policies - Online

- Students must complete ACT in one session
 - School can test subsets of the student population on multiple days
- Testing can only occur on weekdays between March 1-15, 2016.
- Sessions must begin by 9am.
- Create sessions at least 2 weeks before start of test window

Materials Return

- March 17th, 2016
 - Pickup day for Online Materials
 - Copies of Seating Diagrams
 - Marked Rosters
 - Used Manuals
- See Online Testing Administration Manual for Packaging Instructions

Accommodations

Accommodations Portal

- Requesting Reconsideration
 - Deadline January 29th, 2016
- Late Consideration
 - Deadline February 10th, 2016
- Final Roster
 - Arrives the week of February 22nd

Arkansas ACT 2016 DTC Training

Requesting Reconsideration

Submitting Documentation for Reconsideration

To submit documentation for reconsideration using TAA, take the following steps:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodations (TAA)** icon.
6. Click the **Accommodations PIN** for the examinee. This will take you to the **Request History** screen.



Accommodations PIN
EJCS9DLW

7. Click the **Edit for Reconsideration** button.



Edit for Reconsideration

8. Edit diagnosed disabilities, plan details, requested accommodations, and/or required documentation.
9. Click the **Save and Continue** button.



Save and Continue >

10. Type the reason you're requesting reconsideration in the box for comments.



Comments
Please enter the reason for the reconsideration request. Example: "Received additional documentation" or "Accommodation left off original request in error."

11. Check the box to acknowledge the information is accurate, and a signature is on file.
12. Click the **Submit** button. You will receive a confirmation on screen and via email.

Note: The individual who submitted the request will receive another email when ACT reconsideration is complete and an updated Accommodations Decision Notification is available.

Late Consideration

- Applicable only to:
 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level.
 2. Examinees who have a newly identified disability.
 3. Examinees with previously approved ACT-approved accommodations.
 4. Examinees with medical emergencies or sudden onset of a medical condition

Accommodations Contact Information

800-553-6244 extension 1788

ACTStateAccoms@act.org

ACT Paper and Pencil Testing

ACT Paper and Pencil

- Preparing for Test Day
 - Staff Training
 - Shipments
 - Non-Test Sessions
- Testing Policies
- Test Dates
- Makeup Ordering
- Returning Materials

Preparing for Test Day - Staff Training

- Ensure staff has completed Test Administration Training
 - <http://www.act.org/aap/arkansas>
- Complete Staff Training Session
 - Separate from briefing session on test day
 - Review policies, procedures, and any logistical issues

Preparing for Test Day - Shipments

- Non-Secure Arriving Week of February 2nd
 - Administration Manuals
 - Answer Folders
 - Pre-ID Labels
 - Apply the Pre-ID Labels to Answer Folders
 - Preliminary Accommodations Roster
 - Taking the ACT Student Booklet
- Examine all materials within 24 hours of receipt
- Treat Non-Secure Materials as Secure Following Non-Test Sessions

Preparing for Test Day - Shipments

- Secure Arriving Week of February 22nd
 - Administrative Manuals
 - Test Booklets
 - Return Envelopes
 - Answer Folders
- Secure materials must be stored in a locked, secure area
- Examine all materials within 24 hours of receipt

Preparing for Test Day - Shipments

- Makeup Arriving Week of March 7th
 - Based on Makeup Order
 - Test Booklets
 - 2 answer folders per school
 - Return envelopes
 - Examine all materials with 24 hours of receipt

Preparing for Test Day

–Non-Test Sessions

- Cannot be completed on test day or after testing.
- Verbal instructions found in Administration Manual (Page 39)

Preparing for Test Day

–Non-Test Sessions

- Up to Four College Reporting Choices
- Home address to ship report to
- Email address for the student
- EOS
- Student Profile
- Interest Inventory

Testing Policies

- Staff must identify students
 - Pages 25-26 in Administration Manual
- Testing must start at 9am on test day.
- Complete all required documentation
- Accommodated students cannot test with standard time students or with students who do not share their accommodation.

Testing Policies

- Watch for Prohibited Behavior
- Failure to follow policies listed in Administration Manual can result in a misadministration

Test Dates

- Initial Test Day
 - March 1st, 2016
- Makeup Test Day
 - March 15th, 2016
- Accommodations Window
 - March 1st – 15th, 2016

Makeup Ordering

- Must be completed by March 2nd
- Materials arrive week of March 7th

SETUP

Select an action ▼

TESTING

Select an action ▼

REPORTS

Select an action ▼

★ Program Information

Contact

Call Customer Support:

800-553-6244 ext. 2800

Hours available:

Monday - Friday

7:00 AM to 5:00 PM Central Time

Organizations

Tasks 0 Selected

Select Tasks

Start

Organizations 2 Selected [Clear](#)

Manage

- All Tasks
- Create / Edit Organizations
- Test Administration
- Manage Contacts
- Delete Organizations

Find Organizations [Participating in Early March 2016](#)

Organization Name or Organization Code contains

Search

Filters [Clear](#) [Hide](#)

Parent Organization

✖ ARKANSAS ARTS ACADEMY HIGH SCHOOL (042169)

Organization Name

Starts with

Organization Code

Starts with

[Toggle secondary filters](#)

1 Result

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	Local Site Code*
<input checked="" type="checkbox"/>	ARKANSAS ARTS ACADEMY HIGH SCHOOL	042169	School	ARKANSAS ARTS ACADEMY(D18334)	0440703

Tasks for Organizations

[+ Add Task](#) [< Previous Task](#) [Next Task >](#) [Exit Tasks x](#)

- Manage Participation
- Edit Enrollment Counts**
- Manage Completion Statuses

ORGANIZATIONS (2)

- ARKANSAS ARTS ACADEMY HIGH SCHOOL (042169)**
- U OF L PACT PROGRAM (997017)

DETAILS

ARKANSAS ARTS ACADEMY HIGH SCHOOL (042169) [Save](#) [Reset](#)

Note: See the Schedule of Events for ordering deadlines. If you need to change these quantities after the deadline, you must contact ACT at 1-800-553-6244 x2800 to inquire about an additional order.

Enrollment Counts Entry Complete [Show Organization Details](#)

Materials Ordering for the ACT Test +	
Materials Ordering for the ACT Makeup Test Date -	
	Quantity
Number of examinees needing to take the ACT in a paper format on the makeup test date	

* Required

[Save](#) [Reset](#)

Returning Materials –Initial Pick Up

- Pickup is scheduled for March 3rd, 2015
 - Keep answer folders for students testing on Makeup Date
 - Follow packaging instructions found on pages 61-65 of Admin Manual

Returning Materials –Makeup Pick Up

- Pickup is scheduled for March 17th, 2015
 - This is final schedule pickup
 - Include Standard Time and Accommodated Materials
 - Online Materials Pickup (if Applicable)
 - Follow packaging instructions found on pages 61-65 of Admin Manual

Schedule of Events

Schedule of Events

- January 29th, 2016
 - Accommodations Reconsideration Deadline
 - Deadline to Complete Checkpoint 2 (Online)
- February 1st – 4th, 2016
 - Non-Secure Shipment (Online and Paper)
- February 10th, 2016
 - Accommodations Late Consideration Deadline
- February 19th, 2016
 - Deadline to Complete Checkpoint 3 (Online)

Schedule of Events

- February 22nd, 2016
 - Secure Shipment (Paper)
- March 1st, 2016
 - Initial Test Day (Paper)
- March 1st - 15th, 2016 (weekdays)
 - Online Test Window
 - Accommodated Test Window (Online and Paper)
- March 2nd, 2016
 - Deadline to Order Makeup Materials (Paper)

Schedule of Events

- March 3rd, 2016
 - Initial Pickup Date (Paper)
- March 7th – 11th, 2016
 - Makeup Shipment Arrives (Paper)
- March 15th, 2016
 - Makeup Test Date (Paper)
- March 17th, 2016
 - Makeup & Accommodated Material Pickup Date
(Online and Paper)

Schedule of Events

- March 11th – May 16th, 2016
 - Students receive results at address listed in Non-Test Session
- June 23rd, 2016
 - Aggregated School & District reports arrive

Contact Information

Administration

800-553-6244 extension 2800

StateTesting@act.org

Accommodations

800-553-6244 extension 1788

ACTStateAccoms@act.org

ADDITIONAL INFORMATION



Student Assessment Contacts

- General Number
 - 501-682-4558
- Director
 - Hope Allen - 501-682-5760
- Staff
 - Sheree Baird 501-683-0902
 - Jimmy Blevins 501-682-4946
 - Ann Finch 501-682-5303
 - Susan Gray 501-682-4559
 - Jared Hogue 501-682-4946
 - Ernie Huff 501-683-4228
 - Alan Lytle 501-682-4468
 - Charlotte Marvel 501-682-5296
 - JJ Morley 501-682-0910
 - Alex Pritchett 501-682-5161



Student Assessment E-Mail Contacts

hope.allen@arkansas.gov

alan.lytle@arkansas.gov

alex.pritchett@arkansas.gov

charlotte.marvel@arkansas.gov

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