

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:
- <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/florida.html>
- 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

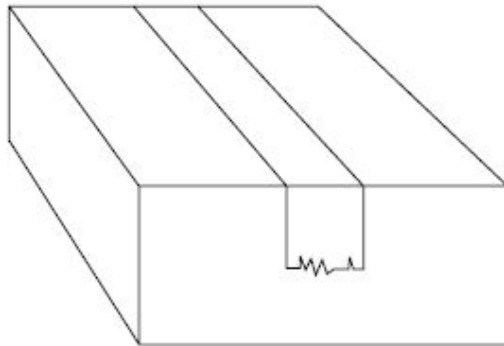
- Receive and *inventory* Non-College Reportable materials
- Keep your boxes for returning materials
- Apply barcode labels to answer documents in designated area
- Hand grid student information if you don't have a label
- Store materials securely
- Train test administrators/proctors
- Email Heather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

Preparation - Materials

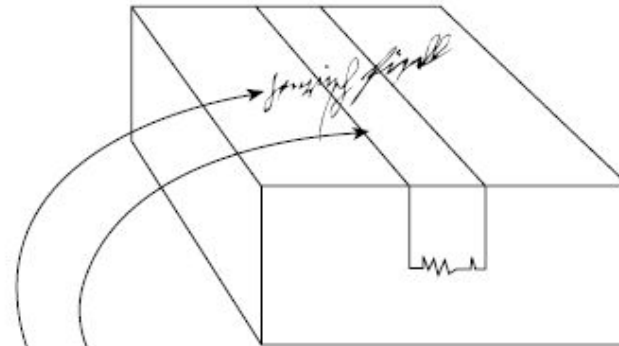
Store Your Test Materials Shipment

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
 - <https://share.act.org/watch/X9P2E825s3EtnVRv81NCBp>

Detailed outline begins on page 21 in the Test Coordinator Manual

Pages 21-23, Test Coordinator Manual

Preparation – Staff List

ACT Test Accommodations/Supports Testing Staff List

(use for ACT-authorized and NCR staff)

-
 ACT High School Code (for testing school)



Test Site _____

City, State _____ Test Date _____

Test Coordinator _____

Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC=test coordinator, RS=room supervisor, P=proctor, R=reader, L=interpreter, T=transcriber), and room name/number or roving assignment for **all personnel** who assisted with the administration to examinees testing with ACT-authorized or Non-College Reportable Accommodations. List anyone who assisted with or handled test forms in any way, including any security personnel. If you used pre-recorded audio, include the names of any technical support staff.

Accommodations Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
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 Coordinator: Return this form with your roster and keep a copy for your records.

Preparation – Proctors

Number of Proctors Needed for Standard Time Paper Administrations

Number of Standard Time Examinees	Proctors Needed
1–30	0
31–60	1
61–100	2
101–150	3
151–200	4

**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.

Seating Arrangement Examples—Paper Testing

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

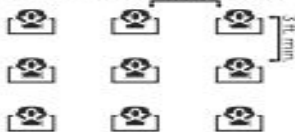


Overhead View

Examinee Spacing

Level Seating with Movable Desks

3 ft. min. plus room to circulate



Level Seating with Stationary Desks

3 ft. min.



Left-handed Examinees



Left-handed Examinees at Right-handed Desks

Extra Right-handed Desk



Multiple-level Seating

Table Spacing

6-Foot Tables



8-Foot Tables



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

Fall 2022

Test Date(s): _____
Test Room: _____
Room Supervisor: _____
High School Name: _____

The ACT® Test Administration Manual

State Testing | District Testing

- Non-College Reportable Accommodations
- English Learner Supports
- Paper Testing

The ACT

www.act.org



Fall 2022

Test Coordinator Information Manual

State Testing | District Testing

- General Testing Information
- Facility Requirements
- Staffing Requirements
- Materials Security Requirements
- Instructions for Returning Materials

ACT

www.act.org



**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

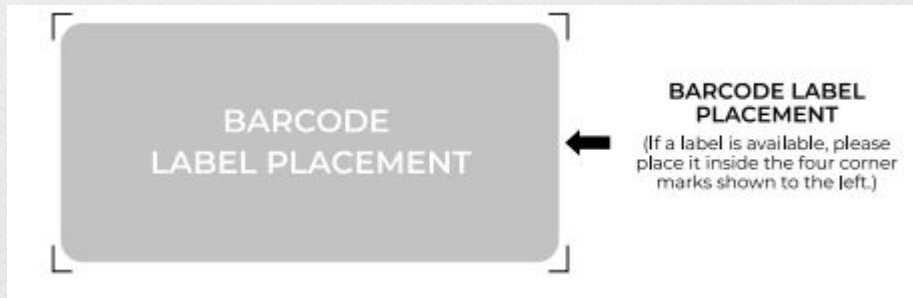
- Check barcode correctness – if incorrect, manually grid the correct student code in Block U

LASTNAMEXXXXXXXX, FIRSTNAMEXXXXXX M Grade: 99
DOB: MM/DD/YYYY
ACT HS CODE: 999-999
HS Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
District Code:
District Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



9 9 9 9 9 9 9 9 - 9

- 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.

J	STUDENT CODE <i>(To be completed by school staff, not the student.)</i>									
	If the student has a student code and there is no barcode label, enter the student's code here and fill in the ovals.									
0		0	0	0	0	0	0	0	0	0
1		1	1	1	1	1	1	1	1	1
2		2	2	2	2	2	2	2	2	2
3		3	3	3	3	3	3	3	3	3
4		4	4	4	4	4	4	4	4	4
5		5	5	5	5	5	5	5	5	5
6		6	6	6	6	6	6	6	6	6
7		7	7	7	7	7	7	7	7	7
8		8	8	8	8	8	8	8	8	8
9		9	9	9	9	9	9	9	9	9

High School Code (Block K)

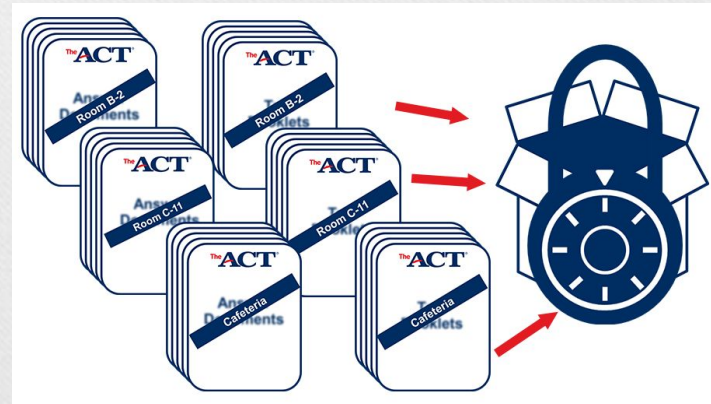
The high school code determines which school will receive a copy of the examinee's ACT score report. Because correct reporting is critical, this field is the responsibility of the staff at the test site.

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 PearsonAccess^{next}. 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



ACT[®] Calculator Policy

Updated August 5, 2019

ACT[®] Test
ACT[®] WorkKeys[®]
PreACT[®]
PreACT 8/9
ACT[®] Aspire[®]

This calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials. Examinees found not following this policy may be dismissed and their tests voided for prohibited behavior.

Examinees may use any 4-function, scientific, or graphing calculator, as long as it is not on the prohibited list and it is modified (see below), if needed. Examinees are encouraged to use a familiar calculator, but all problems may be solved without a calculator. Calculators may only be used on the mathematics test, including ACT WorkKeys Applied Math. Sharing calculators during the test is not permitted.

Accessible calculators (such as audio/"talking" or Braille) are allowed if authorized in advance of testing by ACT for the ACT and by the test coordinator for all other products.

Examinees are responsible for:

- **Bringing—and using—a permitted calculator**
- Knowing whether their calculator is permitted (for the most current information on the calculator policy, visit www.act.org/calculator-policy.html or call 800-498-5488 for a recorded message containing highlights from this policy)
- Making sure their calculator works properly and has new batteries, if battery-operated
- Bringing a backup calculator and/or extra batteries, if they wish, in case their primary calculator fails

Testing staff is responsible for:

- Monitoring during the test to ensure examinees are using only permitted calculators
- Dismissing any examinee found to be using a prohibited calculator during testing

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality, including:

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 480II
- All model numbers that begin with HP 40G, HP 49G, or HP 50G

Casio:

- FX-CP400 (ClassPad 400)
- ClassPad 300 or 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 QWERTY format letter keys
- This does not apply to calculators that are provided in a secure test delivery platform.
- Letter keys not in QWERTY format are permitted.

The following types of calculators are permitted, but only after they are modified as noted:

- Calculators that can hold programs or documents: Remove all documents and remove all programs that have computer algebra system functionality.
- Calculators with paper tape: Remove the tape.
- Calculators that make noise: Turn off the sound.
- Calculators with an infrared data port: Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape. These calculators include the Hewlett-Packard HP 38G series, HP 39G series, and HP 48G.
- Calculators with power cords: Remove all power/electrical cords.

In a computer-based testing environment:

- An on-screen calculator may be available. Test coordinators can check the administration instructions for details.
- Calculators may not be connected in any way to the computer or device being used for testing.

Note for ACT Aspire Tests

Calculators may not be used on the ACT Aspire mathematics test in Grades 3-5.

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- 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

	English	Math	Reading	Science
Time-and-a-half	70	90	55	55

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”

Test Administration Forms—Non-College Reportable Accommodations/Supports Roster

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**



Examinee's Name (please print)	Type of ID			Test Booklet Serial Number	
	P	F	R and Initials	Multiple-Choice	Writing
1.					
2.					
3.					

Test Day – Seating Diagram

Sample Seating Diagram

The **ACT** Test Administration Forms
Standard Time, Paper
Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- Enter MC serial numbers during the first multiple-choice test.
- Enter W serial 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 room.

Each box represents one seat.

You may use scratch paper or the numbered spaces (1, 2, 3, 4) to track unfinished ovals at the end of each MC test.

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

1 Room Type
 Single Level OR Multiple Level

2 Writing Surfaces
 Desks: ___ in. by ___ in.
 Tables: 18 in. by 18 in., # ___ per table

3 Distance between Examinees
 Shoulder-to-Shoulder: 4 ft.
 Head-to-Head: 4 ft.
 Minimum 3 ft. (single level)
 Minimum 5 ft. (multiple level)

BACK		BACK		BACK		BACK		BACK	
MC	1	MC	1	MC	1	MC	1	MC	1
W	2	W	2	W	2	W	2	W	2
MC	3	MC	3	MC	3	MC	3	MC	3
W	4	W	4	W	4	W	4	W	4
MC	5	MC	5	MC	5	MC	5	MC	5
W	6	W	6	W	6	W	6	W	6
MC	7	MC	7	MC	7	MC	7	MC	7
W	8	W	8	W	8	W	8	W	8
MC	9	MC	9	MC	9	MC	9	MC	9
W	10	W	10	W	10	W	10	W	10
MC	11	MC	11	MC	11	MC	11	MC	11
W	12	W	12	W	12	W	12	W	12
MC	13	MC	13	MC	13	MC	13	MC	13
W	14	W	14	W	14	W	14	W	14
MC	15	MC	15	MC	15	MC	15	MC	15
W	16	W	16	W	16	W	16	W	16
MC	17	MC	17	MC	17	MC	17	MC	17
W	18	W	18	W	18	W	18	W	18
MC	19	MC	19	MC	19	MC	19	MC	19
W	20	W	20	W	20	W	20	W	20
MC	21	MC	21	MC	21	MC	21	MC	21
W	22	W	22	W	22	W	22	W	22
MC	23	MC	23	MC	23	MC	23	MC	23
W	24	W	24	W	24	W	24	W	24
MC	25	MC	25	MC	25	MC	25	MC	25
W	26	W	26	W	26	W	26	W	26
MC	27	MC	27	MC	27	MC	27	MC	27
W	28	W	28	W	28	W	28	W	28
MC	29	MC	29	MC	29	MC	29	MC	29
W	30	W	30	W	30	W	30	W	30
MC	31	MC	31	MC	31	MC	31	MC	31
W	32	W	32	W	32	W	32	W	32
MC	33	MC	33	MC	33	MC	33	MC	33
W	34	W	34	W	34	W	34	W	34
MC	35	MC	35	MC	35	MC	35	MC	35
W	36	W	36	W	36	W	36	W	36
MC	37	MC	37	MC	37	MC	37	MC	37
W	38	W	38	W	38	W	38	W	38
MC	39	MC	39	MC	39	MC	39	MC	39
W	40	W	40	W	40	W	40	W	40
MC	41	MC	41	MC	41	MC	41	MC	41
W	42	W	42	W	42	W	42	W	42
MC	43	MC	43	MC	43	MC	43	MC	43
W	44	W	44	W	44	W	44	W	44
MC	45	MC	45	MC	45	MC	45	MC	45
W	46	W	46	W	46	W	46	W	46
MC	47	MC	47	MC	47	MC	47	MC	47
W	48	W	48	W	48	W	48	W	48
MC	49	MC	49	MC	49	MC	49	MC	49
W	50	W	50	W	50	W	50	W	50
MC	51	MC	51	MC	51	MC	51	MC	51
W	52	W	52	W	52	W	52	W	52
MC	53	MC	53	MC	53	MC	53	MC	53
W	54	W	54	W	54	W	54	W	54
MC	55	MC	55	MC	55	MC	55	MC	55
W	56	W	56	W	56	W	56	W	56
MC	57	MC	57	MC	57	MC	57	MC	57
W	58	W	58	W	58	W	58	W	58
MC	59	MC	59	MC	59	MC	59	MC	59
W	60	W	60	W	60	W	60	W	60
MC	61	MC	61	MC	61	MC	61	MC	61
W	62	W	62	W	62	W	62	W	62
MC	63	MC	63	MC	63	MC	63	MC	63
W	64	W	64	W	64	W	64	W	64
MC	65	MC	65	MC	65	MC	65	MC	65
W	66	W	66	W	66	W	66	W	66
MC	67	MC	67	MC	67	MC	67	MC	67
W	68	W	68	W	68	W	68	W	68
MC	69	MC	69	MC	69	MC	69	MC	69
W	70	W	70	W	70	W	70	W	70
MC	71	MC	71	MC	71	MC	71	MC	71
W	72	W	72	W	72	W	72	W	72
MC	73	MC	73	MC	73	MC	73	MC	73
W	74	W	74	W	74	W	74	W	74
MC	75	MC	75	MC	75	MC	75	MC	75
W	76	W	76	W	76	W	76	W	76
MC	77	MC	77	MC	77	MC	77	MC	77
W	78	W	78	W	78	W	78	W	78
MC	79	MC	79	MC	79	MC	79	MC	79
W	80	W	80	W	80	W	80	W	80
MC	81	MC	81	MC	81	MC	81	MC	81
W	82	W	82	W	82	W	82	W	82
MC	83	MC	83	MC	83	MC	83	MC	83
W	84	W	84	W	84	W	84	W	84
MC	85	MC	85	MC	85	MC	85	MC	85
W	86	W	86	W	86	W	86	W	86
MC	87	MC	87	MC	87	MC	87	MC	87
W	88	W	88	W	88	W	88	W	88
MC	89	MC	89	MC	89	MC	89	MC	89
W	90	W	90	W	90	W	90	W	90
MC	91	MC	91	MC	91	MC	91	MC	91
W	92	W	92	W	92	W	92	W	92
MC	93	MC	93	MC	93	MC	93	MC	93
W	94	W	94	W	94	W	94	W	94
MC	95	MC	95	MC	95	MC	95	MC	95
W	96	W	96	W	96	W	96	W	96
MC	97	MC	97	MC	97	MC	97	MC	97
W	98	W	98	W	98	W	98	W	98
MC	99	MC	99	MC	99	MC	99	MC	99
W	100	W	100	W	100	W	100	W	100

FRONT

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

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!

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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	FL000001402995	p	
0281	ESCAMBIA HIGH	326880			104993017	101371		Akbar	Ilyas	I	11	02/25/2001	FL000001415911	p	
0281	ESCAMBIA HIGH	324900			104994088	101371		Albert	Roda'sha	L	11	12/04/2001	FL000001425602	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



Search in Drive



New

Northview
9 people

Priority

My Drive

Shared drives

Shared with me

Recent

Starred

Trash

Storage

Suggested



ACT-NCR Retained 10th Stud...
Raja Atallah edited in the past year



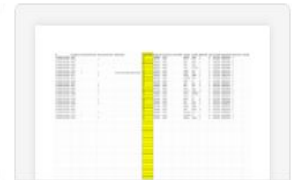
ACT-NCR Students to Add.xlsx
Scott Dodson uploaded in the past y...



ACT Reportable CARES Act ...
Raja Atallah edited in the past year



1231 NORTHVIEW HIGH AC...
Raja Atallah edited in the past year



1231 NORTHVIEW HIGH AC...
Raja Atallah edited in the past year

Name

Last modified ↓

File size

ACT

Jan 13, 2021 Scott Dodson

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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