



Public Schools of North Carolina

ACT Training

2018-19

ACT Contact Information

General Inquiries

Phone: 800.553.6244, ext. 2800

Normal customer service hours (excluding ACT holidays):

- Monday – Friday: 8:00 a.m. to 6:00 p.m. EST

Customized NC hours on February 20 and March 12, 2019

- 7:00 a.m. to 6:00 p.m. EST

Accommodations Questions

Phone: 800.553.6244, ext. 1788

Normal customer service hours (excluding ACT holidays):

- Monday – Friday: 8:00 a.m. to 6:00 p.m. EST

Customized NC hours - February 20 through March 12

- 7:30 a.m. to 6:00 p.m. EST



Contact with ACT

- All contact with ACT should be logged on the ACT contact log which will be provided during training.
- Whenever possible, schools should contact ACT via e-mail. A copy of the e-mail(s) should be kept with the ACT contact log.
- The ACT customer service call center can queue 20 incoming calls. If the queue is full during operational hours callers will be able to leave a voicemail, and the call will be returned within 48 hours.

NOTE: All incoming calls to ACT are recorded. The NCDPI receives an ACT weekly call center report.



New Test Format Information

Beginning with the 2018-19 school year, schools will be permitted to administer the ACT “mixed mode,” meaning school may offer the test both online and paper/pencil.

Schools opting to use mixed-mode can use all available test dates for paper/pencil and online. Paper/Pencil testing can only occur on February 20 and March 12. If the paper/pencil form is administered on any other day, the scores will be cancelled.

Schools may only test a student once using either the paper/pencil format or online, not both.



New for the 2018-19 School Year

- Test booklets will include visual cues to indicate which administration type the book should be used for (standard, ACT-approved accommodations, non-college reportable accommodations). These visual cues will be included in the ACT Manuals and the test materials will arrive with a flyer indicating which test should be used for the different types of administrations.
- The online ACT test will include two new accessibility features, highlighter and color contrast.
- The PIN report has been renamed *Accommodations and Support Roster* but will include the same information as it has in the past.



ACT Test Dates

Paper/Pencil Initial test date - February 20

Paper/Pencil Accommodations testing window February 20–22, 25–28, March 1, 4–6

Paper/Pencil Makeup test date - March 12

Paper/Pencil Accommodations makeup testing window
March 12–15, 18

Online testing window (standard and accommodated)
February 20–22, 26–28



Important Links

The North Carolina Specific ACT Website

<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina.html>

NOTE: This website is for school-related personnel only and should never be shared with parents or students.

ACT Administration Manuals and Schedule of Events

<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina.html>



Purpose of this Training

- This presentation is intended for use by the Local Education Agency (LEA) Test Coordinator (TC) as a tool for reviewing state policy and procedures when conducting ACT training for school TCs. LEA TCs should share this presentation with school TCs for use during school site-based training.
- Prior to the ACT administration, school TCs must conduct a site-based ACT training for all test administrators that includes both the *2018-19 ACT Administration Manual* distributed by ACT, and all state testing policy and procedures



Training Materials

LEA TCs must provide copies of the following documents during training:

1. The NC ACT Paper/Pencil and Online administrative supplements
2. The NC ACT FAQ
3. PreACT/ACT Materials Check Out form
4. ACT Contact Log



Assessment Monitoring Visits

- The NCDPI Division of Accountability Services, with assistance from the RACs and LEA TCs, may conduct assessment monitoring of the ACT.
- The purpose of monitoring assessment administrations is to ensure the assessments are conducted in a manner that is fair, consistent, and equitable for all students.
- During the assessment monitoring visit, the observer will use the appropriate *Assessment Monitoring Visit Checklist* to record observations and to generate feedback to the school following the visit. A copy of these forms can be obtained from the LEA test coordinator.



North Carolina Standardized Testing and Opting Out

- State Board Policy TEST–021 mandates all students must participate in required testing unless there are extenuating medical circumstances. **Students may not opt out of the ACT test.**
- In rare cases, students, deemed medically fragile because of a significant medical emergency and/or condition and are unable to participate in a specific test administration may be granted a medical exception. The principal or designated school test coordinator must contact the LEA test coordinator for procedures on how to request a medical exception for the ACT test.



Eligible Students

LEA and charter school TCs must ensure that all students eligible for participation in the ACT assessment have been identified at least **15 days** prior to the initial test date at each school in the district.

All students with sufficient credits to be classified as a junior should be identified as an 11th grader in PowerSchool and given the opportunity to take the ACT assessment per GS §115C-174.11(4).

Schools must administer the ACT to all eligible 11th graders who are in membership on February 20th or March 12th.



Accommodations

Two accommodation options are available to students with disabilities for the ACT:

(1) ACT-Approved Accommodations

ACT-Approved Accommodations result in ACT scores that are fully reportable to colleges, scholarships, and other entities.

- Schools must apply for ACT-Approved Accommodations using the Test Accessibility and Accommodations (TAA) system.
- Only the school test coordinator will be granted access to the TAA system; therefore, the school test accommodations coordinator will need to collaborate with the school test coordinator in order to ensure all student accommodation requests are entered by the deadline.



Accommodations (cont.)

(2) Non-College Reportable Accommodations.

Non-College Reportable Accommodations do not require ACT approval and can be administered to students with an Individualized Education Program (IEP), Section 504 Plan, English Learner (EL) Plan, or Transitory Impairment documentation.

- Scores from the Non-College Reportable Accommodations administrations are not college reportable but are counted in participation for state accountability purposes.



The Accommodations and Supports Roster (formerly known as the TAA PIN Report)

- All examinees approved to take the ACT with accommodations are listed on the TAA PIN report in PA Next. It lists each examinee's test option, test format, approved accommodation, and timing code. Use the report to set up test sessions and assign examinees appropriately.
- ACT no longer labels accommodated test materials by student. School TCs must use the TAA PIN report to correctly assign test materials with the correct student.



Hospital/Homebound Testing

- Hospital or home testing is subject to the same policy and procedures as regular test administrations unless the cause of the hospital/homebound testing necessitates the use of accommodations.
- Hospital/homebound testing must occur on the ACT-designated testing date.
- The student's hospital/homebound teacher must be included in the school-based ACT test administrator's training.
- A trained proctor must be provided for each hospital/homebound test administration.
- The test administrator must check out test materials from the school test coordinator, administer the test on the designated test date, and return the materials to the school test coordinator at the conclusion of testing each day. Test materials must not be checked out overnight.



Home School Students

Home school, non-public school, distance education program, or other accredited program student's are not eligible to take the ACT through state and district testing.

Students enrolled in the North Carolina Virtual Public School (NCVPS) must take the assessment at their base school.



Inclement Weather

DO NOT CALL ACT IN THE EVENT OF INCLEMENT WEATHER!

Paper/Pencil Administrations

- In the event an LEA or charter school experiences a **school closing or delayed opening** on the paper/pencil initial or makeup ACT test date, the school **must not administer** the ACT test on that day.
- If schools are delayed or closed on the makeup ACT test date, a new test date will be provided by ACT.
- School TCs should contact their LEA TCs on the day of the delay/closing. The LEA TCs are responsible for relaying the information to their RACs. Charter schools should contact their RACs directly.

Online Administrations

- Schools giving the ACT online will **not be given a test window extension** due to inclement weather. All testing must take place within the online testing window regardless of weather delays or school closings.
- Schools testing online must not administer the ACT on a school day that has been delayed for any reason.



PA Next Information

There are four pieces of information schools (paper/pencil and online) must complete in PA Next for ACT:

1. If the school is planning to participate in ACT testing. (Any school that indicates they are not testing is reported to the NCDPI.)
2. Which window the school wants to receive their initial test material shipment. (early or late shipment)
3. Schools must establish they are administering the standard test on the initial test date, and that they are planning to use the initial accommodations window. (Only schools with an approved calendar conflict request on file with the NCDPI may indicate they are testing on another date.)
4. All students are loaded in PA Next by ACT as participating in the paper/pencil format of the assessment. Schools administering the online version of the test must switch each student from paper/pencil to online.



Test Format

Paper/Pencil

- December 10–January 11 is the window for school test coordinators to update (enroll/unenroll) student information in PA Next.

NOTE: Paper test material orders will be populated based on the student enrollment numbers in PA Next for each school on January 11, 2019. There is no initial test material ordering window for the initial test date.

- Student barcode labels are created from an 11th grade student file created by the NCDPI using information in PowerSchool.
- The school test coordinator is responsible for ordering all secure and nonsecure ACT test materials through Pearson Access Next (PA Next) for the make-up test date.
- LEA test coordinators have access to all of the schools in their district through the PA Next system. LEA test coordinators can view and alter test material orders in PA Next for make-up testing.



Test Format (cont.)

Online Testing

- **December 3 – January 11:** Install ProctorCache software and setup proctor caching in Pearson Access Next. Your administration will be switched from online to paper if ProctorCache software is not installed by this deadline. No extensions will be granted for any reasons.
- **December 10–January 11:** Schools must update student screens from paper/pencil format to online via PANext.
- **January 21–February 28:** Test coordinators must create online test sessions and assign students to test sessions.
- **February 12:** Validate configuration and lock down devices
- **March 1:** Purge cached content from all proctor caching computers



Arrival of Materials

- If materials are shipped in more than one carton, they may not all arrive on the same day. Please allow 48 hours for FedEx to complete delivery before calling ACT.
- Fed Ex will make three attempts to deliver test materials. They will not leave boxes unattended, someone must be available to sign for the boxes. If, after three attempts Fed Ex is unable to successfully deliver the materials, they will be returned to ACT.
- Questions about materials and orders should be directed to ACT, not the NCDPI.



Administration Supplements

- School TCs are required to schedule an in-school non-test session prior to the day of testing for both paper/pencil and online testing.*
- School TCs must implement the NCDPI Administration Supplement during these sessions.
- School TCs administering the test online will need to review the Online Administration Supplement before meeting with students. This Supplement does not have a script and school TCs will need to be prepared to guide students as they move through the questions independently.
- Examinees should keep their copy of *Taking the ACT State Testing and District Testing* after the non-test session is complete.

*ACT allows students taking the ACT online to complete the non-test portions on their own. This is not permitted by the NCDPI. Schools testing online must schedule in-school non-test sessions for their students.



Required Fields (paper)

Basic identifying information and mailing address (front and back pages) are required for all examinees. At a minimum, examinees must complete the following blocks:

A – Printed name and mailing address

B – Name (first and last)

D – Date of birth

N – Mailing address

O – City

P – State

R – ZIP code

If these blocks are not completed accurately, score reports cannot be mailed.



Administration Time

- For the standard administration (without accommodations), schools must provide an uninterrupted period of approximately four-and-one-half-hours (4 ½) for either test format.
- The full time must be given for each test, even if all students in the room appear to be finished on a subtest.
- Additional time will be needed by testing staff to complete pre-and post-testing responsibilities.
- Each student with ACT-Approved accommodations has an assigned Timing Code that identifies the timing guidelines authorized for that student.
- Failure to adhere to the exact timing code restrictions will result in a misadministration.
- Timing codes cannot be mixed in the same room.



Testing Violations and Testing Irregularities

- When a testing violation or testing irregularity occurs, the school TC should first consult the *2018-19 ACT Administration Manual* and follow the directives given.
- If the *Manual* does not provide appropriate guidance, the school TC should call the LEA TC, who will work with the RAC to provide appropriate guidance to the school. Charter school TCs should contact their RAC.
- The school TC should not call ACT until directed to do so by the LEA TC.
- All ACT irregularities must be reported in the Online Testing Irregularity Submission System (OTISS).



Voiding Answer Documents – Retest Permitted

Students whose answer documents are voided for the following reasons are permitted to retest:

- An examinee becomes ill during testing.
- A test is mistimed by the room supervisor.
- A school disturbance or distraction occurs which could affect one or more examinees' scores.
- An examinee has a defective test booklet or answer folder.

The answer document used during the misadministration must be marked with VOID across the entire document (preferably with a permanent marker) and returned to ACT as an irregularity.

NOTE: The permitted retest reasons listed above are for paper/pencil testing only.



Voiding Answer Documents – NO Retest (Paper)

School TCs must void student answer documents if the following behavior occurs during testing:

- An examinee fails to follow instructions
- An examinee exhibits behavior that disrupts other examinees
- An examinee is observed reading ahead in the test booklet, working ahead or behind, giving or receiving assistance, filling in ovals after time is called or using an unauthorized testing aid.
- Using a prohibited calculator.
- Using any electronic device at any time during the test session

NOTE: Students whose answer documents are voided for the above reasons are NOT permitted a retest opportunity.



Online Retests

If schools call ACT and ACT grants permission to retest online, the school **must** contact the LEA TC, who must contact their RAC before any retesting occurs.

Online retests that occur without permission from the NCDPI will result in cancelled scores.



FedEx

The materials arrive with a FEDEX label. This label has a tracking number that allows ACT to track materials back to the scoring warehouse.

AFTER TESTING:

1. If the school has a secure office area, and knows that FEDEX comes on a regular basis, then the school can have FEDEX pick up the materials (in one shipment) upon completion of all testing.
 2. The School TC can bring the materials to a FEDEX location. If a school chooses to bring its materials to a drop-off facility, it must receive a drop-off receipt.
- ☛ The school should not call FEDEX and arrange for a pick for the PreACT materials. If the school does not have a regular daily pick up from FEDEX and does not want to deliver the materials to a FEDEX location, then the school should call ACT (NOT FEDEX) so that ACT can arrange for a pickup at the school.



Makeup Materials

Shortly before the initial test date, the test coordinator will receive an email with instructions for ordering makeup materials. Contact ACT if the email is not received.

ACT will send the following materials for makeup testing:

- Different test booklets
- Two additional answer documents
- Two additional administration manuals
- Two additional copies of the Test Administration Forms
- A site header
- Processing envelope(s)



Makeup Testing

Any student absent from the initial test administration must be given a make-up opportunity.

Schools administering in mixed-mode format may use the online administration window for make-up testing, as well as the paper/pencil make-up test day.



Student Reports

Paper/Pencil			
Report	Description	Distribution	Delivery by Date
ACT Student Report	Printed paper report containing college reportable scores	One paper copy mailed to the examinee at the address provided in the non-cognitive pre-test session.	3-8 weeks following receipt of examinee test responses
Online			
Report	Description	Distribution	Delivery by Date
ACT Student Online Scores	Web page containing college reportable scores	Examinee logs on to www.actstudent.org to access the test score.	Scores are available online about one week after the printed score report arrives in the mail

School Reports

Report	Description	Distribution	Delivery by Date
ACT High School Check List Report	List of examinees and scores for whom paper reports and score labels are included in the shipment of college reportable score reports	One (1) paper copy mailed to the School TC	3-8 weeks following receipt of examinee test responses from each school
ACT High School Report (student level score data)	Printed paper report containing college reportable scores	One (1) paper copy mailed to the School TC in batches until all reports are delivered	3-8 weeks following receipt of examinee test responses from each school.
ACT Student Score Labels	Printed label for college reportable scores	Two (2) printed labels per examinee	3-8 weeks following receipt of examinee test responses from each school

School Reports

Deliverable	Description	Distribution	Delivery by Date
ACT Profile Report	An aggregate report that provides trends and averages of the high school based on the state-tested grade 11 examinee population	One (1) paper copy mailed to the School TC.	July, 2019 <i>(Shipped separately from other standard school reports. Shipped at the same time to all schools in the state)</i>
ACT Non-College reportable Score Notification	Printed letters containing scores achieved using ACT non-college reportable accommodations	Two (2) printed copies per examinee mailed to the School TC. One copy is provided for distribution to the examinee and one copy for the student's record.	July, 2019 <i>(Shipped separate from the ACT Profile Reports)</i>



District Level Reports

Deliverable	Description	Distribution	Delivery by Date
ACT Profile Report – District	An aggregate report that provides trends and averages of the district based on the state-tested grade 11 examinee population	PearsonAccess ^{NEXT}	Available July 2019
ACT Profile Report – High School	An aggregate report that provides trends and averages of the high school based on the state-tested grade 11 examinee population	PearsonAccess ^{NEXT}	July, 2019 <i>(Shipped at the same time to all districts in the state)</i>
ACT Student Level Data File – District	A student data file that includes all college-reportable scores and non-college reportable scores for all examinees for whom the ACT processed answer responses.	PearsonAccess ^{NEXT}	July, 2019 <i>(Shipped at the same time to all districts in the state)</i>

