ACT
Non-College Reportable
2022-2023
Fall: October 18 – October 28
What’s New – Fall 2022

• Digital Training content – Available on ACT-hosted state testing page:
  

• PreID Barcode Labels: Labels will be packaged separately. They will be on the packing list and located at the bottom of package 1
Reminders

• Students only have to take the sections that they need to meet graduation requirement

• All students must be listed in Pearson Access Next to test (issued an ACT ID)
  • Check your upload extract in shared drive to verify who is uploaded
Examples

• Heather is a 12 grade student who has not yet met her FSA ELA mastery.
  • She needs to take ENGLISH and READING on the ACT-NCR ONLY (in order given)

• Nate is an 11th grade student who has not yet met his Algebra EOC mastery
  • He only has to take the MATH section on the ACT-NCR

• Robin needs both FSA ELA and Algebra 1 mastery to graduate
  • She must take ENGLISH, MATH, and READING (In correct order given) on ACT-NCR
Students to Test

- Evaluation Services will Pre-ID ALL grades 11 and 12 students who have not yet met:
  - ELA mastery (graduation)
  - Algebra 1 mastery (graduation)
- We will also upload RETAINED 10th graders who have attempted the Gr 10 FSA ELA
- Ensure you are using the FOCUS enrolled grade, not the grade where a student “should be”!
Preparation – General

- Receive and **inventory** Non-College Reportable materials
- Keep your boxes for returning materials
- Apply barcode labels to answer documents in designated area
- Hand grid student information if you don’t have a label
- Store materials securely
- Train test administrators/proctors
- Email Heather the date your school plans to test
Preparation - Materials

Store Your Test Materials Shipment

After you have counted and checked the condition of all materials in your shipment, securely store them.

1. Reseal the boxes with the provided tape.
2. Write your name across the seal.

When delivered, the box will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.

a. Reseal in the same place as before.
b. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

3. Lock the boxes in secure storage.
4. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.
Preparation - Staff

- Room supervisors and proctors may be current or retired faculty members, school admin or clerical employees, substitutes, student teachers, or paraprofessionals.
- May not serve as test coordinator if a relative is testing in the ACT window.
- Relative is: children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.
- Staff must remain attentive to their testing responsibilities throughout the administration.
Preparation – Staff Training

• School test coordinator is responsible for providing manuals, supplements, and training to all test site staff before test day.

• Training needs to cover:
  • Facilities (Room) requirements and set up
  • Test Materials
  • Non-Test Activities
  • Test Administration
  • [External Link](https://share.act.org/watch/X9P2E825s3EtnVRv81NCBp)

Detailed outline begins on page 21 in the Test Coordinator Manual

Pages 21-23, Test Coordinator Manual
## ACT Test Accommodations/Supports Testing Staff List

(use for ACT-authorized and NCB staff)

**Test Site:** ACT High School Grade for Testing school

<table>
<thead>
<tr>
<th>Accommodations/Testing Staff Name</th>
<th>School Job Title</th>
<th>Testing Position</th>
<th>Room/Hall/Number or Testing Assignment</th>
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</table>

**Test Coordinator:** Return this form with your roster and keep a copy for your records.
**NCR Manual has 1-20 ratios, but we have permission to use standard time proctor rules Per ACT.**
Preparation –
Test Room Setup

• Students should all face the same way
• Students should be at least 3 feet apart
• Carrels are not allowed
• Remove visual aids
• Specifics for desks, tables by type, etc.

Pages 8-13, Test Coordinator manual
Seating Arrangement Examples—Paper Testing

**Acceptable**

Seating Arrangement Examples

*min.* = minimum  
*ft.* = feet

Indicates distance between examinees.

Sideto-side distances are measured from shoulder-to-shoulder.

Front-to-back distances are measured from head-to-head.

**Examinee Spacing**

**Level Seating with Movable Desks**

3 ft. min., plus room to circulate

**Level Seating with Stationary Desks**

5 ft. min.

Left-handed Examinees

Extra Right-handed Desk

Left-handed Examinees at Right-handed Desks.

**Table Spacing**

**6-Foot Tables**

6 ft. min.

5 ft. min.

2 ft. min.

**8-Foot Tables**

6 ft. min.

5 ft. min.

2 ft. min.

Tables more than 9 feet

Tables under 6 feet

Round tables any size

**Unacceptable**

Seating Arrangement Examples

Examinees Facing the Wall or Each Other

Desk Surface Too Small

Dividers, Study Carrels, and Partitions

Examinees Too Close Together/Inadequate Aisle Space

Examinees Facing Different Directions

Examinees Not in Straight Rows and Columns Directly in Line with Each Other
Preparation – Materials

Make sure you are using this manual for all timing scripts and directions!
Preparation – Materials

- Test materials are sent for a specific date and type (regular or NCR).
- Schools must ensure they use correct materials during the test window
- **Secure**
  - Test Books
- **Non-Secure**
  - Barcode labels
  - Answer documents
  - Applicable supplements (i.e. Calculator Policy)
  - Site Header
  - Administration manuals
  - Return materials
Preparation – Materials

• Check barcode correctness – if incorrect, manually grid the correct student code in Block U

• Apply barcode in the correct location
Preparation - Materials

If You Do Not Have Barcode Labels

If you did not receive barcode labels, then manually grid the student code for each examinee in Block J of the ACT answer document.

<table>
<thead>
<tr>
<th>STUDENT CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To be completed by school staff, not the student.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To be completed by school staff, not the student.)</td>
</tr>
</tbody>
</table>

If the student has a student code and there is no barcode label, enter the student's code here and fill in the ovals.

High School Code (Block K)

The high school code determines which school will receive a copy of the examinee's ACT score report. Because correct reporting is critical, this field is the responsibility of the staff at the test site.

Examinees are instructed to leave Block K blank. When Block K is left blank, ACT will use the high school assigned to the examinee's record in PearsonAccessnext. If the high school gridded in Block K cannot be used for reporting, ACT will use the high school listed on the Site Header.

Use the following criteria to determine whether you need to complete Block K for any examinees testing at your school:
Preparation – Room Materials

- Testing Manual (contains irregularity report)
- Test Room Report with test site, room info & roster
- Answer documents and test booklets by room
- Seating Chart (District req’t)
- Calculators
- Pencils & erasers
Preparation - Calculators

- Make sure you are only handing out/allowing authorized calculators
- Policy prohibits sharing of calculators, so make sure you have backups
- If a student uses a prohibited calculator, the test will be invalidated
Test Day – Guidelines

• Timing options (next slide) – if not followed, fill out Irregularity Report
• Tests are given in a Time-and-a-Half, Single Session
• Students **must** take the tests in order
  • (English, Math, Reading, Science)
• Lunch can be scheduled between tests
• **Schools MAY opt to not give the Science subtest (not used for a concordant score calculation)**
Test Day –
Timing Options

• You may give test in one day (all sessions at 1.5 time) or over multiple days – **Timing Code 6 or 7**

• If using multiple days, each test must be completed in one session

<table>
<thead>
<tr>
<th>English</th>
<th>Math</th>
<th>Reading</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>90</td>
<td>55</td>
<td>55</td>
</tr>
</tbody>
</table>
Test Day – Timing Options

• ESE students with a “double time” accommodation will be tested separately using the Double Time timing

• Time-and-a-half, single session
  • Page 56, NCR manual

• Time-and-a-half, over 2 days
  • Page 64, NCR manual
  • Session must be completed in same day (cannot split a session)
Test Day – Reminders

- Electronic devices are prohibited
- Calculators are allowed during the math test only
- Collect and pack materials after testing (see manual)
- Answer documents must be in the envelope
- Include irregularity reports (if any)
- Make copies of all admin records to keep on your campus
- Return materials to ACT right away
- Email Heather when you have shipped your materials
Test Day – Attendance

- **ACT Attendance Roster**
- Staff MUST *initial* that they have verified student’s identity
- List students “Actually Testing” in the room
- List serial numbers of the test booklet(s) “Actually Used”
During testing, complete the following:

1. List the names of examinees actually testing in this room.
2. Mark the type of ID:
   - P = Photo ID
   - F = ACT Student Identification Form
   - R and Staff Initials = Recognized
3. Write the serial number of the test booklet(s) actually used.

Attach extra pages as required.

You may attach your own roster to this form instead of writing the information below but only if it includes all of the information shown on this form.

Staff must initial that they recognize the student.
Test Day – Seating Diagram

Sample Seating Diagram

Instructions:
- Complete box 1 through 6 during testing.
- Enter MC card numbers during the (T) multiple-choice test.
- Enter student numbers during the writing test.
- If using tables, show which examinees are at the same table.
- Draw your own diagram and attach it to this form if this diagram doesn’t fit your needs.

See the Administration Manual for acceptable seating arrangements and a sample completed form.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Level</th>
<th>Oil</th>
<th>Multiple Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Surfaces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desks:</td>
<td>in by in.</td>
<td>in by in.</td>
<td>per table</td>
</tr>
<tr>
<td>Tables:</td>
<td>18 in by 18 in</td>
<td>18 in</td>
<td>18 per table</td>
</tr>
</tbody>
</table>

Distance between Examinees

Minimum: 4 ft. Maximum: 6 ft. (Single student)

You may use scratch paper or the examination answer (3, 3, 4) to mark unfinished questions at the end of each MC test.
Test Day – Handling Materials

- Room supervisors will pick up materials from SAC
- To ensure security of test materials, distribute to examinees ONLY when directed to do so in the instructions, not before
- Be sure each examinee receives the answer document with his or her name on the barcode label or the student code gridded in Block U (another way to verify attendance)
- Personally hand one test booklet individually to each examinee in sequential serial number order
  - Explained on page 23 in the NCR manual

Pages 24-25, NCR Manual
Test Day – Handling Materials

• After Testing, room supervisors must:

1. Individually collect and check answer documents.
   a. Confirm the Certification is copied.
   b. Confirm the answer document is signed.
   c. Confirm the form code is gridded.
   d. Stack all answer documents so they face the same direction.
   e. Verify the number of answer documents collected equals the number of examinees.

2. Individually collect and check test booklets.
   a. Confirm the test booklet is signed.
   b. Verify the number of booklets collected equals the number distributed.
   c. Arrange the test booklets in sequential serial number order.
Test Day – Irregularities

- Fill out the Irregularity Report for each occurrence of a group or individual irregularity (if there are none, do not submit IR)
- Group
  - Missing or stolen test materials
  - Interruptions or disturbances
  - Emergency evacuations
  - Power outages
  - Reschedules
  - Pages 36, NCR manual
- Individual
  - Pages 37, NCR manual
After Testing

- Mark on your testing file which students tested/did not test in the shared Google Drive for your school
- ONLY use column marked “Tested? Yes/No”
- Do NOT edit/delete/add anything else to this file!

| SCHL number | SCHL name  | Local Student ID | Mastered Both | Tested? Yes/No | Student Code | Unenroll_Schl | Enroll_Schl | Filler | Last Name | First Name | Middle Initial | Grade | Date of Birth | State Student ID | Delivery Format | TAA filler |
|-------------|------------|------------------|---------------|---------------|--------------|---------------|-------------|--------|-----------|------------|---------------|---------------|-------|---------------|----------------|----------------|-----------|
| 0281        | ESCAMBIA HIGH | 314571          |               |               | 104993416    | 101371        |             |        | Adams     | Patricia    | M             | 11              | 07/24/2001 | FL00001402995 | p               |               |
| 0281        | ESCAMBIA HIGH | 325680          |               |               | 104993017    | 101371        |             |        | Akbar     | Illyas      | I             | 11              | 02/25/2001 | FL00001415911 | p               |               |
| 0281        | ESCAMBIA HIGH | 324900          |               |               | 104994088    | 101371        |             |        | Albert    | Roda'sha    | L             | 11              | 12/04/2001 | FL00001425602 | p               |               |
After Testing

• Once you have tested, you may ship back all test materials – do not hold them at your schools

• ACT will report scores at 4, 7 & 9 weeks – so the sooner your materials are returned, the sooner you MAY see your scores

• If you need access to ACT Success, email Heather or Nate

• Deadline for test file update is November 2, 2022
Google Drive
Payment

• Schools are paying for these tests

• We will send you a list of all students that were in the PreID (have not met the ELA/Algebra 1 grad requirement)

• Immediately after testing 1) mark the students that tested in the shared Google Drive for your school

• Eval Svcs will unenroll students that did not test

• Schools will be charged for unused tests UNLESS students are unenrolled from PAN before the end of the window!
Questions

• Contact Evaluation Services
  • Heather Rykard (Test Procedures, Administration, Accommodations)
    • 850-469-5387
    • hrykard@ecsdfl.us
  • Scott Dodson (Pre-ID, Testing Data files, Score reporting)
    • 850-469-5389
    • sdodson@ecsdfl.us