

STANDARD TESTING REQUIREMENTS SUMMARY

Prairie State Achievement Examination (PSAE)

*NOTE: This summary is **not** all inclusive and serves as a guide for testing (for accommodations testing, refer to the accommodations Supervisor's Manual(s) for additional requirements). The Supervisor's Manual(s) provide(s) policy and procedure information. All testing personnel are **required** to read the Supervisor's Manual(s) and to comply with all policies and procedures described therein and in any supplemental policy information provided. All schools must meet these standard testing requirements for all testing. The Supervisor's Manual(s) will be provided to testing personnel in the fall and will also be made available on the PSAE website: www.isbe.net/assessment/psae.htm.*

Facilities

- ◆ Choice of test rooms:
 - Uncrowded seating – prefer classrooms with 15-30 students, fewer for accommodations testing
 - Manageable security – prefer no more than 100 students in one room
 - Good lighting, comfortable temperature, quiet atmosphere
- ◆ Adequate writing surfaces:
 - No lapboards permitted.
 - Writing surfaces must accommodate both test booklet and answer document.
- ◆ Seating arrangements (requirements apply equally to desks and tables):
 - Seats must be assigned by testing staff as students enter room.
 - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
 - Minimum of 3 feet apart front-to-back (measured head-to-head)
 - All students must face the **same** direction, directly behind one another.
- ◆ Freedom from distractions:
 - Only those involved directly in testing may be in the room. Examples of those who may **not** be present include media, parents, students who are not testing, school board members, and district personnel (unless the district personnel have been trained to serve as members of the testing staff).
 - Provide an uninterrupted period for testing for each date of testing.
 - For standard time administrations, turn off audible signals that normally sound (e.g., bells, public address system)
 - Test rooms must be separated from regular school activities.

Staff Requirements

- ◆ Home and serving schools should work together to ensure that all eligible grade 11 students are tested.
- ◆ Each school principal must appoint staff to serve as the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. The school must appoint other qualified testing staff as needed (e.g., room supervisors, proctors). The Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator may serve at only one school.
- ◆ Required number of qualified testing staff per room—
 - for standard time testing, 1 room supervisor required for each room, **plus** 1 proctor for every 25 students in the room after the first 25 (i.e., 26-50=1 proctor; 51-75=2 proctors; 76-100=3 proctors)
 - for accommodations testing, 1 room supervisor required for each room, **plus** 1 proctor for every 10 students in the room after the first 10 (i.e., 11-20=1 proctor).
- ◆ **To avoid the appearance of a conflict of interest – and to protect relatives or wards from allegations of impropriety – staff members may not serve as the Test Supervisor or the Back-up Test Supervisor or have access to secure test materials prior to test day if any relative or ward of that staff member will be testing with standard time at any school in Illinois during the initial or makeup administration. A staff member may not serve as the Test Accommodations Coordinator or have access to secure test materials if any relative or ward of that staff member will be testing with accommodations at any school in Illinois during the designated accommodations testing window. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.**
- ◆ Room supervisors and proctors may **not** assist in a room where any relative is testing.
- ◆ Testing staff may **not** be:
 - Involved in ACT and/or WorkKeys test preparation outside of normal teaching responsibilities
 - Enrolled in high school, a volunteer, or a lower-division undergraduate
 - Anyone who intends to take the ACT within the next 12 months

- ◆ Adequate training for all staff:
 - All testing personnel are **required** to read the Supervisor's Manual(s) and to comply with all policies and procedures described therein and in any supplemental policy information provided.
 - A local training session for all staff is required before testing.
 - Each room supervisor must have a complete copy of that day's Supervisor's Manual(s) in the test room.
- ◆ Attentiveness during testing—testing staff must:
 - Focus on monitoring tests—reading (except the Supervisor's Manual(s) or supplemental policy information), grading papers, using a computer, and other personal work is **not** permitted.
 - Walk frequently around the room to periodically monitor students.
 - Recognize the potential for prohibited behavior, and take action as instructed in the Supervisor's Manual(s).
- ◆ Comply exactly with the Supervisor's Manual(s), including reading Verbal Instructions verbatim.

Security

- ◆ All test sites must test on the designated test dates.
 - For standard time testing, testing must be the first activity of the morning, and all room supervisors administering standard time testing must begin reading the Verbal Instructions for the timed tests **no later than 9:00 a.m.** Students whose schedules normally start earlier or later, including night school students, must adjust to meet this requirement for standard time testing.
 - For accommodations testing, verbal instructions may begin later than 9:00 a.m.; therefore, testing is not required to be the first activity of the morning.
- ◆ Constant security of materials:
 - Receipt, check-in, and verification of test booklets by serial number
 - Restricted access at **all** times from the moment of receipt to return (documented “chain of custody”)
 - Answer documents not returned to students after test responses gridded
 - Immediate and complete return of all materials as instructed in the Supervisor's Manual(s)
- ◆ Proper identification of students by room supervisor (personal recognition or photo ID)
- ◆ Direct consultation with ACT to handle administration irregularities

Exact Timing of Tests/Testing Sequence

- ◆ At least two timepieces must be used in each room to ensure accurate timing.
- ◆ Observe test times and break schedule exactly (accommodations schedules may vary).
- ◆ Tests must be administered in the order prescribed in the Supervisor's Manual(s).

Documentation of Test Day Procedures

- ◆ Staff List must be returned for each school with answer documents for each date of testing according to direction in the Supervisor's Manual(s).
- ◆ Roster, Seating Diagram, Test Booklet Count Form, and Testing Time Verification Form must be returned for each room for each date of testing according to direction in the Supervisor's Manual(s).
- ◆ Header sheets (i.e., Supervisor's Report Form, School Identification Sheet) must be completed accurately and placed on top of answer documents returned for scoring/processing for each date of testing according to direction in the Supervisor's Manual(s).
- ◆ Irregularity Report(s) for each date of testing must be returned with any voided answer documents attached according to direction in the Supervisor's Manual(s).

