October 3, 2011

Dear Test Supervisor or Back-up Test Supervisor:

Your principal has appointed you as Test Supervisor or Back-up Test Supervisor 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 to provide you with additional information.

If you have been appointed as the Back-up Test Supervisor, you are encouraged to actively assist the Test Supervisor in all activities.

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 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.

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.

Please consult with your principal to make certain that your school has ordered an appropriate number of PSAE Day 2 standard time 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 standard time 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.

**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 grided 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.

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

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

ACT State Testing

Enclosures