

BEHS ACT Training

Its time again...

- This will be short ...unless you want it to be longer.
- Please keep your questions to the end.

Why training?

- Because “we” cause the problems.
- If your questions don't get answered here, please ask them later!

Room and Duty assignment

- Enjoy your job!
 - This is a stressful day for these kids. Make it a positive experience for them.
- Additional training will be provided for those in Special Ed. Testing

Overview of Testing



This is a “Real” ACT Test

- Tuesday March 1, 2016
- Students will be in the building 7:30ish to get a breakfast snack
- Testing will begin at approximately 8AM
- This must be the first activity of the morning
 - No clubs/sports meetings/practices/study groups/classes etc.

Test Administration Policies



You will have one of two roles

- Room Supervisor
- Proctor

You will have one of two roles

- Room Supervisor
 - You are in charge of the room and everything that goes on in it
 - Maintain
 - Security
 - Exact Timing
 - Test Day Documentation and Paperwork

You will have one of two roles

- Proctor
 - Assist room supervisor
 - Required to be there
 - Hover around the room

Local Staff Selection

- You must be
 - Available for the entire test session
 - Trained by Test Coordinator

Local Staff Selection

- Conflicts
 - You may not be employed by a commercial enterprise that performs ACT test preparation activities
 - Coaches may not be in a one-on-one situation with any student-athlete
 - You may not supervise a “relative”

Definition of Relatives

- Children/Stepchildren
- Grandchildren
- Nieces/Nephews
- Siblings
- In-laws
- Spouses
- Persons under your guardianship

Your main job- Stay Alert!

- All staff must read and follow procedures
 - Supervisor's manual contains uniform procedures & verbatim verbal instructions
- Walk around room
 - Discourage prohibited behavior
 - Answer questions about administration
- Must not engage in non-test related activities:
 - No grading papers
 - No reading books
 - No talking casually
 - No using computer
 - No eating or drinking in the test room

Pre-test Activities



The students will have:

- Filled in necessary spaces on answer document
- Completed a survey for ACT/Utah
- Answer documents are **ALREADY** labeled and bubbled in
- If this is not true, send them to find me!

The Students

- Have been told:
 - Bring #2 pencils
 - Bring permitted calculator
 - Bring required photo ID
 - Don't bring your cell phone

Test Day



Helpful People

- Andrew – Test Coordinator
- Joyce – Testing Accommodations Coordinator
 - Roving Room Assistants
 - Aaron Crawford, Gregg Cefalo

Test Day: Briefing Session

- Please arrive at normal contract time
- 7:30 AM Briefing Session - Library
 - Review Procedures
 - Last-minutes Details
 - Room Supervisor pick up testing materials

Test Day: Briefing Session

- Room Supervisor receives materials directly from Test Supervisor
 - Document with Test Booklet Count Form
 - Establishes Chain of Custody
 - Never leave materials unsupervised!

ACT State Test Booklet Count Form—INSTRUCTIONS ON REVERSE—Sample on page 62

Testing School Name _____ ACT High School Code _____
(for testing school)
 City, State _____ Test Date _____
 Room Supervisor _____ Room Name/Number _____

Received Before Testing—Complete A and B on test day morning when the room supervisor receives materials from the Test Supervisor. **Record all test booklets** received for this room. Include any booklets added after the initial count. Both the room supervisor and Test Supervisor must sign/initial below when booklets are transferred.

<p>A. Multiple-Choice Test Booklets Received:</p> <p>Total multiple-choice test booklets received for this room _____</p> <p>Sequence A</p> <p>First serial number _____</p> <p>Last serial number _____</p> <p>(Sequence B)</p> <p>First serial number _____</p> <p>Last serial number _____</p>	<p>B. Writing Test Booklets Received:</p> <p>Total Writing Test booklets received for this room _____</p> <p>Sequence A</p> <p>First serial number _____</p> <p>Last serial number _____</p> <p>(Sequence B)</p> <p>First serial number _____</p> <p>Last serial number _____</p>
--	--

I have counted and verified the test booklets received for this room:
 Room Supervisor Signature _____ Test Supervisor Initials _____

C. Examinee Count During Test 1

Number of examinees testing in this room _____	← These two numbers must match →	Number of occupied seats shown on the seating diagram _____
--	----------------------------------	---

Returned After Testing—Complete D, E, and F after you collect all test materials. Do not dismiss examinees until all materials have been accounted for. Both the Test Supervisor and room supervisor must sign/initial below when materials are returned.

<p>D. Multiple-Choice Test Booklets Returned: Complete after Test 4.</p> <p>Quantity USED _____</p> <p>Quantity UNUSED _____</p> <p>TOTAL multiple-choice test booklets returned to Test Supervisor <i>Must equal "A" above</i> _____</p>	<p>E. Writing Test Booklets Returned: Complete after the Writing Test.</p> <p>Quantity USED _____</p> <p>Quantity UNUSED _____</p> <p>TOTAL Writing Test booklets returned to Test Supervisor <i>Must equal "B" above</i> _____</p>
--	--

F. Answer Folders Returned: Number of answer folders for examinees who tested _____
 Make sure you have **one** answer folder for every examinee in the room. **This number must equal C above.**

I have counted and verified the answer folder and test booklets returned:
 Test Supervisor Signature _____ Room Supervisor Initials _____

Test Supervisor: Return this form with your roster.

Prepare your room

- Requirements:
 - Students face same direction
 - preferably toward a clock
 - Spacing – 3'
 - Bulletin boards covered up
 - Limited distractions
- Report any temperature or lighting issues

If you see people walking around

- Authorized Observers
 - ACT
 - USOE
 - Ask for letter and ID
- Unauthorized Observers
 - Media
 - Test prep companies
 - Parents
 - School board members and District Officials

Admitting Students

- You will be given a list of students for your room
- Check in students one by one
- Check IDs at door and fill out ACT roster

ACT State Testing Roster

(This document may be photocopied.)

Page ____ of ____

You may provide your own roster instead of this form IF it has all the information shown on this form.

Testing School Name _____ ACT High School Code _____
(for testing school)
 City, State _____ Test Date _____
 Room Supervisor _____ Room Name/Number _____

Type of ID
 P = Photo ID R and Initials = Recognized
 L = ID Letter = Absent

Student's Name (please print or type) List all students scheduled to test in this room	Test Date	
	Initial	Makeup
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
20. _____		
21. _____		
22. _____		
23. _____		
24. _____		
25. _____		

Test Supervisor: Return one completed form for each test room with your other reports.

Identifying Students

- Personal recognition by school staff
- Yearbook
- Current official photo ID
 - School ID
 - Driver's license
 - Passport

Admitting Students

- Direct students to seats
 - Alphabetical OK
 - Left/right and front/back
 - Be “directive” about it
- No late arrivals
- No cell phones or other electronic devices in the room!
- No eating or drinking of anything

Check their calculator

- You will be provided a list of prohibited calculators
 - <http://www.actstudent.org/faq/answers/calculator.html>
- Check at the door upon students entering the room and periodically during Test 2 – Mathematics
- Bringing a permitted calculator is ultimately the student's responsibility
- School will NOT provide student calculators
 - Do NOT let students leave room to beg for calculators from math teachers!

ACT - Test Day Schedule

Standard Time

- ACT English *45 min.*
 - *(no break)*
- ACT Mathematics *60 min.*
 - *(15 min. break)*
- ACT Reading *35 min.*
 - *(no break)*
- ACT Science *35 min.*

Exact Timing of Tests

- Use more than one timepiece (not a cell phone)
- Refer to the Test Timing Chart in the Supervisor's Manual (sample on next slide)
 - Proctor: Help ensure proper timing
- Record times in Supervisor's Manual:
Standard Time: *Testing Time Verification Form*
 - Remember to give 5-minute warning
 - Can be posted/written if you want

Standard Time – Test Timing Chart

Standard Time—Test Timing Chart

All times are "minutes after the hour"

	TEST 1 45 minutes	TEST 2 60 minutes	TEST 3 35 minutes	TEST 4 35 minutes	WRITING TEST 30 minutes
START	STOP	STOP	STOP	STOP	STOP
:00	:45	:00	:35	:35	:30
:01	:46	:01	:36	:36	:31
:02	:47	:02	:37	:37	:32
:03	:48	:03	:38	:38	:33
:04	:49	:04	:39	:39	:34
:05	:50	:05	:40	:40	:35
:06	:51	:06	:41	:41	:36
:07	:52	:07	:42	:42	:37
:08	:53	:08	:43	:43	:38
:09	:54	:09	:44	:44	:39
:10	:55	:10	:45	:45	:40
:11	:56	:11	:46	:46	:41
:12	:57	:12	:47	:47	:42
:13	:58	:13	:48	:48	:43
:14	:59	:14	:49	:49	:44
:15	:00	:15	:50	:50	:45
:16	:01	:16	:51	:51	:46
:17	:02	:17	:52	:52	:47
:18	:03	:18	:53	:53	:48
:19	:04	:19	:54	:54	:49
:20	:05	:20	:55	:55	:50
:21	:06	:21	:56	:56	:51
:22	:07	:22	:57	:57	:52
:23	:08	:23	:58	:58	:53
:24	:09	:24	:59	:59	:54
:25	:10	:25	:00	:00	:55
:26	:11	:26	:01	:01	:56
:27	:12	:27	:02	:02	:57
:28	:13	:28	:03	:03	:58
:29	:14	:29	:04	:04	:59

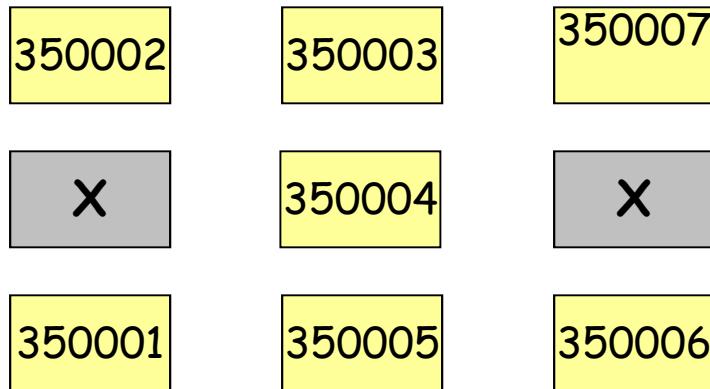
	TEST 1 45 minutes	TEST 2 60 minutes	TEST 3 35 minutes	TEST 4 35 minutes	WRITING TEST 30 minutes
START	STOP	STOP	STOP	STOP	STOP
:30	:15	:30	:05	:05	:00
:31	:16	:31	:06	:06	:01
:32	:17	:32	:07	:07	:02
:33	:18	:33	:08	:08	:03
:34	:19	:34	:09	:09	:04
:35	:20	:35	:10	:10	:05
:36	:21	:36	:11	:11	:06
:37	:22	:37	:12	:12	:07
:38	:23	:38	:13	:13	:08
:39	:24	:39	:14	:14	:09
:40	:25	:40	:15	:15	:10
:41	:26	:41	:16	:16	:11
:42	:27	:42	:17	:17	:12
:43	:28	:43	:18	:18	:13
:44	:29	:44	:19	:19	:14
:45	:30	:45	:20	:20	:15
:46	:31	:46	:21	:21	:16
:47	:32	:47	:22	:22	:17
:48	:33	:48	:23	:23	:18
:49	:34	:49	:24	:24	:19
:50	:35	:50	:25	:25	:20
:51	:36	:51	:26	:26	:21
:52	:37	:52	:27	:27	:22
:53	:38	:53	:28	:28	:23
:54	:39	:54	:29	:29	:24
:55	:40	:55	:30	:30	:25
:56	:41	:56	:31	:31	:26
:57	:42	:57	:32	:32	:27
:58	:43	:58	:33	:33	:28
:59	:44	:59	:34	:34	:29

Begin reading verbal instructions

- Follow the directions
- Follow it EXACTLY

- Hand out bubble sheets when prompted

Distribution of Test Books



- After students are seated
- Only when prompted by verbal instructions
- Individually, one-by-one
- In sequential, serial number order. Snake
- Only to those present
- Fill out the Seating Diagram

Standard Time: Break(s) Between Tests

- 15 minutes after Test 2
- NOT Lunch
 - No store/food runs
- Remind students to be quiet and clear the immediate halls
- No cell phone usage or possession
- Room attended at all times by staff
- If students don't return on time
 - Resume testing
 - No makeup time
- Irregularity Report – if too long or too short

Group Irregularities – Miller's Job

- Document and call ACT if:
 - Inclement weather
 - Power failure
 - Emergency evacuations
 - Major disturbance
 - **Missing materials**
- Ph: 800/553-6244 – for the ACT
 - ext 2800 Standard Time
 - ext 1788 Special Testing
- **Document minor distractions**

Individual Irregularities – Your job

- Defective materials
 - Replace (standard time)
- Examinee illnesses
 - Schedule for makeup
- Mistiming: too much or too little
 - Report immediately
- Marking in future section of document
- Irrational behavior
- Document everything

Prohibited Behavior

- Prohibited Behaviors:
 - Working on previous section of the test/working beyond time allotted for the test
 - Creating disturbance
 - Giving / receiving help
 - Cell phone usage or possession
 - Calculator issues
- Void answer document – attach to Irregularity Report
 - No makeup test
- Security breach
 - All materials must remain in your possession
- Document everything

POST-TEST



Post-test: Test Day Documentation Room Supervisor Responsibilities

- Account for all test booklets and answer documents before dismissing students
- Verify that you have an answer document for each student who tested.
- Validate correct student barcode label applied to each answer document
- Verify that each answer document has
 - Form Number
- Ensure all paperwork is completely filled out
- Return testing materials to the library

Success for you and your Students

Avoiding the Pitfalls – Standard Time

- Testing (verbal instructions) must begin by 9 am
- No extra breaks or extended breaks
- Ensure full amount of time allowed for each test
- Arrange seating appropriately

Anonymous Security Hotline

- Test staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report outlined in the Supervisor's Manual or calling 800/553-6244 ext. 2800 for Standard Time Testing (ext. 1788 for Accommodations). Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.
- In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877/777-7296 or reporting it online at <https://act.alertline.com>

