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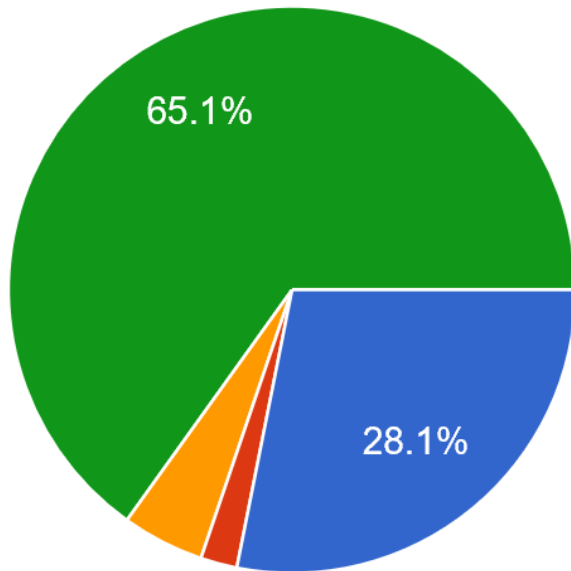


ACT[®] **Aspire**[™]

Paper-based Test Administration
Webinar
Spring 2017
Webinar date: 2-27-17



Spring 2017 Test Administration Windows



- Window 1: Monday, April 3 through Thursday, April 6; make-up tests/ accommodations Friday, April 7 thr...
- Window 2: Monday, April 10 through Thursday, April 13; make-up tests/ accommodations Monday, April 17 t...
- Window 3: Tuesday, April 18 through Friday, April 21; make-up tests/acco...
- Window 4: Tuesday, April 25 through Friday, April 28; make-up tests/acco...

Test Administration

Paper- and Computer-based Test Administration Schedule

Grade	Day 1	Day 2	Day 3	Day 4
3	Reading: 65 min.	Math: 65 min.	English/Writing: 40 min./45 min	Science: 60 min.
4	Reading: 65 min.	Math: 65 min.	English/Writing: 40 min./45 min	Science: 60 min.
5	Reading: 65 min.	Math: 65 min.	English/Writing: 40 min./45 min	Science: 60 min.
6	Reading: 65 min.	Math: 75 min.	English/Writing: 40 min./40 min	Science: 60 min.
7	Reading: 65 min.	Math: 75 min.	English/Writing: 40 min./40 min	Science: 60 min.
8	Reading: 65 min.	Math: 75 min.	English/Writing: 40 min./40 min	Science: 60 min.
EHS	Reading: 65 min.	Math: 75 min.	English/Writing: 45 min./40 min	Science: 60 min.

Test Administration Manuals

- Test Coordinator Manual
- Portal Users Guide
- Accessibility User's Guide
- Room Supervisor Manual:
 - Paper-based Testing
 - Computer-based Testing

Standardized Procedures

- Administering the test in a standardized process
- Relatives or guardians of students taking the test should not serve in the role of coordinator
- Relatives of students taking the test should not serve in the role of room supervisor in the same testing room as the student relative

School and Individual Violations

- Accessing or obtaining a test booklet or test questions prior to the test for any reason
- Photocopying, making an electronic copy, taking a photo, or keeping a personal copy of the test or of any test items
- Taking notes about test questions or any paraphrase of test questions
- Aiding or assisting a student with a response or answer to a test item, including providing formulas
- Rephrasing test questions for students

School and Individual Violations

- Creating an answer key or “crib sheet” of answers to test questions
- Editing or changing student answers after completion of the test, with or without the student’s permission
- Allowing students to test in an unsupervised setting
- Leaving test materials in an unsecured place or unattended
- Failing to properly report and document incidents of prohibited behavior involving students, staff, or others
- Allowing students to test longer than the permitted time (does not apply to students with extra time as an accommodation)
- Failing to return and account for all testing materials after the testing session has ended

Use of Calculators on ACT Aspire

- Students taking the Grades 3-5 Mathematics subject tests **cannot** use a calculator. All problems can be solved without a calculator
- Students are allowed, but not required, to use an approved calculator on the Grades 6- Early High School (Grades 9-10) Mathematics tests. Students are encouraged to use a personal calculator they are familiar with.
- A calculator tool will be available within the online testing system for Grades 6-10
- Students are not allowed to share calculators during testing
- Calculators are not permitted on any other subject test
- Confirm that all calculators used by students are approved before testing

Prohibited Calculators

- Calculators with built-in or downloaded computer algebra system functionality
Prohibited calculators in this category include:
 - Texas Instruments:
 - All model numbers that begin with **TI-89** or **TI-92**
 - **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
 - Hewlett-Packard:
 - HP Prime
 - HP 48GII
 - All model numbers that begin with HP 40G, HP 49G, or HP 50G
 - Casio:
 - fx-CP400 (ClassPad 400)
 - ClassPad 300
 - ClassPad 330
 - Algebra fx 2.0
 - All model numbers that begin with CFX-9970G
- Handheld, tablet, or laptop computers, including PDAs
- Electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- **Calculators built into cell phones or any other electronic communication devices**
- Calculators with a typewriter keypad (letter keys in QWERTY format)—Note: Letter keys *not* in QWERTY format are permitted.

Room Supervisors

- Typically, teachers administer the tests to students during regular class periods.
- Be sure everyone involved in test administration has access to the *Room Supervisor Manual* and is familiar with its contents
- A Room Supervisor is needed in each testing room to read directions and monitor students
- Before the test day, all testing personnel should read all of the testing instructions carefully, particularly the verbal instructions, which will be read aloud to students on the test day.

Room Supervisors Responsibilities

- Read and thoroughly understand the policies, procedures, and instructions in the *Room Supervisor Manual* and other materials provided
- Supervise a test room
- Distribute test materials
- Read test instructions
- Properly time tests
- Walk around the testing room during testing to be sure students are working on the correct test and to observe student behavior
- Pay careful attention to monitoring students' behavior during the entire testing session
- Collect and account for all answer documents, test booklets, and scratch paper before dismissing students
- Ensure students have stopped testing
- Complete documentation of any testing irregularities

Security of Test Materials

- Determine how the materials will be distributed to the test rooms and how room supervisors are to count them
- Emphasize that room supervisors are to count test booklets when they receive them from the test coordinator and again before students are dismissed
- Emphasize that staff should never leave a test room unattended; create a relief schedule for teachers

Activities Before the Test

- Determine which set of verbal instructions room supervisors are to follow. Room supervisors should clearly mark those instructions in their manuals. For example, in the Room Supervisor Manual provides the first set of instructions is for the English test (page 13), but the first test to be administered in reading (page 33).
- Develop and share the contingency plan for handling unexpected situations that may arise that could affect testing

Test Days

- Determine when and where staff members are to report on the test days
- No one may be admitted to the testing room once the timed tests have begun. Determine how to handle late arrivals.
- Verbal instructions for the tests must be read in verbatim
- **Answer documents and test booklets should not be distributed prior to the first day of the test**
- Accurate timing of each test is critical. For paper testing, room supervisors must record the start, five-minute warning, and stop times in the manuals.
- Room supervisors must not read (other than the *Room Supervisor Manual*), correct papers, or do anything unrelated to administering the test. Their attention should be focused on the students. Teachers' mobile phones should be on vibrate
- Students who finish before the end of the testing period should be encouraged to review their work. **Students must sit quietly after completing the test session and may not work/read on anything else.**

Test Days

- Conversations among staff must be quite and kept to a minimum. Even whispered conversations can be distracting to students while testing.
- Room Supervisors administering the math test in grade 6 to grade 10 are to check for approved calculators before testing to ensure the calculators meet ACT Aspire standards.
- During the test, Room Supervisors should walk around the room, be available to respond to students' questions, assist in the case of illness, and check that students are working on the correct test.
- Determine procedures for a student leaving during the test to go to the restroom.
- Determine what actions to take if staff observe prohibited behavior. Review plans for dismissing students (for example, where they are to be sent, how to maintain vigilance in the test room, documenting actions taken)

Test Days

- Discuss what actions to take in the case of a group irregularity (for example, a power outage) or an emergency (fire alarm)
- Discuss potential individual irregularities and actions to take
- Review the Testing Irregularity Report (located at the end of the *Room Supervisor Manual*)
- **In each testing room, remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested**

After the test

- Room Supervisors must verify the count of used and unused test booklets, then return the test materials and Irregularity Reports to the school's test coordinator. Destroy scratch paper.
- Room Supervisors should verify that all answer documents have the correct test form gridded
- **Test Coordinator must close all test sessions on the ACT Aspire Portal after all students assigned to the test session have completed testing. Once test sessions are closed, they cannot be reopened.**

Damaged Test Materials

- Test materials damaged during testing should be replaced
- After testing, the Test Coordinator must:
 - Grid student information from the ACT Aspire Portal onto an overage blank answer document
 - Record security barcode number of the damaged and new booklets
 - Testing staff should make sure that the form code on the replacement test booklet matches the testing code on damaged booklet
 - Compile a list of damaged test booklets and answer documents and return with your non-scorable materials packing list

Prohibited Student Behavior

- Room Supervisor is to document all instances of the following behaviors on the Testing Irregularity Report provided in the *Room Supervisor Manual*
- Prohibited student actions and violations:
 - Looking at someone else's test booklet or answer document
 - Giving or receiving assistance
 - Disturbing other students
 - Using notes or other unauthorized aids (scratch paper is allowed to do figuring, organize thoughts, etc.)
 - Using calculators on any test other than the Grade 6-Early High School (Grades 9-10) Mathematics test

Prohibited Student Behavior

- Prohibited student actions and violations (con't):
 - Sharing a calculator with another student
 - Using any device, including calculators, to share or exchange information at any time during the tests or during breaks
 - Attempting to remove test materials, including test questions or answers, from the test room by any means
 - Filling in circles or answering questions after time has been called, even with the test booklet closed
 - Exhibiting confrontational, threatening, or unruly behavior
 - Creating a disturbance or allowing an alarm or phone to sound in the test room. **Recommendation: collect cell phones from students prior to test.**

Reporting Irregularities in Test Administration

- Recording an irregularity is not the same as voiding a test and dismissing a student for prohibited behavior
- Room Supervisors should enter test irregularities directly into the reporting tool in the ACT Aspire Portal
- If Room Supervisors do not have access to the ACT Aspire Portal, they should use the Testing Irregularity Report located at the end of the *Room Supervisor Manual*
- All Testing Irregularity Reports should be forward to the Test Coordinator after testing and be entered into the ACT Aspire Portal

Reporting Irregularities in Test Administration

- Room Supervisors should document any of the following occurrences during administration:
 - A student engages in any instance of prohibited behavior as previously mentioned
 - A student becomes ill or leaves the room during testing
 - A student fails to follow instructions
 - A general disturbance or distraction occurs which could affect one or more students' results
 - A student questions the accuracy or validity of an item
 - A student has a defective test booklet or answer document

Instructions to Students Prior to Testing

- Inform students that they will be taking a test to measure what they know about certain subjects
- Students in grades 6 and above should be instructed to bring a calculator to class for the mathematics test
- Encourage students to do their best on the tests

Receipt and Security of Test Materials

- ACT Aspire will include the following materials in the shipment:
 - Packing list
 - Security checklist
 - Test coordinator kit (includes return materials)
 - Test booklets
 - Answer documents

Keep in Mind

- Each test booklet will include one subject test: English, reading, mathematics, science, or writing.
- Answer documents are specific to the subject of the test booklet
- Test materials are provided for those students whose information is in the ACT Aspire Portal. A small number of additional test materials are included, should they be needed, they must be completely filled out according to the Manual Gridding Instructions in order to be scored (pages 15-16 in *Test Coordinator Manual*)
- It is standard test security procedures for there to be multiple forms for each test. Test booklets are serialized, alternated by test form, and tracked for security. **All booklets must be returned after the test administration.** Do not unsort booklets from the order in which they are received.

Keep in Mind

- Examine shipment of test materials and verify that the contents match those listed on the enclosed packing list.
- **Count but do not open** the individual test materials and other items to ensure that you have received all the materials listed, and confirm that the materials have not been tampered with in any way.
- If there are any discrepancies in quantities or other concerns, immediately call 888-802-7502
- Used and unused test booklets and answer documents should be returned in the same box(es) the material were received

Storing Test Materials

- After verifying receipt of all materials, reseal the boxes and lock them in a secure place such as a storage room, closet, cabinet, school vault that is not accessible to unauthorized personnel.
- Protect the materials as to avoid accidental damage, possible theft or loss, and any conditions that could allow prior knowledge of the tests by students, teachers, or others.
- Immediately after testing, return materials to secure storage until they are shipped back for processing
- Exercise vigilance concerning the security and handling of all test materials before, during, and after the tests are administered

Test Serialization and Preprinted Answer Documents

- It is critical that students test using materials with the correct name and grid the correct test form (located on the test booklet) in the correct field on the answer document
- Before testing, students will be asked to fill in boxes D and H on the front and back covers of the answer document
- **If a student has a preprinted answer document, then the student cannot add to or alter any information in boxes A, B, C, E, F, and I;** the preprinted information will override anything students try to change.
- If a student has a blank answer document, the **school** must fill out boxes B, C, E, F, and I for the student prior to returning the document for scoring

Blank Overage Answer Documents

- A 5% overage of blank answer documents will be supplied
- If you use these documents, the student information for students in a test session must be loaded to the ACT Aspire Portal, and all information must be manually gridded onto the front and back cover of the students' documents
- Failure to enter students information in the ACT Aspire Portal and failure to grid answer documents properly will delay receipt of student test results

Materials Provided by the School

- Time piece: each room supervisor should have access to an accurate timepiece in order to time each test
- No. 2 pencils: Paper tests require a No. 2 soft lead pencil for marking answers. You may instruct students to bring pencils, but it is advisable to provide a supply of pencils in each testing room. A pencil sharpener should also be available in each room. No. 2 soft lead mechanical pencils can be used.
- Scratch paper: Students are instructed to do scratch work for the tests in their test booklet. However, students may be given additional sheets of scratch paper if they request it. Room Supervisors should collect the scratch paper after testing and destroy them (shred)
- Calculators: The school may choose to provide calculators to students or students may bring their own calculator to the test (grades 6-10)

Distributing Materials to Room Supervisors

- All test materials, used and unused, must be returned
- It is critical that the test coordinator track counts of test materials distributed to and returned from each room
- If counts show a discrepancy at any point along the chain of possession, please stop and locate the missing test booklet(s) immediately

Testing Seating Chart- Acceptable

Paper-Based Testing Seating Chart

Acceptable

Seating Arrangement Examples

"min." = minimum

"ft." = feet

↔ indicates distance
between examinees

Side-to-side distances are measured
from shoulder-to-shoulder

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



Side View

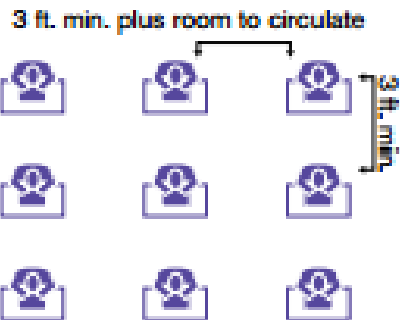


Overhead View

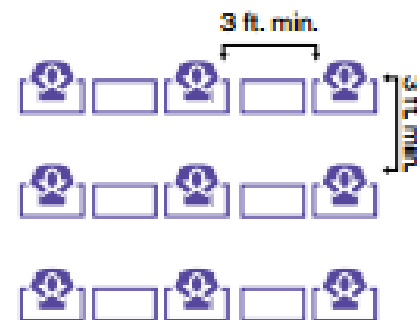
Testing Seating Chart- Acceptable

Examinee Spacing

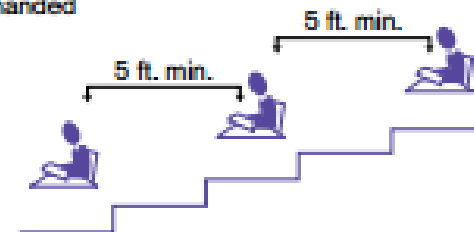
Level Seating with Movable Desks



Level Seating with Stationary Desks



Extra Right-handed Desk

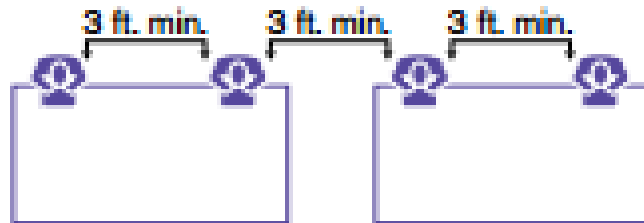


Multiple-level Seating

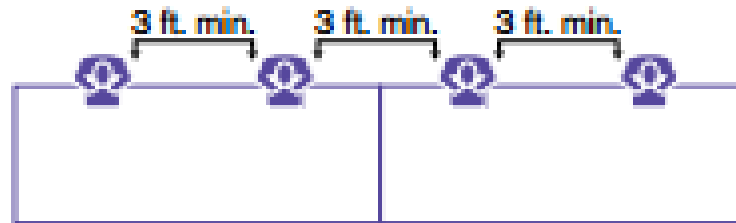
Testing Seating Chart- Acceptable

Table Spacing

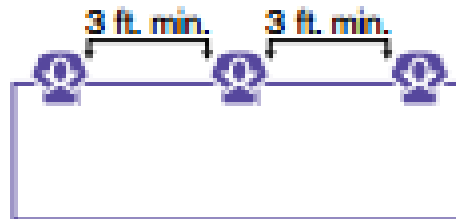
6-Foot Tables



8-Foot Tables



Tables more than 9 feet



Tables under 6 feet



Round tables any size



Testing Seating Chart- Unacceptable

Seating Arrangement Examples



Examinees Facing the Wall or Each Other



Desk Surface Too Small

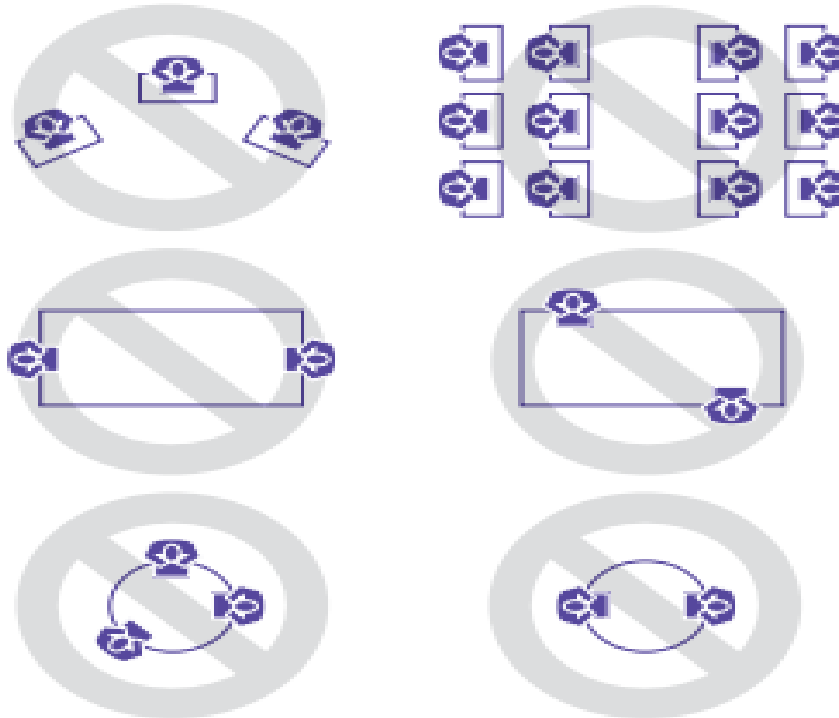


Dividers, Study Carrels, and Partitions*

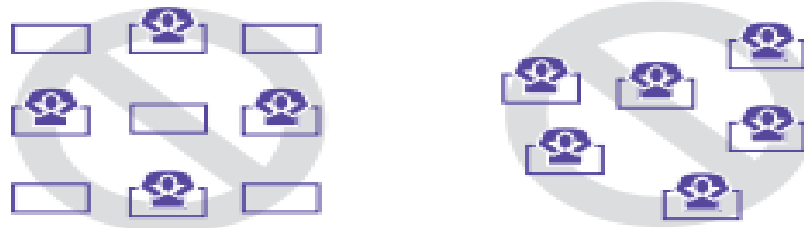


Examinees Too Close Together/Inadequate Aisle Space

Testing Seating Chart- Unacceptable



Examinees Facing Different Directions



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

Returning Test Materials

- After testing, all material must be stored in a locked, secured place until they are shipped
- **All test booklets and other materials provided by ACT Aspire must be shipped back within two business days after the testing is completed**
- **Check all test booklets for answer documents**
- You will need to prepare, package, and return test materials. This includes returning all nonscorable materials
- Ensure that any irregularities that occurred during testing have been recorded
- Enter the irregularity information online on the ACT Aspire Portal for each student affected
- Follow the directions in the Test Coordinator Manual when packaging scorable answer documents and nonscorable test materials
- Pages 20-23 in Test Coordinator Manual

Returning Test Materials

- Scheduling a pick up with UPS
- 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**
- Provide UPS with the following information:
 - Tracking number from the return label
 - The physical location where packages are to be picked up
 - Estimated number of packages that will be available for pickup
- UPS will accept the shipment regardless of the actual weight of the package
- Pickups should be scheduled 24 to 48 hours in advanced
- Once the pickup is confirmed, the school will receive a confirmation number from UPS; document this number

Review Next Steps

1. Verify that all students are in the ACT Aspire portal; and add any new students to the ACT Aspire portal. [Click here for directions](#)
2. Edit the Personal Needs Profile for students that require accommodations for the test: students in grade 3, transfer students with an IEP/ICEP, students that received an IEP/ICEP this academic year. The Personal Needs Profile that were edited last year carry over to this year.
3. Create test sessions. Page 17 in the [Portal User's Guide](#)
 - A. Window 1 Create test sessions on or before Thursday, March 2
 - B. Window 2 Create test sessions on or before Thursday, March 9
 - C. Window 3 Create test sessions on or before Thursday, March 16
 - D. Window 4 Create test sessions on or before Thursday, March 23

감사합니다 Natick
Grazie Danke Ευχαριστίες Dalu
Thank You Köszönöm
Спасибо Dank Tack
谢谢 **Merci** Gracias
Seé
ありがとう

Prayers are with you in this season of Lent

