In consideration of expense and time for all staff involved in the PSAE administration, the ISBE and ACT will no longer offer face-to-face PSAE test administration training. Instead, all training will be made available online as a Webinar recording for appointed staff to view at their own pace. Four separate live Webinar question and answer sessions are scheduled to support this new training format.

The 2012 PSAE Test Administration Training Webinar recording will be available by December 14, 2011, at:

www.isbe.net/assessment/htmls/psae_webinar.htm

This should allow all appointed PSAE testing staff sufficient time to view the training before participating in one of the live question and answer sessions. The Webinar recording will be posted in smaller segments to allow newly-appointed and previously-trained staff flexibility in how much is viewed in one sitting.

ISBE and ACT will host four separate live question and answer sessions. Appointed PSAE staff are expected to view the Webinar recording and then attend a question and answer session. Register for a question and answer session by clicking on the appropriate session online at www.isbe.net/assessment/htmls/psae_webinar.htm. Each question and answer session is tentatively scheduled for one hour — or until all questions are answered.

Live Webinar Question and Answer Session Dates and Times:
- Thursday, January 12, 2012, 1:00 PM
- Wednesday, January 25, 2012, 3:00 PM
- Monday, February 6, 2012, NOON
- Tuesday, February 21, 2012, 9:00 AM

Previously-Trained Staff — ACT strongly encourages, but does not require, previously-trained PSAE staff to annually participate in test administration training.

Newly-Appointed Testing Staff and Previously-Trained Staff at Schools Where a Misadministration Occurred — If you are newly-appointed, or if a misadministration occurred at your school during the 2011 PSAE, viewing the training Webinar recording and attending a question and answer session is mandatory. The Webinar recording will provide detailed instructions for all steps of test administration, including initial planning, identification and training of room supervisors and proctors, receipt and check-in of secure materials, secure storage requirements, test day arrangements, documentation of required procedures, recognition of irregularities, accounting for and return of all materials, and plans for makeup testing.

This training is provided in advance of the scheduled PSAE Day 1 accommodations deadlines and in advance of the arrival of non-secure materials so that testing staff are able to successfully complete all pretest responsibilities.

Important: If you are attending a question and answer session, it is preferable that all individuals required to attend training at a school participate in the webinar together, using a speaker phone and single workstation to support the web-based video. A colleague may not attend in place of appointed PSAE staff.

ACT will ship training materials for the 2012 PSAE for all appointed staff to the Test Supervisor in early December, prior to the posting of the Webinar recording. Please disregard any materials you may still have from the 2011 PSAE. Test Supervisors and Test Accommodations Coordinators must conduct training for room supervisors and proctors prior to test day. New this year, ACT is developing a video to supplement and assist in this room supervisor/proctor training. Room supervisors and proctors must also read and be familiar with the Supervisor’s Manual(s). Information and instructions on how to access the new video will be provided to you at a later time.

If you have questions, please contact ACT State Testing at 800/553-6244, ext. 2800 or e-mail psae@act.org.