October 3, 2011

Dear Test Accommodations Coordinator:

Your principal has appointed you as Test Accommodations Coordinator for the Spring 2012 statewide administration of the Prairie State Achievement Examination (PSAE) for all eligible grade 11 students. We are writing to obtain additional information from you, as well as provide you with the procedures and forms you must use to apply for ACT accommodations and explain how to order Day 2 accommodations through Pearson.

The two-week accommodations testing windows for PSAE are as follows:

<table>
<thead>
<tr>
<th>Test Day</th>
<th>Component</th>
<th>Accommodations Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>ACT*</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 – 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.

Complete and Submit your Online Profile:

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. Once your principal has successfully completed and submitted the School Information and Appointment of Testing Staff form, ACT will create a separate online account for you. ACT will e-mail a user name and password to you, prompting you to go to the Services for State Testing website and submit online profile information. Once you have submitted this information, you will not be able to make any further changes online. If there are any changes to be made, you will need to contact ACT State Testing.
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. This online information must be completed and submitted to ACT no later than Friday, October 28, 2011. To assist you in using the online process, enclosed is a copy of the ACT State Testing Online Services Tutorial.
3. Please be sure your spam filter will allow mass e-mails from act.org. Many e-mails are sent to specific state school personnel all at once and may be perceived as spam unless your administrator allows act.org as a safe sender.
4. All newly-appointed testing staff are expected to participate in mandatory PSAE test administration training. Information about this training is included in this package.
5. 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 online at 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 the principal to determine if off-site testing is needed.
Submitting Applications for Test Accommodations PSAE Day 1 (ACT)
All applications for accommodations for the ACT must be received at ACT by the deadline indicated on the Checklist of Dates. Enclosed are the materials you will need to submit applications for accommodations on the ACT. The procedures and forms may also be downloaded from the PSAE website (listed below). Please take note of the following:

1. The enclosed folder Procedures for Applying for ACT Test Accommodations – Spring 2012 provides detailed information about eligibility requirements, test accommodations available, and instructions for completing application forms.
2. The enclosed copy of the Application for ACT-Approved Test Accommodations may be duplicated as needed. ACT must receive one form for each student applying for ACT-Approved Accommodations by the deadline on the enclosed Checklist of Dates. Valid ACT-Approved administrations result in college-reportable ACT scores. Please do not submit applications for ACT-Approved Accommodations on any other form. Do not submit both an Application for ACT-Approved Test Accommodations and a Request for State-Allowed Accommodations for the same student. Read the procedures and submit only one form per student.
3. If you have students who do not meet the eligibility requirements for ACT-Approved Accommodations, you may request State-Allowed Accommodations materials by submitting a Request for State-Allowed Accommodations. The enclosed copy may be duplicated as needed. A completed form must be received at ACT by the corresponding deadline noted on the enclosed Checklist of Dates for each student needing State-Allowed Accommodations. Students who test with State-Allowed Accommodations will not receive college-reportable ACT scores.
4. A completed copy of the Test Accommodations Coordinator Header must be submitted with each group of completed accommodations forms sent to ACT. The enclosed form may be duplicated as needed. Be sure to complete all sections of this form.
5. The accommodations forms should be mailed to ACT, as indicated on the form, to ensure that the documents are legible for review.

Also available is a video created to provide you with the details necessary to fulfill the critical responsibilities of the Test Accommodations Coordinator. This video is linked from www.isbe.net/assessment/psae.htm. You are encouraged to view this video as it contains valuable information that will be helpful when submitting your ACT accommodations applications, administering the test, and returning secure test materials.

PSAE Day 1 Test Accommodations on the ACT (ACT-Approved)
Applications for ACT-Approved Accommodations must be received at ACT on or before the deadline listed on the Checklist of Dates. You may use ACT’s approval of Day 1 accommodations as a guideline for Day 2 to the extent that the same accommodations are appropriate to the nature of Day 2 tests and consistent with the Individualized Education Program (IEP) or Section 504 Plan for a student with a disability.

PSAE Day 1 Test Accommodations on the ACT (State-Allowed)
For students with an IEP or Section 504 Plan that does not meet ACT’s eligibility requirements for testing with ACT-Approved Accommodations, or for students who are classified as having limited English proficiency (LEP) who need Day 1 accommodations, a Request for PSAE Day 1 State-Allowed Accommodations must be received at ACT by the deadline indicated on the Checklist of Dates. Students who test under the Day 1 State-Allowed option will receive PSAE scores that are used to calculate school and district AYP (adequate yearly progress) performance, as applicable. However, ACT scores will not be reportable to colleges since the accommodations they receive for Day 1 of the PSAE are not approved by ACT. Please note: (HB) Confined to Home is now on the Request for PSAE Day 1 State-Allowed Accommodations form. Students who are homebound are exempt from testing but may, at the school’s discretion, request to test the student at home.

PSAE Day 2 Test Accommodations
There is no request form for PSAE Day 2 accommodations. Please consult with your principal to make certain your school has ordered an appropriate number of PSAE Day 2 accommodations test materials via
Pearson’s PSAE TestSites Online website. In early November, your principal will be the recipient of the mailing which contains a NEW User ID and Password for PSAE spring 2012 testing. Day 2 orders may be placed once the principal receives this User ID and Password and may be updated as needed until **Friday, February 10, 2012**. It is very important that your school provide accurate enrollment information to facilitate shipment of Day 2 accommodations materials to your school. All PSAE Day 2 accommodations are determined locally, based on needs documented in a student’s IEP, Section 504 Plan, or based on needs associated with a student’s LEP. 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.

**LEP Accommodations Note:** For Spring 2012, ISBE will again make available translated test instructions in ten different languages for Day 1 and Day 2 (Spanish, Polish, Arabic, Urdu, Korean, Filipino/Tagalog, Cantonese, Gujarati, Vietnamese, and Russian). A *Request for PSAE Day 1 State-Allowed Accommodations* must be received at ACT for each student planning to use these translated test instructions for PSAE Day 1, as well as for any LEP student planning to test with extended time only. Select “Printed Test Booklet” on the *Request for PSAE Day 1 State-Allowed Accommodations*, and remember to order PSAE Day 2 accommodations test booklets for these LEP students on PSAE TestSites Online.

**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. You will need to coordinate testing plans with each student’s serving school to ensure that a PSAE Day 1 accommodations application is submitted by the site (testing school) that will administer the PSAE to the student and that they also order PSAE Day 2 accommodations using Pearson’s PSAE TestSites Online.

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

[http://www.isbe.net/assessment/psae.htm](http://www.isbe.net/assessment/psae.htm)

We look forward to working with your school this year. If you have questions regarding test accommodations for the PSAE, you may contact ACT State Testing at 800/553-6244, ext. 1788 or e-mail actstateaccoms@act.org.

ACT State Testing

Enclosures