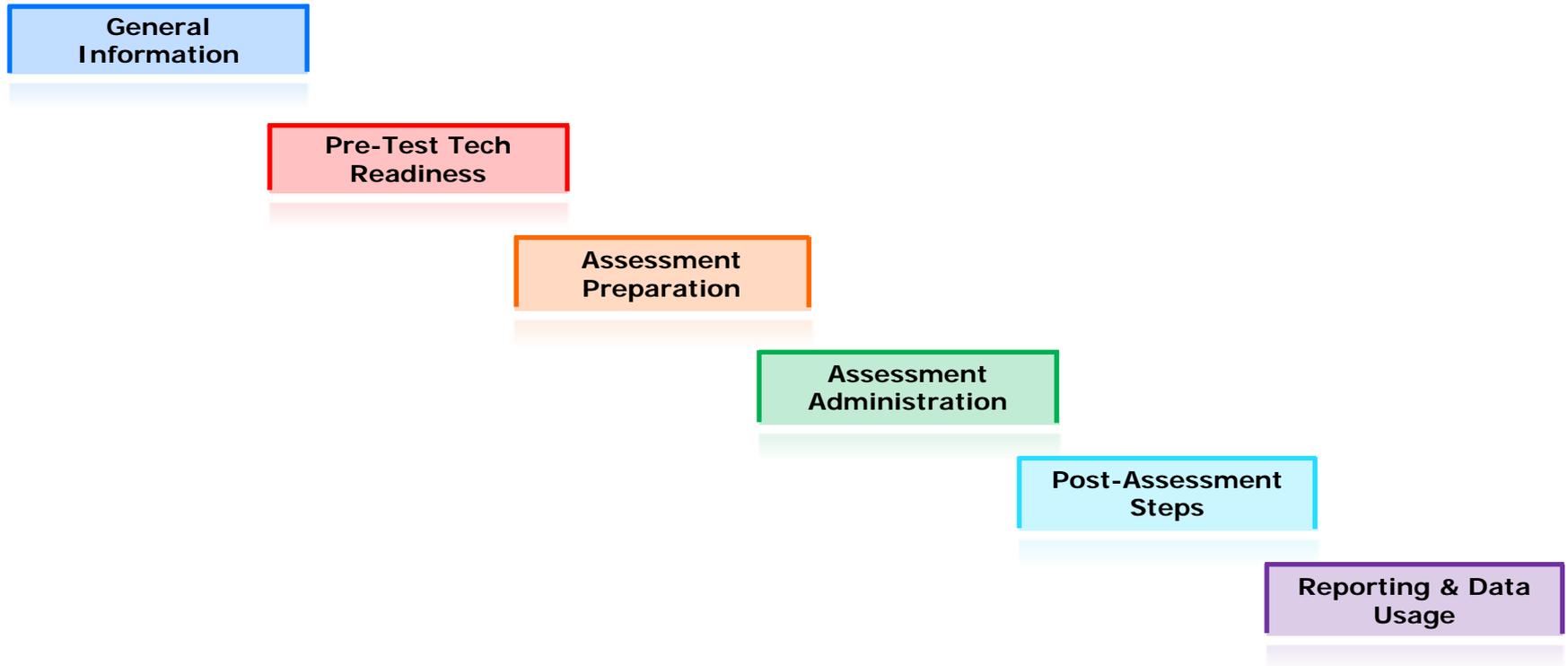


Test Administration Training



Color Coding

Training will cross several phases of testing; slides will change to reflect the phases they represent:



General Information

South Carolina Schedule

12/19/14-
1/19/15

- ~~Test coordinators invite additional users to the Portal and assign permissions~~

1/23/15

- ~~SCDE submits initial Student Data Upload (SDU) file to populate students~~

2/9/15

- Test Coordinators begin to input Personal Needs Profile (PNP) info for accommodations into the Portal (**must be complete prior to test session set-up**)

2/16-
3/5/15
3/8/15

- ~~Test Session set-up window; deadline is 3/5/15~~
- ~~**Note:** deadline changed from March 5th to March 8th~~

3/6-
4/14/15

- Computer-based Test Session set-up window; deadline is 4/14/15

South Carolina Schedule, cont.

~~3/15/15~~
~~3/16/15~~

- ~~• SCDE submits 2nd SDU with any updates to student data~~
- ~~• **Note:** changed from March 15th to March 16th~~

3/16-
3/19/15
3/17-
3/23/15

- Window for additional test session set-up and loading PNP for new students from the March 16th SDU update file
- **Note:** window shifted

3/30-
4/3/15
4/8-
4/10/15

- ACT Aspire materials are packaged and shipped to schools
- **Note:** window shifted

4/13-
4/15/15

- School Test Coordinators (STCs) receive initial wave of test material shipments

by
4/20/15

- STCs receive second wave of test materials shipments no later than April 20th

South Carolina Schedule, cont.

4/28-
4/30/15

- ACT Aspire tests are administered

~~5/1/15~~
5/4/15

- Test materials are picked up (for all testing completed 4/28-4/30)
- **Note:** changed from May 1st to May 4th

5/1-
5/13/15

- Make-up and optional Science testing occurs

5/14/15

- Make-up and Science test materials are picked up

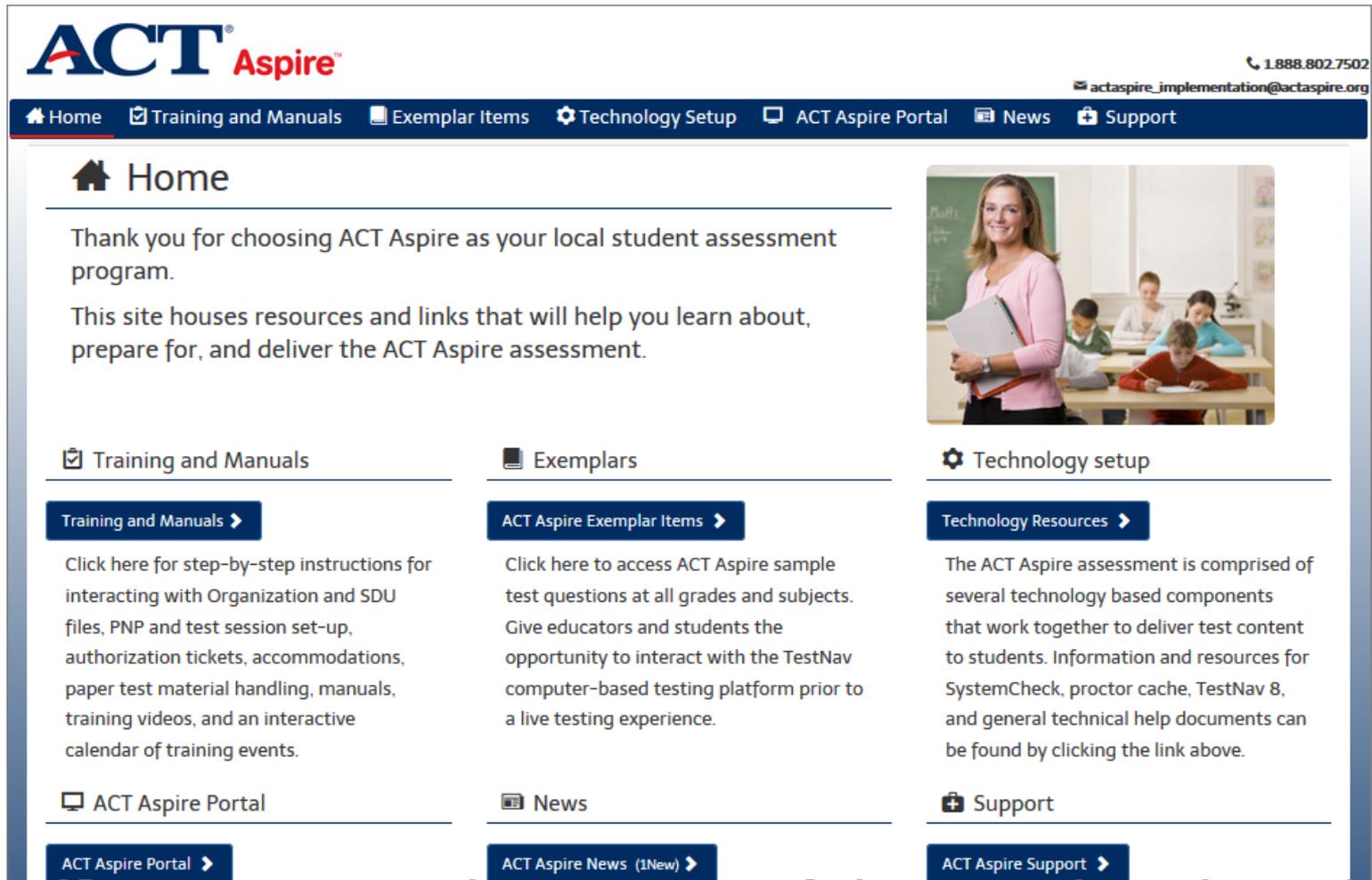
Testing Window

Spring 2015 Test Schedule

Writing, English	April 28 (Tuesday)
Reading	April 29 (Wednesday)
Mathematics	April 30 (Thursday)
Make-up and <u>optional</u> Science	through May 13

ACT Aspire Assessment Landing Page

<http://actaspire.pearson.com>



The screenshot shows the ACT Aspire Assessment Landing Page. At the top left is the ACT Aspire logo. To the right of the logo is the phone number 1.888.802.7502 and the email address actaspire_implementation@actaspire.org. Below this is a dark blue navigation bar with white text and icons for Home, Training and Manuals, Exemplar Items, Technology Setup, ACT Aspire Portal, News, and Support. The main content area has a white background. On the left, there is a 'Home' section with a house icon, a thank you message, and a description of the site's resources. To the right of the Home section is a photograph of a smiling female teacher in a pink shirt holding a clipboard, standing in a classroom with students at desks. Below the Home section are three columns of content. The first column is 'Training and Manuals' with a checklist icon, a 'Training and Manuals' button, and a paragraph of text. The second column is 'Exemplars' with a book icon, an 'ACT Aspire Exemplar Items' button, and a paragraph of text. The third column is 'Technology setup' with a gear icon, a 'Technology Resources' button, and a paragraph of text. At the bottom of each column are buttons for 'ACT Aspire Portal', 'ACT Aspire News (1New)', and 'ACT Aspire Support'.

ACT Aspire

1.888.802.7502
actaspire_implementation@actaspire.org

Home Training and Manuals Exemplar Items Technology Setup ACT Aspire Portal News Support

Home

Thank you for choosing ACT Aspire as your local student assessment program.

This site houses resources and links that will help you learn about, prepare for, and deliver the ACT Aspire assessment.

Training and Manuals

Training and Manuals >

Click here for step-by-step instructions for interacting with Organization and SDU files, PNP and test session set-up, authorization tickets, accommodations, paper test material handling, manuals, training videos, and an interactive calendar of training events.

Exemplars

ACT Aspire Exemplar Items >

Click here to access ACT Aspire sample test questions at all grades and subjects. Give educators and students the opportunity to interact with the TestNav computer-based testing platform prior to a live testing experience.

Technology setup

Technology Resources >

The ACT Aspire assessment is comprised of several technology based components that work together to deliver test content to students. Information and resources for SystemCheck, proctor cache, TestNav 8, and general technical help documents can be found by clicking the link above.

ACT Aspire Portal

ACT Aspire Portal >

News

ACT Aspire News (1New) >

Support

ACT Aspire Support >

Exemplars

Exemplars

- Online samples of test questions
- Booklet provides overview, concepts measured, and answer key
- Requires login
- Should not be accessed from tablets or smartphones

English Math Reading Science Writing

English Exemplar Login Credentials

Visit TestNav 8 by clicking the button at the bottom of the instructions on the right, and use the login information to view the English exemplar items.

Subject	Username	Password
English	english	actaspire

English Exemplar Resources

The Exemplar English Test Questions document contains information about the exemplar test content, individual exemplar questions, an answer key, and access information.

Click the link below to visit this resource on Avocet. While viewing the document press the green download or print buttons to save a complete local copy or print the full document.

[English Exemplar Supporting Document Answer Key](#)

South Carolina ACT Aspire Website

<http://www.act.org/aap/southcarolina/aspire.html>

ACT Testing: South Carolina

The ACT | ACT WorkKeys
ACT Aspire

ACT Aspire

Test Dates

For 3rd through 8th Grade Students
Initial Testing: April 28–30, 2015
Makeup testing: May 1–13, 2015
[Checklist of Dates \(PDF\)](#) updated 2.26.15

Click the [ACT Aspire Landing Page](#) for manuals, exemplar items, the ACT Aspire Portal, and other resources.

- ▶ [Manuals and Supplements](#)
- ▶ [Science Testing Information](#)
- ▼ [Training](#)

Training Session 1: Introduction to ACT Aspire

- [Introduction to ACT Aspire \(Webinar Recording\)](#)
- [Introduction to ACT Aspire \(PPT\)](#)

Training Session 2: ACT Aspire Portal Overview

- [ACT Aspire Portal Overview \(Webinar Recording\)](#)
- [ACT Aspire Portal Overview \(PPT\)](#)

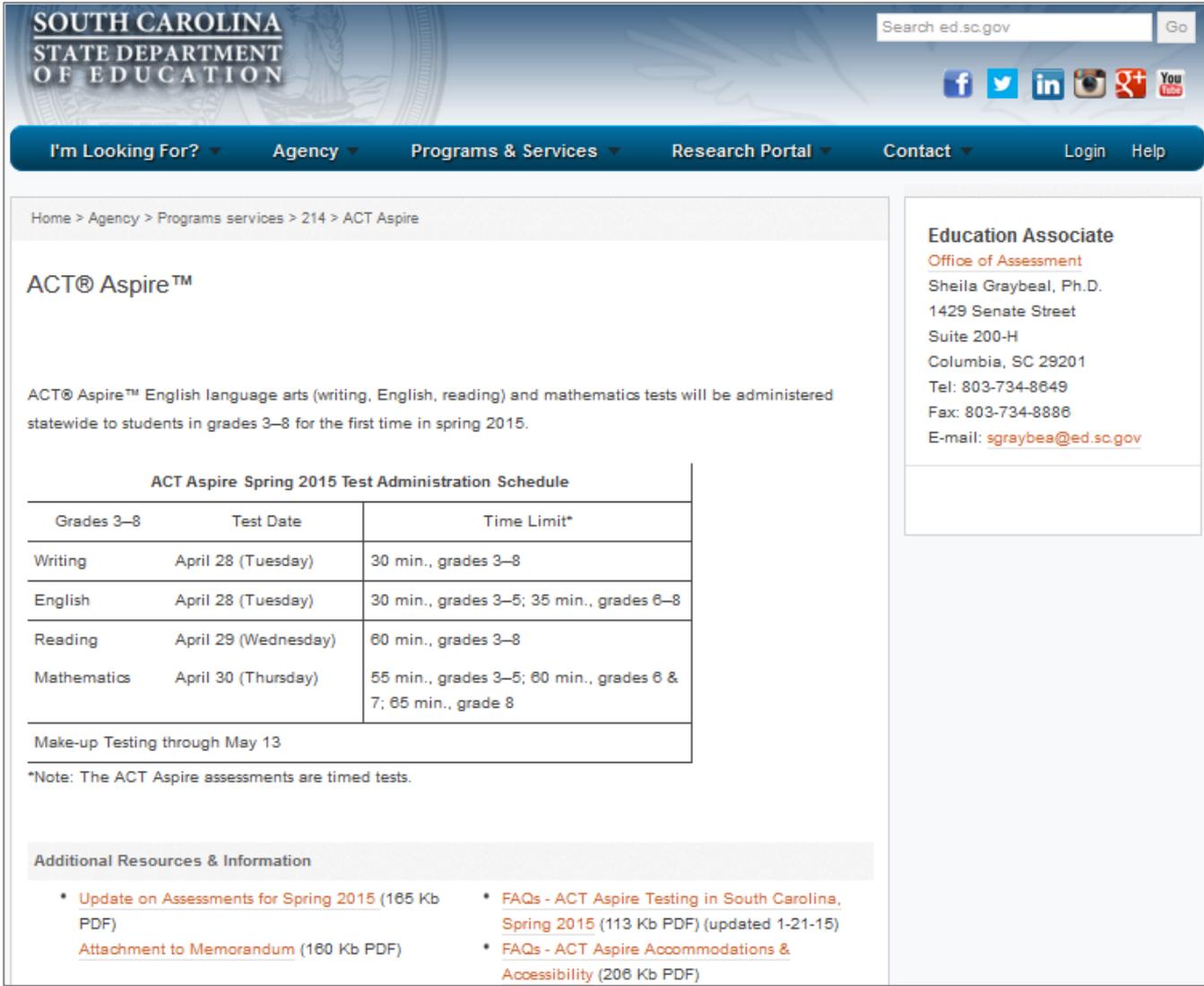
Training Session 3: ACT Aspire Accessibility System Overview

- [ACT Aspire Accessibility System Overview \(Webinar Recording\)](#)
- [ACT Aspire Accessibility System Overview \(PPT\)](#)

Training Session 4: ACT Aspire District Test Coordinator On Site Training

- [ACT Aspire District Test Coordinator On Site Training \(PPT\)](#)

South Carolina Department Website



The screenshot shows the South Carolina Department of Education website. The header includes the state seal and the text "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". A search bar is located in the top right corner. Below the header is a navigation menu with options: "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". The main content area displays the breadcrumb "Home > Agency > Programs services > 214 > ACT Aspire" and the title "ACT® Aspire™". A paragraph states: "ACT® Aspire™ English language arts (writing, English, reading) and mathematics tests will be administered statewide to students in grades 3–8 for the first time in spring 2015." Below this is a table titled "ACT Aspire Spring 2015 Test Administration Schedule".

Grades 3–8	Test Date	Time Limit*
Writing	April 28 (Tuesday)	30 min., grades 3–8
English	April 28 (Tuesday)	30 min., grades 3–5; 35 min., grades 6–8
Reading	April 29 (Wednesday)	60 min., grades 3–8
Mathematics	April 30 (Thursday)	55 min., grades 3–5; 60 min., grades 6 & 7; 65 min., grade 8

Make-up Testing through May 13

*Note: The ACT Aspire assessments are timed tests.

Additional Resources & Information

- [Update on Assessments for Spring 2015](#) (165 Kb PDF)
- [Attachment to Memorandum](#) (160 Kb PDF)
- [FAQs - ACT Aspire Testing in South Carolina, Spring 2015](#) (113 Kb PDF) (updated 1-21-15)
- [FAQs - ACT Aspire Accommodations & Accessibility](#) (206 Kb PDF)

Education Associate
Office of Assessment
Sheila Graybeal, Ph.D.
1429 Senate Street
Suite 200-H
Columbia, SC 29201
Tel: 803-734-8649
Fax: 803-734-8886
E-mail: sgraybea@ed.sc.gov



Test Coordinator Checklist



Test Coordinator Checklist

Before Testing

- Verify that testing staff have requested needed accommodations for all students, for both formats of the test, through the online ACT Aspire Personal Needs Profile process.
- Carefully read the *Test Coordinator Manual*, as well as any local directions you have been given, then sign the *Testing Staff Manual Statement and Signature* included on the front of the manual.
- Read and understand the *Room Supervisor Manual (Paper-and-Pencil Testing and Online Testing)*, containing instructions for administering the tests.
- Review the *ACT Aspire Portal User Guide* for instructions related to computer-based testing.
- Use the Exemplars to familiarize students and staff with TestNav 8 functionality. (Exemplar information can be found in the 'E' section of Avocet.)
- In addition to the manuals, visit actaspire.tms.pearson.com for training videos and actaspire.avocet.pearson.com for links to other training materials.
- Select and train all room supervisors and other testing staff, per guidelines in the manual. See "Staff Training Sessions" section of the manual for what should be included in your training sessions.
- Ensure that all staff are assigned to roles in the ACT Aspire Portal for computer-based testing.

Paper-and-Pencil Testing

- Verify contents and quantity of testing materials received. Contact ACT Aspire Customer Service to report any discrepancies.
- Receive, check-in, and securely store test materials.
- Maintain security and track counts of test materials distributed to each room. Utilize ACT Aspire Test Materials Tracking Log in the manual to track the distribution and return of test materials.

Computer-Based Testing

- Make sure your equipment and network meet the minimum technical requirements.
- Make sure your school successfully completes readiness activities including SystemCheck and Proctor Caching setup, if utilizing Proctor Caching.
- Train school staff on the use of the ACT Aspire Portal and TestNav 8.
- Prepare students for computer-based testing using exemplar items for the online version of the test.
- Provide pencils or pens and scratch paper to students taking computer-based tests.

Room Supervisor Checklist



Room Supervisor Checklist Paper and Pencil Testing

Before Testing

- Carefully read the *Room Supervisor Manual, Paper-and-Pencil Testing*, as well as any directions you have been given by your school testing coordinator.
- In addition to the manual, visit actaspire.tms.pearson.com for training videos and actaspire.avocet.pearson.com for links to other training materials.
- Participate in a staff training session run by your test coordinator.
- Resolve any questions or concerns you might have with your test coordinator.
- Protect the security of test materials as described in the manual.
- Verify you have test materials for the students in your room, contact your test coordinator with any discrepancies.
- Review the "Verbal Instructions" section of the manual prior to test day.
- Confirm all students have been added to test sessions in the ACT Aspire Portal.
- Confirm that all calculators used by students are approved before testing.
- Remind students that cell phones, tablets, or any electronic communication devices are prohibited.
- Make sure that all students have a No. 2 pencil to record their responses in their answer document.
- Confirm local test administration contingency plans.

During Testing

- Verify that students have gridded the test form number on their answer document in Section D.**
- Verify that students have signed their names on the back cover of the test booklet after agreeing to the statement.
- Verify that students have filled out Section H (today's date) on the back cover of the answer document.
- Follow the appropriate instructions, in the "Verbal Instructions" section of the manual, for the subject test being administered in your room.
- Walk around the room to observe student behavior after the test has started.
- Announce time remaining five minutes before the end of each test, post start and stop times and/or time allowed for each test session.

After Testing

- Assemble and check completed answer documents carefully, per instructions in the "After All Testing" section of the manual.
- For students who tested with large print or braille materials, transcribe responses onto a normal answer document.

Room Supervisor Qualifications

The ACT Aspire test coordinator should confirm that the room supervisor(s) meet all of the following criteria. Each room supervisor should be

- proficient in English
- experienced in testing and classroom management
- a staff member of the institution or district where the test administration will take place
- approved by the district test coordinator

To protect both students and the room supervisor from questions of possible conflict of interest, the following conditions should also be met. The room supervisor should not be

- a relative or guardian of a student in their assigned room
- a private consultant or individual tutor whose fees are paid by a student or student's family

Room supervisors must also complete training and sign a test security agreement form

Room Monitor Qualifications

Some schools also use monitors to assist the room supervisor during testing; each room monitor should

- receive appropriate training
- sign a test security agreement form

To protect both students and the room monitor from questions of possible conflict of interest, the following conditions should also be met. The room monitor should not be

- a relative or guardian of a student in their assigned room
- a private consultant or individual tutor whose fees are paid by a student or student's family

Note: Room monitors can be parents or other volunteers, as long as the above criteria are met

Test Coordinator Assessment Preparation

Materials Overview

- Test Coordinators are responsible for the management and handling of materials
- Materials are secure, and must be handled according to security protocol and procedure, as outlined in the *Test Coordinator* manual
- ACT Aspire recommends all testing staff receive local Security of Test Material overview training prior to testing



Initial Shipment of Test Materials

Material Type	Window
Initial Shipment, 1 st wave	by 4/15/15
Initial Shipment, 2 nd wave	by 4/20/15

- Test materials are provided only for students added to test sessions in the Portal before the submission deadline
- Quantities, including a 10% test book and answer document overage per independent school, are derived from the Portal
- Pre-ID documents are sorted by subject, grade, and session according to the information provided in the Portal
- Test booklets are not personalized, and are sent in packs of 10
- Test booklets are serialized and tracked for security; do not resort booklets from the order you receive them in
- Manuals are included for paper testing, as well as available on Avocet

Initial Shipment Contents

Initial Shipment

Packing List

Security Checklist

Test Coordinator Kit (includes return materials)

One test booklet per student

- Each test booklet will include one subject test (English, Mathematics, Reading, Science, or Writing)

One answer document per student

- Answer documents are specific to the subject of the test booklet; each student name provided is printed on the front cover of the answer document

Receiving Test Materials

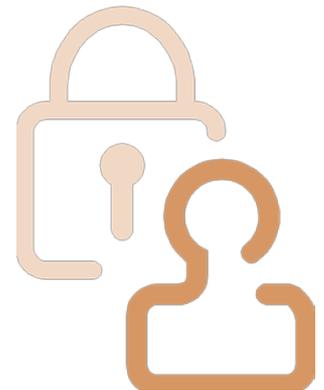


- Examine shipment and verify contents match the packing list
- Count all items to confirm receipt; if opening materials, maintain security
- Verify that the materials have not been tampered with in any way
- If there are any discrepancies or concerns, contact ACT Aspire Customer Support immediately

Storing Test Materials

After you have verified receipt of all materials:

- ❑ Reseal the boxes
- ❑ Lock them in a secure place such as a storage room, closet, cabinet, or school vault that is not accessible to unauthorized personnel
- ❑ Protect the materials in such a way 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 Sessions: Printables

Roster

Test Session Details Quick Guide ?

Print Comment Edit Refresh

Comments Roster Personal Needs

Session - Session 1 In Progress 0% Completed Authorized Users (1)

Students Started 0% (0 of 8)
Students Completed 0% (0 of 8)

10 AM - 4:00 PM

Add Remove Reset Authorization

	A	B	C	D	E	F	G	H	I
1	Test Sessi	Test Name	Test Sessi	Test Mode	School	Student ID	Student Name	DOB	Grade
2	Training C	Training C	In Progres	Online	TRAINING	9004-4000	HOLLYWOOD, IDAHO H	1/6/2001	Grade 7
3	Training C	Training C	In Progres	Online	TRAINING	9004-4000	TUSCON, MONTANA T	1/9/2001	Grade 7
4	Training C	Training C	In Progres	Online	TRAINING	9004-4000	RENO, OREGON R	1/5/2001	Grade 7
5	Training C	Training C	In Progres	Online	TRAINING	9004-4000	JUNEAU, CONNECTICUT J	1/10/2001	Grade 7
6	Training C	Training C	In Progres	Online	TRAINING	9004-4000	NEW HAMPSHIRE, WASHINGTON N	1/4/2001	Grade 7
7	Training C	Training C	In Progres	Online	TRAINING	9004-4000	CHARLOTTE, COLORADO C	1/3/2001	Grade 7
8	Training C	Training C	In Progres	Online	TRAINING	9004-4000	BAKERSFIELD, BOSTON B	1/2/2001	Grade 7
9	Training C	Training C	In Progres	Online	TRAINING	9004-4000	ARIZONA, ALASKA A	1/1/2001	Grade 7

- *Roster* opens a CSV file with all students currently in session

PNP Roster

Test Session Details Quick Guide ?

Print Comment Edit Refresh

Comments Roster **PNP Personal Needs**

Session - Session 1 In Progress 0% Completed Authorized Users (1)

Mode: Online

Students Started 0% (0 of 8)

Students Completed 0% (0 of 8)

8:00 AM - 4:00 PM

School TRAINING SCHOOL 1

Session Name Training Content Science - Session 1

Mode Online

Test Training Content Science

Start-End Date Jul 7, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Proctors sara.snuggs@pearson.com

ACT[®] Aspire[™]

Name	Presentation Supports	Interaction & Navigation Supports	Response Supports	General Test Conditions (Setting and/or Timing) Supports
OREGON RENO	<ul style="list-style-type: none">Spanish Text + Audio: Directions OnlyContrast Colors			

- *Personal Needs* opens a tab detailing all student PNP supports

Paper-based Testing: Room Supervisor Overview





Key Manual



Room Supervisor Manual Paper Summative Testing

TESTING STAFF MANUAL STATEMENT AND SIGNATURE

1. Read the following **Statement**: I understand ACT owns these copyrighted test materials, including this Manual and the test questions and responses in the test booklets. By accessing the contents of this Manual, I agree to keep the test materials confidential, use the test materials only in connection with the administration of the test to authorized students, administer the test in accordance with the policies and procedures set forth in this Manual, and to retain this Manual for one year following this test event. I further agree that I will not share ACT questions and responses with anyone by any form of communication—other than with authorized students at the designated test time—and I understand that violating this agreement may result in legal penalties.
2. Sign your name as you would any official document and enter today's date.

Your Signature

Today's Date

ACT[®] **Aspire**[™]

Understand Standardized Procedures

- The *Room Supervisor Manuals* contain detailed directions for securing test materials and administering tests in a standardized manner
- To ensure a secure and valid testing experience, Room Supervisors must understand these ACT Aspire policies and procedures
- Violations include:
 - accessing or obtaining a test or test questions prior to the test unless allowed by exception
 - photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items
 - aiding or assisting a student with a response or answer to a secure test item, including providing formulas
 - editing or changing student answers after completion of the test, with or without the student's permission

Verbal Instructions – Room Supervisor Manuals

- Instructions should be studied before the day of testing to ensure familiarity with the material
- Verbal instructions are now color coded by subject for ease of use
- Multiple versions to address different grades and subjects
- Computer-based test directions differ from Paper-based test directions, so be sure you have the correct manual to read from

English

Grades 3–7.....	17
Grade 8 and Early High School (Grades 9–10).....	18

Mathematics

Grades 3–5.....	19
Grades 6–8 and Early High School (Grades 9–10) ..	20

Reading

All Grades.....	22
-----------------	----

Science

All Grades.....	23
-----------------	----

Writing

Grade 3.....	24
Grade 4.....	25
Grade 5.....	26
Grade 6.....	27
Grade 7.....	28
Grade 8.....	29
Early High School (Grades 9–10).....	30

Materials Provided by the School



Timers



No. 2 Pencils



Scratch Paper



Calculators (optional)



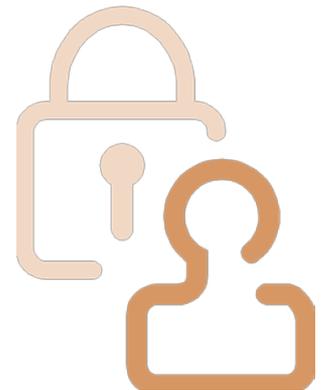
Before Testing, Room Supervisors Should:

- ✓ Count test materials before beginning
- ✓ Be aware which students need accommodations
- ✓ Ensure students do NOT have any mobile devices on their person
- ✓ Ensure calculators are on the approved list
- ✓ Make sure #2 pencils and pencil sharpener(s) are in the testing room; responses in pen will not be scored



Secure Test Materials

- Test materials, including answer documents and test books, must be kept secure
- ACT Aspire recommends, and the SCDE requires, all testing staff receive local Security of Test Material overview training prior to handling test materials and administering the tests
 - ❑ Materials must be locked in a secure place such as a storage room, closet, cabinet, or school vault
 - ❑ Protect the materials in such a way as to avoid accidental damage, possible theft or loss, and any conditions that could allow prior knowledge of the tests by students or others
 - ❑ Immediately after testing, return materials to test coordinator to keep in secure storage
 - ❑ Exercise vigilance concerning the security and handling of all test materials before, during, and after the tests are administered



Test Session Details

Test Session Details Quick Guide ?

Print Comment Edit

Grade 9 Math - Session 4 Ready **Total Students: 5** Authorized Users (1)

Grade 9 Math Mode: Paper
SCHOOL1
Apr 25, 2014 - May 30, 2014 7:00 AM - 3:00 PM

Personalized material will not be sent for Manual Grid students

Students yet to be processed: 0
Students too late for processing: 2
Students already sent for processing: 3

Add Remove Filter by Student Status: All Statuses

Show 30 students Search:

Student	Status	Comments	System Id Number
<input type="checkbox"/> LASTA, HAILE A DOB:11/3/00 DOB:11/3/00 Grade 9 Student Id:100115	Manual Grid		5040582848
<input type="checkbox"/> LASTA, TENF A DOB:11/15/00 DOB:11/15/00 Grade 9 Student Id:100127	Force Close		3297168953
<input type="checkbox"/> LASTA, TENI A DOB:11/18/00 DOB:11/18/00 Grade 9 Student Id:100130	Force Close		1849382198
<input type="checkbox"/> LASTA, HAILF A DOB:11/4/00 DOB:11/4/00 Grade 9 Student Id:100116	Manual Grid		Generate System Id

- View students' pre-ID status
- *Manual Grid* status indicates students are not receiving pre-ID documents; *Generate System ID* will create an ACT Aspire Portal ID for manual gridding

Answer Document Pre-ID Layout

- Note #3 shows the location of the Test Session Name you create
- Answer Docs are shrink wrapped by Test Session

ACT[®] Aspire[™]

Answer Document Pre-ID Layout

The diagram shows a sample Pre-ID layout with the following fields and callouts:

- 1: Last name (BVLASTBAAF)
- 2: First name (BVFRSTBAAF)
- 3: Test Session ID (123456-JDG4E)
- 4: Admin (SP14)
- 5: School name (D1 SCHL1)
- 6: Sex (SEX: M)
- 7: ACT Aspire logo
- 8: Barcode
- 9: Grade (8)
- 10: Subject (MATH)
- 11: Session Title (SD)
- 12: ACT, Inc. Confidential Restricted when data present
- 13: ID (620100302-9)
- 14: P: 000000054

Key:

1. Last name
2. First name
3. Test Session ID (The first six characters; auto-assigned by the Portal); Test Session Title (The remaining characters)
 - Please note: The first 6 characters in the Test Session Title field will show up on a paper Pre-ID. Because of this, we suggest the following naming convention:
 - **Teacher's Initials, Grade, Subject.** For example, for Jane Doe's Grade 4 English class, the ID would be "JDG4E" – Teacher: Jane Doe, Grade 4, English.
4. Admin
5. School name

Test Book – Form Location

EXAMINEE STATEMENT

1. Read the following **Statement**: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't explain test questions or provide test answers to me.
2. Print your name here and enter today's date.

Your Name

Today's Date

Form 1A (E441PA)

ACT[®] **Aspire**[™]

**Grade 4
English**

D	TEST FORM
<input type="radio"/>	1A (xxxxxx)
<input type="radio"/>	2A (xxxxxx)
<input type="radio"/>	2B (xxxxxx)
<input type="radio"/>	Braille—contracted (xxxxxx)
<input type="radio"/>	Braille—uncontracted (xxxxxx)
<input type="radio"/>	Large print (xxxxxx)

Read Aloud Accommodation

- Student should have the Human Reader support selected in their PNP
- Up to two days before testing, randomly assign a test book to the student
 - From your overage, find a test book with a matching Form Code for the Room Supervisor; the Room Supervisor has 2 days before testing to review the book
- While a 1x1 administration is recommended, a small group administration may be used
 - If a small group administration is used, the room supervisor must ensure that he / she and **all** students in the group have the **same** test form

Review Contingency Plan

- Do you have a make-up plan?
- Weather delay plan?
- Student late to a session plan?
- Fire Drill plan?

ACT [®] Aspire [™]	ACT Aspire Contingency Plan Document	
Situations	District / School Action	
Inclement weather prevents students from testing. (Power outages or loss of internet connectivity likely.)	<ol style="list-style-type: none"> 1. Districts should not begin testing students if bad weather has the potential to significantly interrupt student testing. 2. School personnel should attempt to collect all secure testing materials that have been distributed and place them in proper secure storage locations. 3. As necessary, districts should contact their state's Department of Education to discuss delaying testing and extending the test window. * 	
Power goes out in the middle of an online test.	<ol style="list-style-type: none"> 1. Have students take note of the question they were on when testing was interrupted. 2. School personnel should collect all testing materials and place them in proper secure storage locations. 3. Once power has been restored, the test administrator should resume students in the ACT Aspire Portal even if they are still in Active status.* 	
Internet connection goes out during online testing.	<p>If the local area network is maintained and communication to the proctor caching server is functioning, testing can continue. If communication to the proctor caching server is interrupted, students will not be able to test.</p> <ol style="list-style-type: none"> 1. Have students take note of the question they were on when testing was interrupted. 2. Work with local technical staff to determine cause of interruption and time anticipated to restore connection. 3. If connection cannot be restored within the same school day, contact district personnel who will contact DOE for further instructions. 4. When connection is restored, students should be resumed in ACT Aspire even if they are still in Active status.* 5. Please Note: The student should resume their test on the same machine they used before internet connectivity was lost since saved responses will be held at that location. 	



Seating Arrangements

- Acceptable and unacceptable seating configurations chart and information is now contained within the *Room Supervisor Manuals*

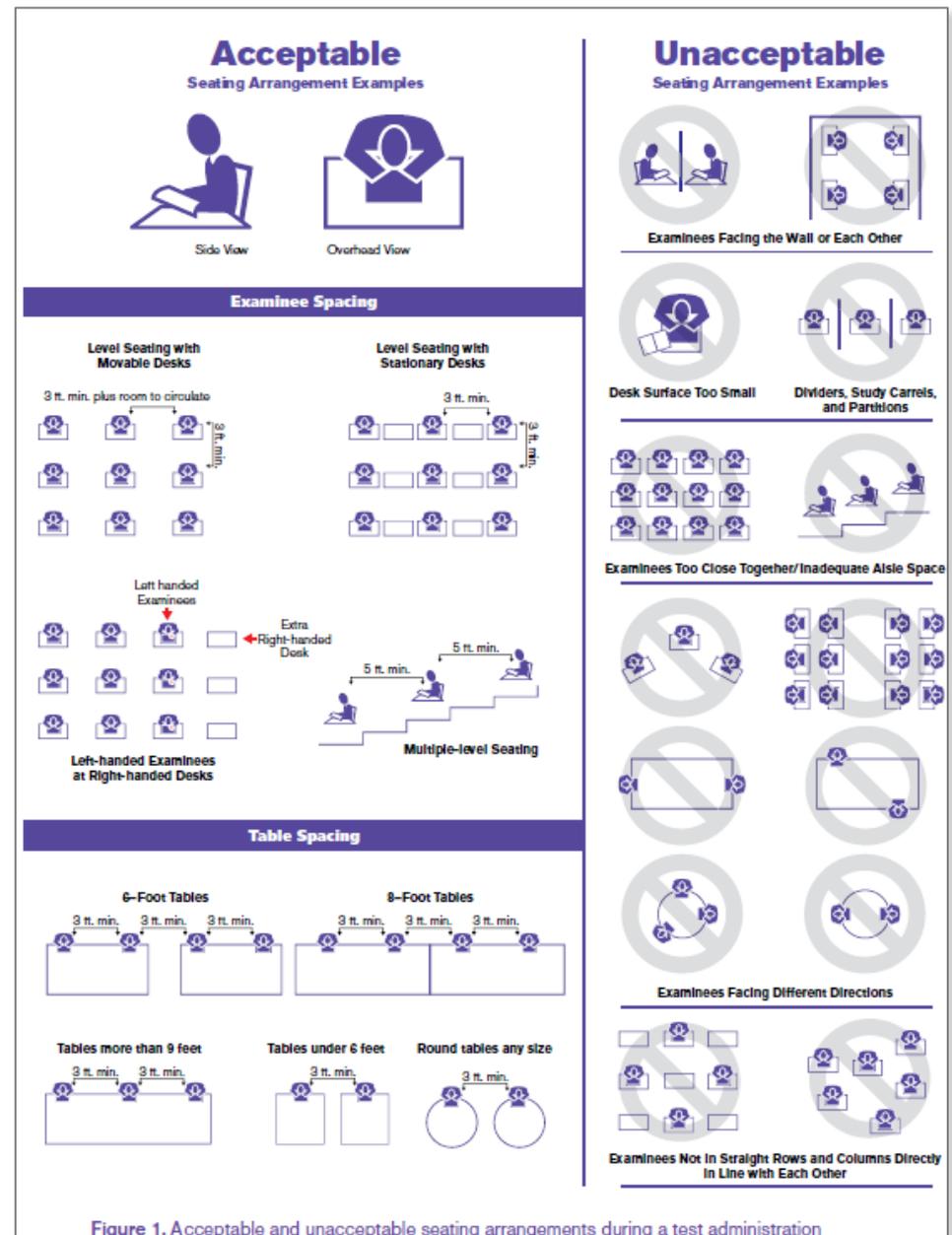


Figure 1. Acceptable and unacceptable seating arrangements during a test administration

Desirable Testing Conditions

Adequate writing surfaces, ample seating, good lighting, comfortable temperatures, quiet atmosphere, freedom from distraction

Surface should accommodate a test booklet and answer document side by side (NO lapboards)

Whenever possible, seat students in rows to facilitate distribution and collection of materials

Students should be minimally 3 feet apart shoulder to shoulder and front to back; students should face the same direction

Cover content related maps, charts, bulletin boards, posters, etc.

Classroom Layout

- After reviewing the seating configurations in the manual, you may find that the layout of your rooms do not allow all recommendations to be followed
 - SCDE recognizes that it may not always be possible for schools to adhere to these recommendations. In such cases, the district / school should use the seating arrangement that is used for other statewide testing programs, such as SCPASS, making sure that all test security procedures are followed and that students are closely monitored during testing to ensure they do not engage in any prohibited behavior



Seating Chart

5 During test
Count the examinees in the room _____.
On the diagram, enter the name of each student.

6 Tests administered during this session

English Reading Writing
 Math Science

↓ Front of room (direction examinees are facing) – ALL examinees must face the SAME direction ↓

- Seating charts are required, and will need to be printed from the SCDE or South Carolina ACT Aspire websites
- Seating charts must be returned with nonscorable materials
- If the seating chart does not fit the layout of the room, a seating chart can be drawn on a different sheet of paper and attached to the ACT Aspire chart

Summative Test Administration Times

Table 1. ACT Aspire Test Time by Grade and Subject (in minutes)

Grade	English	Math	Reading	Science	Writing
Standard Test Forms					
3	30	55	60	55	30
4	30	55	60	55	30
5	30	55	60	55	30
6	35	60	60	55	30
7	35	60	60	55	30
8	35	65	60	55	30
EHS	40	65	60	55	30
English Text Audio for Sighted, English Audio for Blind					
3	n/a	165	n/a	165	90
4	–	165	–	165	90
5	–	165	–	165	90
6	–	180	–	165	90
7	–	180	–	165	90
8	–	195	–	165	90
EHS	–	195	–	165	90

Note: EHS = Early High School (Grades 9–10)

Note: Administration times begin after students have completed pre-test gridding and Verbal Instructions have been given.

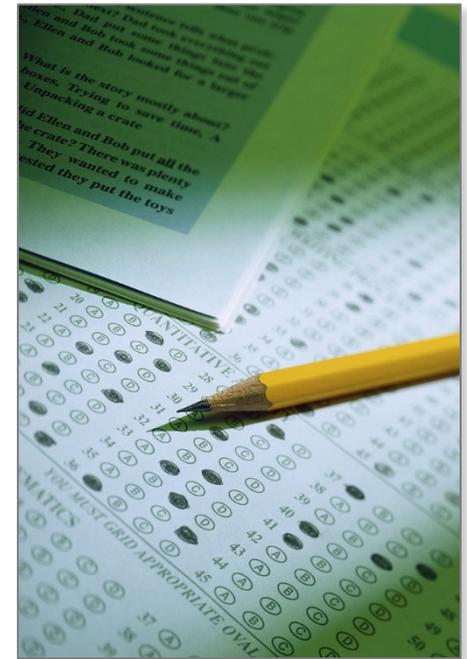
If two or more tests will be administered in a single sitting, you will need to allow 5–10 minutes between each test to collect completed materials and go over instructions for the next test.

Summative Administration Times

Total Time		+ Science *optional
Grades 3, 4, 5:	2 hours, 55 minutes	3 hours, 50 minutes
Grades 6 & 7:	3 hours, 5 minutes	4 hours
Grade 8:	3 hours, 10 minutes	4 hours, 5 minutes

Distributing Test Materials

- If there is a discrepancy at any point along the chain of possession, please stop and locate the missing test booklet(s) immediately
- Recommendations for Room Supervisors:
 - Confirm student identity before distributing test materials
 - Follow the student roster; make sure students are in the right location if not on the roster
 - Verify each student has the correct materials, and no unallowable materials, such as calculators when not appropriate
 - Check your PNP Roster; confirm students are receiving proper materials



During Testing, Room Supervisors Should:

- ✓ Once students are seated, distribute the answer documents and test booklets to each student
- ✓ Read the appropriate Verbal Instructions from your manual, EXACTLY as stated
- ✓ Ensure students have gridded in key information on their answer document (boxes D, G, and H)
- ✓ Move about the room observing students as they test & noting irregularities (e.g. student becomes ill)



Active Monitoring



- Room Supervisors must be actively monitoring during testing
- A communication plan with the Test Coordinator should be in place

Timing Tests

- ✓ Use a silent timer, such as a stopwatch, interval timer, or SmartBoard, to ensure the exact time is allowed for each test
- ✓ You may post the Start and Stop Times / time allowed on the board
- ✓ Students are allowed bathroom breaks
 - Time away should be tracked; time should not be subtracted from student's testing time
 - Breaks are not recorded on the Testing Irregularity Report
- ✓ Announce when 5 minutes remain before the end of each test



Mistiming

- Scores **cannot** be adjusted to compensate for mistiming
- If mistiming is noticed on the same day of testing students can make up shortage of time, if identified before students have left the room
- If mistiming is noticed after student dismissal, and student received
 - **Less** time than allowed, document as a Testing Irregularity, but do not void the test
 - **More** time than allowed, the test must be voided



Breaks

- ✓ Individual students do not need to be accompanied
- ✓ Multiple students must be supervised
- ✓ Students must not be left alone in the testing room
- ✓ Students are not allowed to use any device, including calculators, to share or exchange information at any time during the tests or during break
- ✓ Students may not remove test materials, including test questions or answers, from the test room



Student Questions During Testing

- May answer questions about the general test instructions before testing starts
- If students ask about guessing, refer them to the instructions given during the verbal instructions; do not comment on or add to the printed directions in any way
- Do not answer questions regarding individual test items; respond to questions with “Do the best you can”
- If students note errors or concerns with particular test items, instruct them to do the best they can and then note this on the Testing Irregularity Report



Prohibited Devices and Testing Aids



- Students are not allowed cell phones, tablets, or any electronic communication devices on their person
- Verbal Instructions warn students to **not** set watch or cell phone alarms
- Room Supervisors should not set alarms on their watch or cell phone, as this can also distract students
- Notes or any English dictionary is not permitted; if a foreign language (word-for-word) dictionary is approved for a student, this is permitted
 - *Writing, Math, and optional Science tests

Prohibited Behavior

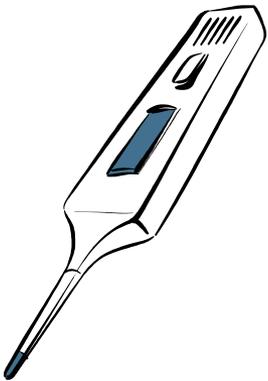
The following student behaviors are prohibited:

- looking at someone else's test booklet or answer document
- giving or receiving assistance
- disturbing other students
- using notes or unauthorized testing aids
- using a calculator on any test other than the 6-8 Mathematics test
- sharing a calculator with another student
- using any device, including calculators, to share or exchange information at any time during the tests or during break
- 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



Make-Up Testing

- Students who are absent, become ill, or who can no longer test due to other local interruptions or emergencies, are eligible for make-up testing
- Test security must be maintained; students may not return to questions previously answered
- Make-up testing may be completed any time within South Carolina testing window (through May 13th)



After
Testing



After Testing, Room Supervisors Should:



- ✓ Assemble and check completed answer documents
- ✓ Transcribe Large Print and braille responses
- ✓ Document irregularities on the Testing Irregularity Report form
- ✓ Return all test materials and any completed Testing Irregularity Report forms to your Test Coordinator

Reporting Irregularities



Irregularity flow:

- Document any circumstances that affect student scores
 - Documentation must be completed by school personnel
-
- Should first be recorded by Room Supervisors
 - Test Coordinators should be notified of any irregularities that have been recorded

Irregularities in Paper-Based Testing

ACT Aspire Testing Irregularity Report

Complete ONLY if irregularities occurred.

Test Subject (Circle) English Mathematics Reading Science Writing

Test Grade Level (Circle) 3 4 5 6 7 8 EHS

Testing School Name _____

City, State _____ Test Date _____ Room Number/Name _____

Note all irregularities (individual and group) on this form. Enter the appropriate information and/or check in each column and provide additional explanation. ATTACH VOIDED ANSWER DOCUMENTS (do **not** staple) to this form. Return this completed form to your school's test coordinator.

PLEASE PRINT

INDIVIDUAL IRREGULARITIES

Student's Name	Test Booklet Form/ Serial Number of student's test booklet Bar Code upper left front cover	Time when irregularity occurred	Type of Irregularity (Check all Applicable)								Answer Document Check One
			Illness	Unauthorized Calculator Use	Marking Ovals After Time	Timing Questioned	Phone, Alarm, Other Device	Other	Materials Damaged/Defective (Specify below)		
Name:	Bar Code #: Form#:										<input type="checkbox"/> Void <input type="checkbox"/> Not Void
	Explanation:										
Name:	Bar Code #: Form#:										<input type="checkbox"/> Void <input type="checkbox"/> Not Void
	Explanation:										
Name:	Bar Code #: Form#:										<input type="checkbox"/> Void <input type="checkbox"/> Not Void
	Explanation:										

GROUP IRREGULARITIES

Number of Students in Room	Time When Irregularity Occurred	Duration of Irregularity	Description of Irregularity. (Attach separate sheet if more space is required.) Be prepared to provide a list of students affected by this irregularity.

Room Supervisor's Name (Please Print) _____ Test Coordinator's Initials _____

Specific Materials and Resources

Room Supervisor Materials and Resources

- **Room Supervisor Checklists**
Actions and steps to taken before, during, and after a session
 - Avocet (C)
- **Room Supervisor Manuals**
Room Supervisor manuals for CBT and PBT
 - Avocet (M)
 - ACT Aspire Landing Page – Training and Manuals
- **Work Instructions**
Step-by-step instructions for various Portal functions
 - Avocet (W)
- **Short Training Videos – Training Management System**
 - Assessment Preparation Section
 - Assessment Administration Section

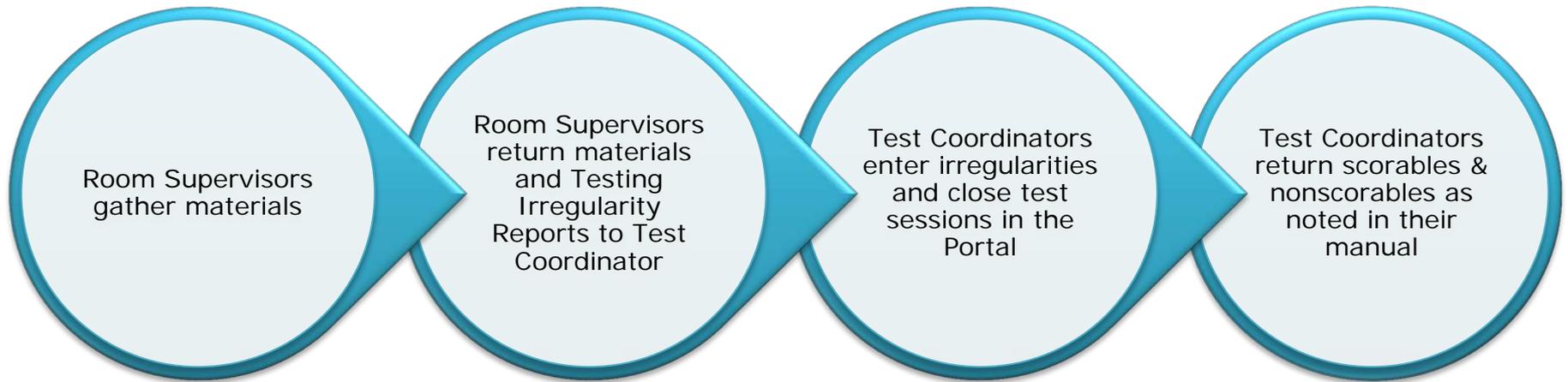
Next Steps

Room Supervisor Materials and Resources

- Work with your testing coordinator
 - Identify training opportunities
 - Identify and help plan your part of assessment delivery
- Review Room Supervisor manuals
 - Become familiar with verbal instructions, testing policy, and process
- Review ACT Aspire Portal Guide
 - Become familiar with any functions you will perform
- Training Options
 - Local training opportunities
 - Training Management System modules
 - Avocet resources

Test Coordinator: Post Assessment Steps

Post Assessment Steps Overview



After Testing – Handling Materials

- After testing, materials must also be stored in a locked, secure place until they are shipped
- All test booklets and other materials provided by ACT Aspire must be shipped back based on the previously discussed shipping schedule
- You will need to prepare, package, and return the test materials; this includes returning all nonscorable materials

After Testing – Review Documents

- Have you:
 - checked test booklets for scorable answer documents?
 - checked answer documents to verify the booklet Test Form is filled in?
 - checked answer documents to confirm student Portal information is either preprinted or hand gridded?

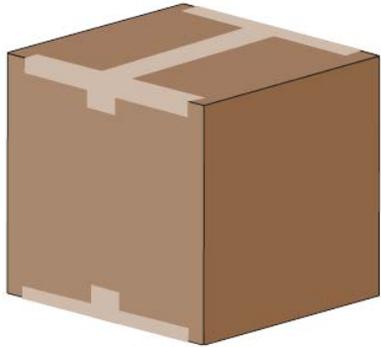


General Packing Information

- ❑ Pack return materials using the original shipping boxes
 - If the original boxes have been damaged, ship the materials using ECT 44 (275lb)-rated boxes
 - Replacement boxes can also be ordered by calling ACT Aspire Customer Service
- ❑ Do not overfill a box; if the materials do not completely fill the box, add filler material
- ❑ Remove any previous markings or labels from each box before applying new labels
- ❑ Do not combine your scorable box count with your nonscorable box count

General Sealing / Labeling Information

- ❑ To ensure that a box is securely closed, apply three strips of tape to both the top and the bottom of the box in an “H” pattern as shown



- ❑ Place the shipping labels on the top of the box as shown; note the colored label



Packing Scorable Materials, Steps 1-4

1. Gather all scorable answer documents
2. Stack the answer documents carefully in each original shipping box
3. Seal each box securely with packaging tape
4. Locate the package labeled "Test Coordinator Kit"
 - This package contains lavender labels, yellow labels, and UPS labels



Packing Scorable Materials, Steps 5-7

5. Place one lavender return shipping label on top of each box
6. Count the number of boxes. On the return label that reads "Box ___ of ___," fill in the sequence of boxes being returned
7. Affix one UPS second-day air label to the top of each box of scorable material

DISTRICT/ 1234 GREE ANYPLACE	ASPIRE COORDINATOR SAMPLE DISTRICT 1 1111 SAMPLE IOWA CITY IA 52245	2 LBS	1 OF 1
SCHOOL N	SHIP TO: PEARSON	 ACT ASPIRE 9200 EARHART LANE SW CEDAR RAPIDS IA 52404-9078	
ACT As Pearson 9200 Ea Cedar R Scorable M			
936-01	UPS 2ND DAY AIR	2	
	TRACKING #: 1Z 532 043 02 9466 1221		
			
	BILLING: P/P		
	PROJECT NUMBER or COST CENTER: PERSON RESPONSIBLE FOR SHIPMENT:		

Packing Nonscorable Materials, Steps 1-4

1. Gather the nonscorable materials
2. Pack materials for **each subject** as follows, from bottom to top:
 - 1) Used test booklets
 - 2) Unused test booklets
 - 3) Unused answer documents
 - 4) Unused UPS ARS labels, scratch paper, and seating charts
3. Seal each box securely with packaging tape
4. Locate the package labeled "Test Coordinator Kit"
 - This package contains lavender labels, yellow labels, and UPS labels



Packing Nonscorable Materials, Steps 5-7

5. Place one yellow return shipping label on top of each box
6. Count the number of boxes. On the return label that reads "Box ___ of ___," fill in the sequence of boxes being returned
7. Affix one UPS ground service label to the top of each box of nonscorable material

DISTRICT/ 1234 GREE ANYPLACE SCHOOL N ACT Aspire Pearson 7405 Iris Cedar Ra Non Scora 936-01	ASPIRE COORDINATOR SAMPLE DISTRICT 1 1111 SAMPLE IOWA CITY IA 52245	2 LBS	1 OF 1
	SHIP TO: PEARSON ACT ASPIRE 7405 IRISH DRIVE SW CEDAR RAPIDS IA 52404-8964		
		IA 524 0-10 	
	UPS GROUND TRACKING #: 1Z 532 043 03 9270 5837		
			
	BILLING: P/P		
	PROJECT NUMBER or COST CENTER: PERSON RESPONSIBLE FOR SHIPMENT:		

Complete Security Checklist

BEFORE TESTING

Write the name of the school in the "Assigned To" column where test books were distributed. If you did not distribute any overage to schools write Not Distributed.

AFTER TESTING

Write the date when the test books were returned in the "Returned by District" column. Provide an explanation for any secure materials not included in the return shipment. If you require additional space for your explanation, write on the back of the form.

We recommend you keep this form for your records for a minimum of two months after receipt of your score reports since you are accountable for any secure materials that are missing after the security numbers have been electronically verified at Pearson. You will need to refer to it if an investigation of missing materials is required. **DO NOT** return this form with your test materials.

Overage for TEST BOOK, GR 3 English

Security Number(s)	Assigned To	Returned by District	Reason book is not being returned	Comments
000000001				
000000002				
000000003				
000000004				
000000005				

- **Every book** must be accounted for
- Use checklist to track assignment of materials, date returned; if not returned, note the reason

Support

Support Contacts

ACT Aspire Customer Service

888-802-7502

ACTAspire_Implementation@ACTAspire.org

7:00 a.m.–8:30 p.m. Eastern Time, Mon–Fri

Sheila S. Graybeal, Ph.D.

Office of Assessment
S.C. Dept. of Education

803-734-8649

sgraybea@ed.sc.gov