In the spring of 2012, all eligible grade 11 students will participate in a statewide administration of the Prairie State Achievement Examination (PSAE).

This packet provides the information you need to immediately appoint qualified individuals to serve as your school’s Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.

In order to establish your high school to administer the PSAE, you will need to review the packet and complete the information as directed below. Enclosed documents include:

- **Checklist of Dates** – includes both standard time and accommodations information
- **Standard Testing Requirements** – summarizes administrative policies
- **Qualifications and Responsibilities** – includes policies by which staff must abide

1. Select key staff who can act in their role all school year: 1) Test Supervisor, 2) Back-up Test Supervisor, and 3) Test Accommodations Coordinator, taking extra care to provide the correct e-mail address for each staff member. At your discretion you may name yourself to a position. The same person may NOT serve as both Test Supervisor and Back-up Test Supervisor.

2. Go to the Services for State Testing website using the URL provided in the e-mail you receive from psae@act.org, and respond to the questions asked. *If you do not receive an e-mail with a user name and password by October 6, 2011, please contact ACT State Testing at 800/553-6244, ext. 2800.* To assist you in using the online process, enclosed is a copy of the ACT State Testing Online Services Tutorial.

3. Distribute the enclosed packets of materials to the staff you appoint to serve as Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.

4. The deadline for you to submit the School Information and Appointment of Testing Staff to ACT is **Friday, October 14, 2011**. Once you have submitted this information, you will not be able to make any further changes online. Contact ACT State Testing for any changes you need to make.

5. ACT will create separate online accounts for the testing staff you appoint after you have successfully completed and submitted your School Information and Appointment of Testing Staff profile. ACT will e-mail a user name and password to each individual, prompting them to go to the Services for State Testing website and submit their own online profile information. This online information must be completed and submitted to ACT by these individuals no later than **Friday, October 28, 2011**.

6. All newly-appointed testing staff are expected to participate in mandatory PSAE test administration training. Information about this training is included in this package.

7. If your school is unable to meet the requirements as defined in the Standard Testing Requirements document and you need to test at a site other than your school, you must complete and submit to ACT the Proposal for Off-site Administration located located online at [www.isbe.net/assessment/psae.htm](http://www.isbe.net/assessment/psae.htm) by the **December 14, 2011**, deadline. It is the responsibility of the principal to be sure these requirements are met. It is recommended that you confer with your appointed Test Supervisor and Test Accommodations Coordinator to determine if off-site testing is needed.

You will be using Pearson’s online system, **PSAE TestSites Online**, to order Day 2 test materials for students testing with standard time and accommodations. Please note that in early November we will send you a separate mailing with a NEW user ID and password for Spring 2012 testing. You may enter the information for spring testing once you receive your user ID and password and may update that
information as needed until Friday, February 10, 2012. It is very important that you provide accurate enrollment information to facilitate shipment of Day 2 materials to your school. If you have questions about using the website, please contact Pearson at 888/705-9413, option 3 or by e-mail at schoolhousefeedback@pearson.com.

Day 1 (ACT) accommodations test materials are NOT ordered through PSAE TestSites Online. An accommodations application must be submitted for each individual student by your appointed Test Accommodations Coordinator to ACT. ACT-Approved Accommodations for Day 1 must be approved by ACT in order to produce college-reportable ACT scores. State-Allowed Accommodations for Day 1 must be submitted to ACT, but there is no approval process because students testing with State-Allowed Accommodations do not receive college-reportable ACT scores.

PSAE Testing at Serving Schools That Are Not Students' Home Schools
Please note that students’ Illinois home school districts are responsible for uploading student enrollment data into ISBE’s Student Information System (SIS) so that student names will appear on the Assessment Pre-ID file. Barcode labels will be produced for only those students in this file as of February 24, 2012. If you have any students attending your school, but for whom your school is not their home school (the school they would attend if not placed in a different school to receive needed services), please work with their home school districts to ensure that the students are included in their files – with your school indicated as the Testing School, if they are scheduled to test with you. This will ensure that you receive barcode labels for these students. If students enroll after February 24, 2012, the home school district must still enroll them in SIS and they must test, but no barcode label will be produced for them, and their demographic information must be gridded as instructed in the manuals.

If any students enrolled in your school attend a different school for services, immediately verify whether their serving school plans to become established as a PSAE test site for Spring 2012. Work with the serving school to establish where the student will test. Indicate the appropriate Testing School RCDTS code in the Assessment Pre-ID file no later than February 24, 2012, to ensure that a barcode label will be printed and sent directly to where the student will test. Home school districts are responsible for ensuring that all enrolled students are tested, regardless of their placement, and testing schools are responsible for ordering Day 1 and Day 2 test materials for all students they plan to test. Test materials may not be transferred between sites or transported from one school to another.

PSAE test dates are as follows:

<table>
<thead>
<tr>
<th>Test Day</th>
<th>Component</th>
<th>Initial Test Date</th>
<th>Makeup Test Date</th>
<th>Accommodations Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>ACT*</td>
<td>April 24, 2012</td>
<td>May 8, 2012</td>
<td>April 24 - May 8, 2012</td>
</tr>
<tr>
<td>Day 2</td>
<td>ISBE-Developed Science, WorkKeys Applied Mathematics, and WorkKeys Reading for Information</td>
<td>April 25, 2012</td>
<td>May 9, 2012</td>
<td>April 25 - May 9, 2012</td>
</tr>
</tbody>
</table>

*ACT Writing is no longer a part of PSAE Day 1. However, ISBE recommends that schools apply for writing accommodations for students as applicable in case the ACT Writing test is reinstated for this year.

Please check the website listed below for updated information regarding the Spring 2012 administration of the PSAE.

www.isbe.net/assessment/psae.htm

If you have questions about the administration of the PSAE, you may contact ACT State Testing at 800/553-6244, ext. 2800 or e-mail psae@act.org.

Enclosures