PSAE Spring 2014 Test Administration Training Webcast

Presented by ACT and ISBE Part 1 of 3
Agenda

1. PSAE Information
2. Authorized Testing Dates and Times
3. What’s New
4. Facility Requirements
5. Testing Staff
6. Test Materials
7. Pre-test Activities
8. Test Administration
9. Accommodations Overview
10. Post-test Activities
11. Success for You and Your Students
12. Resources
2014 PSAE Test Components

- PSAE is comprised of separate tests, referred to as “PSAE Day 1” and “PSAE Day 2”
  - PSAE Day 1:
    - ACT English, ACT Mathematics, ACT Reading, ACT Science, and ACT Writing
  - PSAE Day 2:
    - ISBE-Developed Science, ACT WorkKeys Applied Mathematics, and ACT WorkKeys Reading for Information
- PSAE standard-time testing is two days; accommodations testing is two weeks
Who must take PSAE this spring?

• All students classified by their home districts as being in grade 11 at the time of testing must take PSAE, with the following exceptions:
  - Some students with IEPs take the IAA
  - Some students are exempt from state assessments (e.g., medically exempt, homebound exempt, in jail/locked facility, attending a facility located out of state/country)
  - Students with limited English proficiency (LEP) who have “First Year in U.S.” status are exempt from PSAE Reading (ACT Reading and ACT WorkKeys Reading for Information) and PSAE Writing (ACT English and ACT Writing)
  - Some partially-enrolled students do not take state assessments (those who are not enrolled in reading/English and mathematics do not test)

• Grade 11 foreign exchange students must test
• Students repeating grade 11 must test
Definition of Grade 11 and Impact on Testing

• Grade 11 is defined by ISBE in Rule as
  “…the point in time when a student has earned the number of credits necessary for enrollment in grade 11, as determined by his or her school district…”

• Additionally, ISBE Rule states
  “…A district shall not promote a student to grade 12 status until that student has taken either the PSAE or IAA, as applicable.”

• More information is online at www.isbe.net/assessment/psae.htm

• No separate testing required for students identified as grade 11 due only to this ISBE Rule
This is a “Real” ACT Plus Writing Test

- Form used for PSAE Day 1 is equivalent to other ACT Plus Writing test forms
- College-Reportable ACT scores to all colleges and universities in the U.S.
- Administration must meet standard testing requirements
- NCAA does accept for initial-eligibility
How will the ACT results be reported?

• Location of Testing – STATE
  – Standard-Time Administration
  – ACT-Approved Accommodations Administration

• Reports to High Schools:
  – Student Reports
  – High School Reports
How will the ACT results be reported? (cont’d)

- Colleges and Universities
- Summary Reports
- State-Allowed Accommodations
  - Not college reportable; data are reported to the state for use in calculating PSAE scores; ACT sends notices of students’ results to principals in the fall
- State-Reportable Scores
  - Data are reported only to the state for use in calculating PSAE scores
PSAE Content and Uses

• Measure school and student progress in meeting the Illinois Learning Standards in:
  - Reading
  - Mathematics
  - Science
  - Writing

• PSAE Score Components
• Prairie State Achievement Award
• PSAE Scores on Transcript
• PSAE Diploma Requirement
• NCRC eligibility, if ACT WorkKeys Locating Information is given
Pre-ID File

• ISBE’s Student Information System (SIS) automatically populates each school’s Pre-ID file with students enrolled as grade 11
• PSAE is the default for the “Test to be Taken” field unless IAA was previously identified as “Test to be Taken”
• Home district - verify the “Test to be Taken” field is correct (PSAE or IAA)
• Home district - keep enrollments and demographics in SIS updated so the Pre-ID file is accurate
Pre-ID and Assessment Correction File

- **February 21, 2014** – Pre-ID file sent by ISBE to ACT to print pre-ID labels – home districts must ensure that the Testing School field is accurate so labels will be shipped to where students will test (Testing School must be “established”)

- **May 8, 2014** – Last day of PSAE testing – home district must verify that the Pre-ID file in SIS is accurate – last day that Pre-ID file is connected to live SIS enrollments

- **May 9, 2014** – Pre-ID file becomes the Assessment Correction file – no students may be removed – not tested reasons may be entered at this point – the Assessment Correction file is not connected to live SIS enrollments
AUTHORIZED DATES AND TIMES FOR TESTING
Authorized Dates and Times for Testing

• **Standard Time Administration**
  – Test only on designated Initial (April 23-24) and Makeup (May 7-8) test dates
  – Must start verbal instructions no later than 9:00 a.m.
  – No afternoon or evening testing
  – Testing must be the first activity of the morning
  – Excuse students from early bird classes, athletic practices, and other organized activities prior to testing

• **Accommodations Administration**
  – Testing must occur on days within the designated two-week testing window (April 23-May 8, first Day 1, then Day 2)
  – Testing does not need to start by 9:00 a.m., does not need to be the first activity of the morning
WHAT’S NEW
What’s New

• 2014 PSAE Day 1 will contain the ACT Plus Writing
  (PSAE Day 1 previously included ACT Writing in spring 2011)

• Phase out of audiocassettes
  – Audioassettes no longer available starting spring 2014
    To order practice audio DVDs for PSAE Day 1, visit

• Standard time testing is on a Wednesday/Thursday due to many
  schools not being in session on Monday in 2014

• Profile Change form online

• Not new, but worth the reminder…ISBE provision of
  ACT WorkKeys Locating Information after PSAE Day 2
FACILITY REQUIREMENTS

• Room selection and preparation requirements
• Seating requirements
• Off-site testing requirements
Room Selection

- Test Supervisor and Test Accommodations Coordinator reserve and set up test rooms
  - Single-level classrooms
  - Seating 15-30 students testing with standard time
  - Seating up to 10 students testing with accommodations with the same Timing Code
  - Adequate lighting and ventilation, comfortable temperature
Room Selection

• Minimize distractions

• Initial and Makeup Test Dates (Standard Time)
  – Uninterrupted testing for entire morning
  – Turn off bells and intercom/public address system

• Accommodations Testing
  – Bells and intercom/public address system may be on for accommodations testing
Room Preparation

• Writing surfaces
  – No lapboards
• Bulletin boards
  – Cover or remove materials related to testing
• Timepieces
  – Two reliable timepieces in each room
  – Seat students facing wall clock (if possible)
• Phone
  – Unplug or turn off classroom phones
  – Available for outbound call
Seating Requirements

• Students must face the same direction (not facing one another)
• Straight rows and columns
• Minimum of three feet between students
• Adequate aisle spacing
• See Supervisor’s Manual for proper use of tables

*If students are not facing the same direction, scores may be voided.*
Off-site Testing

• May request off-site testing if unable to meet testing requirements at school
• Off-site location must meet facility requirements
• Available for initial, makeup, and/or testing with accommodations
• Each off-site location must be approved by ACT
• Deadline to submit online off-site request is Dec. 13, 2013 (Call ACT for direction after deadline)
TESTING STAFF

- Avoiding a conflict of interest
- Test accommodations coordinator requirements
- Profile Change Form
- Room supervisor requirements
- Proctor requirements
- Sign language interpreter requirements
- Reader requirements
- Training your staff
Avoiding a Conflict of Interest: Relatives and Wards Testing

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

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<tr>
<th>You may not serve as …</th>
<th>If any relative or ward is testing …</th>
<th>And you may not …</th>
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<tbody>
<tr>
<td>Test Supervisor or Back-up Test Supervisor</td>
<td>with standard time materials at any school in your state on the initial or makeup test dates</td>
<td>have access to the secure standard time test materials.</td>
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<tr>
<td>Test Accommodations Coordinator</td>
<td>with accommodations at any school in your state during your accommodations testing window</td>
<td>have access to the secure accommodations test materials.</td>
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<tr>
<td>Room supervisor or proctor</td>
<td>in a room where your relative is testing</td>
<td>have access to your relative’s answer document or test materials.</td>
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Avoiding a Conflict of Interest: Test Preparation

- Individuals involved in test preparation activities during the current year for commercial gain, outside of normal teaching responsibilities, may not serve as testing staff in any capacity.

- Allowed to serve as testing staff if:
  - Test preparation is part of regular job responsibilities
  - Employer is not a commercial enterprise
## Avoiding a Conflict of Interest: Athletic Coaches

*Head coaches, assistant coaches, all sports—even if the sport is not in season at the time of testing*

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<th>Unless ...</th>
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<td>Test Accommodations Coordinator</td>
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<tr>
<td>Room supervisor</td>
<td>testing a student-athlete one-on-one.</td>
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*An athletic coach may serve as a Test Supervisor.*
Testing Staff Requirements: TS, BU

• Test Supervisor (TS)
  – Responsible for all assessment activities
  – Ensures security of test materials

• Back-up Test Supervisor (BU)
  – Assists TS with all assessment activities
  – Helps ensure security of test materials
  – Responsible to serve as TS on test day, if TS is unable to serve
Testing Staff Requirements: TAC

• Test Accommodations Coordinator (TAC)
  – Submits an application for each student requiring ACT-Approved Accommodations
  – Places State-Allowed Accommodations orders on ACT’s website, as applicable
  – Communicates needed PSAE Day 2 accommodations orders to be placed on PSAE TestSites Online website
  – Coordinates accommodations testing for the school
  – Responsible for security of accommodations test materials
  – Responsible for ensuring that students and parents/guardians are aware of planned accommodations for test days
Online Profile Change Form

• State Testing Online Profile Change Form
• Use if replacing:
  • Test Supervisor
  • Back-up Test Supervisor,
  • Test Accommodations Coordinator
• Form must be completed and replacement staff must be trained prior to test date
Room Supervisor Requirements

• One room supervisor per room
  – Same person entire session

• Responsible for:
  – Complying with testing policies and procedures
  – Maintaining security of materials
  – Admitting and seating students
  – Reading verbal instructions verbatim
  – Monitoring students
  – Completing accurate documentation
Proctor Requirements

• Proctors assist the room supervisor
  – Direct students to seats
  – Distribute and collect test materials
  – Monitor students
  – Verify timing

• Roving proctor
  – Recommended if more than four testing rooms
  – Or rooms on multiple levels
Ratio of Proctors for Testing Rooms

• **Minimum** number of proctors needed in addition to the Room Supervisor

  – **Standard time testing rooms**
    • A proctor is **required** for every 25 students, after first 25

  – **Accommodations testing rooms**
    • A proctor is **required** for every 10 students, after first 10
Sign Language Interpreter Requirements

• Students with hearing impairment testing with *standard time*
  – May sign spoken instructions only
  – May sign spoken instructions to individual or small groups

• Approved *Application for ACT-Approved Test Accommodations* required to sign test questions
  – Must test students individually in a separate room
  – See Supervisor’s Manual State Special Testing for agreement and interpreter qualifications for this accommodation
Reader Requirements

- Reader always uses reader’s script
- Also serves as room supervisor
- One-on-one testing, only reads to one student
- See Supervisor’s Manual State Special Testing for agreement and reader qualifications

Note: If using DVDs with headphones, group testing is acceptable. Students must be working on same test section. Verbal instructions are not on DVDs, and must be read aloud.
Training Your Staff

• Discuss before test day:
  – Policies and requirements
  – Pretest, test day, and posttest procedures

• Resources
  – Supervisor’s Manual
  – Training Session Outline and Topics for Discussion
  – *Summary of Requirements*
  – Calculator policy
  – *Avoiding Testing Pitfalls*
  – Online room supervisor and proctor training webcast

  • [www.isbe.net/assessment/psae.htm](http://www.isbe.net/assessment/psae.htm)
    (under heading “Information for PSAE Test Supervisors/Accommodations Coordinators”)
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TEST MATERIALS

– Security of materials
– Nonsecure materials shipment
– Preliminary ACT-Approved roster review
– Secure materials shipment
– Guidance on accommodations
Security of Materials Requirements

- “Two Lock Rule”
  - Locked limited access room
  - Locked vault or non-portable cabinet
  - Limited number of staff with key
- Report shortages or evidence of tampering
- Do not begin testing without first receiving instructions from ACT
- Phone: 800/553-6244
  - extension 2800 Standard Time
  - extension 1788 Accommodations
Nonsecure Materials Shipments

- Shipped from ACT to arrive the week of March 17
- Shipment sent to *Test Supervisor* includes:
  - Supervisor’s Manuals
    - PSAE Day 1 (ACT Plus Writing) Manuals
    - PSAE Day 2 Manual
  - Taking the ACT for State Testing
  - Answer Document Supplement
  - Blank Answer Documents
    - PSAE Day 1 (ACT Plus Writing)
    - PSAE Day 2
    - Locating Information
  - Barcode Labels
    - PSAE Day 1 (ACT Plus Writing)
    - PSAE Day 2
    - Locating Information
- Quantity based on enrollment, plus small overage
- Check-in ASAP and contact ACT for additional quantities
Secure Materials: Review Preliminary ACT-Approved Accommodations Roster

- Arrives the week of March 10, 2014
- Preliminary roster sent to the attention of Test Accommodations Coordinator (TAC)
  - Must review
  - Follow instructions provided in cover letter
  - Contact ACT within one week of receipt with change requests
  - No response indicates agreement with roster
PSAE Day 1 Secure Material Shipments

• Shipped from ACT to arrive the week of April 14 (April 7 for spring break conflicts)
  – Standard Time materials to TS
    • Test booklets
    • Supervisor’s Report Form
    • Red Ink and Green Ink envelopes
    • Plastic Polymailer bag (for returning two envelopes)
  – Accommodations materials to TAC
    • ACT-Approved Accommodations Final Roster
    • ACT-Approved Accommodations test booklets and alternate formats
    • State-Allowed Accommodations test booklets and alternate formats
    • Supervisor’s Report Form
    • Blue Ink and Brown Ink envelopes (to be returned in cartons)

• Check-in materials within 24 hours of receipt
  – Check DVDs with computer software prior to testing

• Keep secure at all times, lock in secure storage
• Access prior to test day limited to TS, BU, TAC
PSAE Day 2 Secure Material Shipments

• Shipped from Pearson to arrive the week of April 14
  (April 7 for spring break conflicts)
    – Standard Time materials to TS
      • Test booklets for PSAE Day 2
      • School ID Sheet for PSAE Day 2
      • Return shipping labels for cartons
    – Accommodations materials to TAC
      • Test booklets and alternate formats for PSAE Day 2
      • School ID Sheet for PSAE Day 2
      • Return shipping labels for cartons

• Check-in materials within 24 hours of receipt
  – Check DVDs with computer software prior to testing
• Keep secure at all times, lock in secure storage
• Access prior to test day limited to TS, BU, TAC
Locating Information Secure Material Shipments

• Shipped from ACT to arrive the week of April 14
  (April 7 for spring break conflicts)
  – Standard Time materials to TS
    • Test booklets for Locating Information
    • Header Sheet for Locating Information (pre-printed)
    • Teal Ink Envelope for Locating Information Header Sheet and answer documents
    • Red Ink Test Administration Forms Envelope for PSAE Day 2 and Locating Information
    • Plastic Polymailer to return both envelopes to ACT
  – Accommodations materials to TAC
    • Test booklets and alternate formats for Locating Information
    • Header Sheet for Locating Information (pre-printed)
    • Teal Ink Envelope for Locating Information Header Sheet and answer documents
    • Red Ink Test Administration Forms Envelope for PSAE Day 2 and Locating Information
    • Plastic Polymailer to return both envelopes to ACT

• Check-in materials within 24 hours of receipt
  – Check DVDs with computer software prior to testing
• Keep secure at all times, lock in secure storage
• Access prior to test day limited to TS, BU, TAC
Accommodations Materials Guidance
PSAE Day 1

• ACT-Approved Accommodations—test package assigned to each approved student
  – *Scores may be cancelled if one student’s assigned test materials are used for another student*

• Check DVDs with computer software prior to testing

• No overage added to State-Allowed Accommodations orders
PRE-TEST ACTIVITIES

– Students complete non-test portion of the ACT Plus Writing answer document

– Prepare rosters

– Apply barcode labels or grid state student ID number

– Provide information to students

– Calculator policy

– Locally approved accommodations
Students Complete Non-test Portion of PSAE Day 1 (ACT Plus Writing) Answer Document

• Hold school supervised pre-test session(s) **before** test day, not on the same day as testing

• **Students** (not staff) complete non-test portion of the answer document during pre-test session
  – Verbal instructions in Supervisor’s Manual
  – Student directions in *Taking the ACT for State Testing*

➢ **Remember to provide the answer documents for students who are scheduled to test with accommodations to the TAC.**
Prepare Rosters

• Test Supervisor prepares Standard Time Rosters for PSAE Day 1, PSAE Day 2, and *Locating Information (if applicable)*

• Test Accommodations Coordinator receives ACT-Approved Accommodations Roster for PSAE Day 1

• Test Accommodations Coordinator prepares Accommodations Rosters for PSAE Day 1 State-Allowed *(if applicable)*, PSAE Day 2, and *Locating Information (if applicable)*
Answer Document Supplement

• Provides testing staff with program specific instructions for collection of information on the answer documents
  – Use in conjunction with the Supervisor’s Manual
  – Be familiar with instructions prior to pre-test session
Preparing the Answer Documents: Barcode Labels/State Student ID Number

- For PSAE Day 1 (ACT Plus Writing) students grid identifying information and address, even if label is present
- Affix label only in designated area
  - PSAE Day 1 (ACT Plus Writing) – back page
  - PSAE Day 2 – side 1
  - Locating Information – back page
- Be sure label matches student using answer document
- Label captures State Student ID number
  - If no label, **staff** must complete the following to capture Student ID:
    - Block U of the PSAE Day 1 (ACT Plus Writing) Answer Document
    - Grid 6 of the PSAE Day 2 Answer Document
    - Block 3 of the Locating Information Answer Document
Additional Information: Preparing the *Locating Information* Answer Document for National Career Readiness Certificate (NCRC) Eligibility

- If a Pre-ID label **is present** on the *Locating Information* answer document, it is optional to complete identifying information and address.

- If a Pre-ID label **is not present** on the *Locating Information* answer document, students or staff must correctly grid **at a minimum** Blocks 2, 3, and 4.

- For the purpose of matching all three ACT WorkKeys scores for NCRC eligibility, the five following criteria must match (Blocks 2, 3, and 4):
  ✦ First Name ✦ Last Name ✦ 9-digit State Student ID ✦ Day of Birth ✦ Month of Birth

- Students must earn **at least a Level 3 on all three** of ACT’s WorkKeys tests (*Reading for Information*, *Applied Mathematics*, and *Locating Information*) to be eligible for the NCRC
Provide Information to Students

- When and where to report
- Other school specific information
  - Testing in a wing of the school
  - Off-site testing transportation, if applicable
- Students should bring:
  - #2 pencils
  - Permitted calculator
  - Required identification
- Students should NOT bring:
  - Cell phone, other electronic devices
Calculator Policy

- Calculator use covered in *Taking the ACT State Testing*
- Calculators allowed for Mathematics tests only
- Prohibited features - see ACT website: [www.actstudent.org/faq/answers/calculator.html](http://www.actstudent.org/faq/answers/calculator.html)
- Check calculator when admitting students into the room, and periodically during Mathematics tests
- Permitted calculator ultimately the student’s responsibility
- If school provides calculators:
  - Check prior to test day, be sure they work
  - Distribute as students are admitted to the test room
  - Do not distribute between Tests 1 & 2

- Passing out calculators between test one and test two is considered to be an unauthorized break in testing, which may result in cancellation of scores.
Locally Approved Accommodations

You may provide test accommodations without ACT review and approval if ALL of the following conditions are met:

1. Student must test with standard time
2. Student must not receive additional breaks
3. Student must use a regular type (10-point font) test booklet
4. Testing must occur on the initial or makeup test date

Examples:
- Preferential seating (front of the room)
- Wheelchair access
- Small group or individual testing
- Marking responses in test booklet

Fill out an Irregularity Report to document any locally approved accommodations.
TEST ADMINISTRATION
Authorized Observers

• Only authorized personnel may enter the testing area
  – Trained testing staff (includes locally trained staff)
  – ACT and ISBE observers
    • Must have ACT authorization letter or identification
    • Must call ACT to verify the individual is authorized to observe
    • Do not allow individual into testing area without ACT verification
  – Anyone else considered unauthorized
    • Examples of unauthorized persons: members of the media or test preparation companies, school board representatives, parents
Briefing Session on Test Day

• Designate RS and Proctor arrival time
  – At least 30 minutes prior to student check-in
• Review procedures
• Answer questions
• Make last minute changes
• Remind staff about authorized personnel
• Distribute test materials to Room Supervisors

➢ Share the Avoiding Testing Pitfalls document with Room Supervisors and Proctors.
Standard Time: Day 1 Test Booklet Count Form

- Hand-delivery of test materials
- Document with Test Booklet Count Form
- Establishes chain of custody

Ensure the Test Booklet Count Form contains both the Test Supervisor and Room Supervisor signature and initials before returning the form to ACT.
Standard Time:
Day 2 Test Booklet Count Form
Identifying and Admitting Students

• Check IDs at the door and mark rosters
• **Direct** students to seats
  – Alphabetical
  – Left/right and front/back
• No late arrivals
• No cell phones or other electronic devices
• Permitted calculator

➢ **Be sure test booklets are secure when admitting and seating students.**
Test Sequence and Timing for PSAE Day 1 (ACT Plus Writing)

Test 1—English (first)  
(no break)  
45 minutes

Test 2—Mathematics (second)  
60 minutes

(15-minute break)

Test 3—Reading (third)  
(no break)  
35 minutes

Test 4—Science (fourth)  
35 minutes

(5-minute break)

ACT Writing Test (fifth)  
30 minutes
Test Sequence and Timing for PSAE Day 2 and Locating Information

Test 1—ISBE–Developed Science (first) 40 minutes
(no break)

Test 2—ACT WorkKeys Applied Mathematics (second) 45 minutes

(15-minute break)

Test 3—ACT WorkKeys Reading for Information (third) 45 minutes
(no break)

ACT WorkKeys Locating Information (fourth, if applicable) 45 minutes
Exact Timing

• Use more than one timepiece
• Time each room individually
  – No “central” timing
• Record times during testing for each test:
  – Use blank space in Verbal Instructions portion of Supervisor’s Manual at start of each test to record:
    • Start
    • 5 minutes remaining
    • Stop
• Transfer times to required document during testing:
  – Testing Time Verification Form (Standard Time)
  – ACT Administration Report (ACT-Approved Accommodations)
# Standard Time: Test Timing Chart

### Test 1

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<th>Start</th>
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<tr>
<td>0:11</td>
<td>0:56</td>
<td>0:23</td>
<td>0:08</td>
<td>0:35</td>
<td>0:20</td>
<td>0:47</td>
<td>0:32</td>
<td>0:59</td>
<td>0:44</td>
</tr>
</tbody>
</table>

---

**START**

**5 minutes remaining**

**STOP**
Accommodations Testing: Extended Time and Multiple Days

• Each test must be completed in a single day
  – Student may not go back and finish a test on a later day

• All students testing in a room must receive same timing and must begin each test at the same time
  – Students working on different tests may not be together in same room, unless they are testing in a self-paced session (Timing Code 6)
ACT Administration Report

ACT Administration Report required for ACT-Approved Accommodations only

<table>
<thead>
<tr>
<th>Timing Code</th>
<th>Test 1 – ENGLISH</th>
<th>Test 2 – MATH</th>
<th>Test 3 – READING</th>
<th>Test 4 – SCIENCE</th>
<th>Writing Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>90</td>
<td>120</td>
<td>70</td>
<td>70</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>135*</td>
<td>180</td>
<td>105</td>
<td>105</td>
<td>90</td>
</tr>
<tr>
<td>5</td>
<td>45</td>
<td>60</td>
<td>35</td>
<td>35</td>
<td>30</td>
</tr>
</tbody>
</table>

6—ACT (No Writing): 300 Self-paced by student; up to 5 hours from the start of Test 1 to the end of Test 4, including breaks between tests

6—ACT Plus Writing: 345 Self-paced by student; up to 5 hours and 45 minutes from the start of Test 1 to the end of the Writing Test, including breaks between tests

7           | 70              | 90           | 55              | 55              | 45          |
| 8           | 45              | 60           | 35              | 35              | 60          |

*Students using a reader, cassettes, or DVDs have up to 180 minutes to complete Test 1.

Did more than one student test in this room? Yes ☐ No ☐ If yes, how many? ______________ Complete the Seating Diagram (by Reference Number) on page 93.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>List all students tested in this room</th>
<th>Reference Number</th>
<th>Timing Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See samples on reverse for how to accurately complete this report—KEEP A COPY FOR YOUR RECORDS.

Prairie State Achievement Examination (PSAE)
Distribution of Standard Time Test Booklets

- After students are seated
- Only when prompted by verbal instructions
- Individually, one-by-one
- In sequential, serial number order
- Only to students who are present
Distribution of Accommodations Test Materials

• ACT-Approved Accommodations
  – Each student has an assigned individualized kit
    • Make sure the student receives assigned materials
  – Do not use the materials for anyone other than the assigned student

• State-Allowed Accommodations
  – Distribute individually, one-by-one, only to students who are present
Declining Accommodations

• If a student decides not to test with scheduled accommodations
  – Must test with standard time materials and timing
  – May no longer test with the accommodations materials
  – Indicate on roster “student testing with standard time”

If the student tests in a standard time room with accommodations materials after deciding not to receive accommodations, this will result in no scores or cancelled scores.
Standard Time Testing: Break

• 15 minute break between Test 2 and Test 3
• If students do not return on time
  – Resume testing
  – Student may be admitted but may not make up lost time
• No use of cell phone or electronic devices
• Snack and drink outside of room, NOT lunch
• Remind students to be quiet
• Room attended at all times by testing staff

➢ If the break is too long or too short, or if a student returns late from break, note this on an Irregularity Report.
Accommodations Testing: Break

• Vary depending on Timing Code
  – Refer to ACT-Approved Accommodations Roster and Supervisor’s Manual

• Timing Code 6 (time-and-a-half, self-paced, single session)
  – Short break after each test
  – Continue timing during breaks

• Multiple day testing
  – If administering more than one test in the same session, you may provide short breaks between tests

• Students given stop-the-clock (Timing Code 5), or additional breaks must test individually in separate room
Seating Diagram for PSAE Day 1 (ACT Plus Writing)

School and Room Information

Room Description

Standard Time:
Test Booklet Serial Numbers
ACT-Approved Accommodations:
Reference Numbers
Seating Diagram for PSAE Day 2 and Locating Information

School and Room Information

Room Description

Standard Time and Accommodations: Test Booklet Serial Numbers
Irregularities

• Irregularity Report (IR)
  – Used to document interruptions and distractions affecting testing
  – See Supervisor’s Manual for complete list
  – Call ACT and document major interruptions on an IR
  – Document less disruptive situations on an IR
    • Do not need to call:
      – Accidentally marking in a future section of answer document, suspicious and prohibited behavior
Prohibited Behaviors

• Dismiss student from testing when prohibited behavior occurs:
  – Creating a disturbance, giving/receiving help, working on previous section, or beyond allotted time
  – Use/possession of cell phone, prohibited calculator, other electronic device
  – Do not schedule student to test on future days of test day from which they were dismissed, including accommodations testing window
Completing Test Day Documentation: Test Accommodations Coordinator

- Administration Report
- Seating Diagrams
- ACT-Approved Roster
- Reader’s Agreement / Interpreter’s Agreement / Writing Test Agreement (if applicable)
- Testing Staff List
- Irregularity Report (if applicable)
Completing Test Day Documentation: Room Supervisors

• Room Supervisor’s responsibilities prior to dismissing students

• Account for all test materials
  – Must have test booklet and answer document for each student who tested

• Verify on answer document:
  – Test booklet number (PSAE Day 1 and Locating Information only)
  – Test form number (PSAE Day 1, PSAE Day 2, and Locating Information)
  – Barcode label matches student who actually tested and signature, if applicable
  – Refer to Answer Document Supplement for any program-specific instructions to complete answer documents
Completing Test Day Documentation: TS and TAC

• TS and TAC responsibilities
  – Account for all materials returned by each RS
    • Test Booklets and Alternate Formats (for accommodations)
    • Answer Documents
    • Documentation/Administrative Forms
    • Supervisor’s Manuals
  – Check forms for completeness and accuracy
  – Make copies of completed test documentation for your school files
PSAE Spring 2014
Test Administration Training Webcast

Presented by ACT and ISBE
Part 3 of 3
Agenda

1. PSAE Information
2. Authorized Testing Dates and Times
3. What’s New
4. Facility Requirements
5. Testing Staff
6. Test Materials
7. Pre-test Activities
8. Test Administration
9. Accommodations Overview
10. Post-test Activities
11. Success for You and Your Students
12. Resources
ACCOMMODATIONS OVERVIEW
Test Administration Training vs. Accommodations Training Webcast

www.isbe.net/assessment/psae.htm

Accommodations-Specific Documents (09/10/13)

- 2014 PSAE Day 1 ACT-Approved Accommodations Procedures and Forms (8/13)
- PSAE TestSites Online Website for PSAE Day 2 Standard Time and Accommodations Orders
  (Note: User IDs and Passwords for PSAE TestSites Online will be mailed to Test Supervisors in January 2013)
- ACT Website for PSAE Day 1 State-Allowed Accommodations Orders - (Available Feb. 2014)
- 2014 Guidance – Illinois State Board of Education Assessment Accommodations Students with Disabilities: IEP and 504 (8/13)
- Spanish Video DVD Format
- ACT DVD Usage Guidelines (8/13)
- PSAE Day 1 Accommodations Comparison: ACT-Approved and State-Allowed
- Order Form for the ACT Practice Special Formats (ACT Website)
  Note: Cassettes are no longer an option for the spring 2014 PSAE

- 2013-14 ACT-Approved Accommodations Training Webcast (PSAE Day 1) (ACT Website: approximate running time: 30 minutes)
- 2013-14 State-Allowed Accommodations Training Webcast (PSAE Day 1) (ACT Website: approximate running time: 7 minutes)
- Accommodated Testing – Room Supervisor/Proctor Video Presentation (ACT Website: approximate running time: 30 minutes)
- Summary of Requirements (July 2013)
PSAE Day 1 (ACT Plus Writing) Accommodations
ACT-Approved vs. State-Allowed

• ACT-Approved Accommodations
  – Result in college-reportable scores if properly administered
  – TAC may apply for ACT-Approved Accommodations for students with a documented disability (IEP and Section 504 only)
  – ACT authorizes timing guidelines and testing materials, based on diagnosis and documentation

• State-Allowed Accommodations (if applicable)
  – NOT college reportable, used for accountability
  – TAC may order materials online for students
  – School staff determine timing and accommodations (IEP, Section 504 Plan, or LEP)

• ACT-Approved and State-Allowed Accommodations (if applicable)
  – Complete columns 9 and 11-15 in Block V on Day 1 PSAE (ACT) answer document
  – Test (as early as) April 23 – (as late as) May 7
PSAE Day 2 Accommodations

• Local Decision
  - Based on IEP, Section 504 Plan, or LEP
  - LEP – extended time, oral presentation, Spanish video DVDs, translated instructions

• Complete Grid 7 on PSAE Day 2 answer document after testing

• Same administration requirements as Day 1

• Test (as early as) April 24 – (as late as) May 8
POST-TEST ACTIVITIES
Standard Time: Setting Aside Materials for Makeup Testing

- Unused Supervisor’s Manuals
- Unused answer documents
- Partially-completed answer documents (student completed non-test portions):
  - If student was absent, arrived too late, or did not complete the non-test portion
  - If student began but did not complete testing
Order Standard Time Makeup Materials

• TS must order makeup test booklets
  – Must be completed on the Initial Test Date
  – ACT will send the TS email with instructions for online ordering
  – Go online - enter quantity needed or zero
  – Separate makeup orders for Day 1 and Day 2

• Order materials for students who were:
  – Absent
  – Unable to finish testing due to illness

• Do not order materials for students who were dismissed for prohibited behavior (for the day from which they were dismissed)

• See Checklist of Dates for delivery date of makeup materials
Return of Materials

• April 25 pickup for initial Day 1 and Day 2 materials
• May 9 pickup for makeup and accommodations Day 1 and Day 2 materials
  – One pickup after Initial Test Dates; one pickup after Makeup Test Dates /Accommodations Testing Window
• Pre-scheduled FedEx and UPS pick up
• Call ACT or Pearson immediately if the carrier does not pick up test materials by close of business on the designated pick up date
• Keep materials secure until pick up
Keep Test Administrations and Materials Separate
Return ALL PSAE Day 1 Materials to ACT

- Standard Time
  - PSAE Day 1 (Process)
  - PSAE Day 1 (Non-Process)

- ACT-Approved Accommodations

- State-Allowed Accommodations
Day 1 Answer Documents to be Scored and Day 1 Supervisor’s Report Form

- Turn answer documents the same way with page one facing you

- Complete the Supervisor’s Report Form (SRF)
  - Initial, Makeup, or Accommodations, as appropriate

- Place the SRF on top of the answer documents
Day 1 Standard Time: Packing the Green Envelope

Packing the Green Envelope

ACT State Testing
Answer Folders for Processing—Standard Time

SCHOOL NAME (Please Print)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number can be found in the ACT Site
cover folder or on the ACT High School Code file of your pre-approved Supervisor’s Report Form)

TEST DATE (Check one and provide the date the test was administered)

Final

Practice Test (Not required)

COMPLETED MATERIALS MUST BE INCLUDED IN THIS ENVELOPE:

☐ Supervisor’s Report Form (Put in envelope #1 if more than one envelope used)

☐ Used Answer Folders to be scored—Do not overpack envelope.

DAY 1 Pack this envelope in the plastic polymailer bag received with test materials. Do not return this envelope to ACT in the box with test booklets.

Prairie State Achievement Examination (PSAE)
Day 1 Standard Time: Packing the Red Envelope
Day 1 Standard Time: Packing the Polymailer
Day 1 Standard Time: Pack the Cartons after Initial Testing

After Initial Testing, pack the following in cartons:

- All multiple-choice and ACT Writing test booklets—*both used and unused*
- Test Materials Distribution List
- All *used* Supervisor’s Manuals

*Different test booklets will be shipped for makeup testing, if ordered*
Day 1 ACT-Approved Accommodations: Packing the Blue Envelope
Day 1 ACT-Approved Accommodations: Packing the Cartons

Place sealed Blue Envelope on top of all other materials in the carton. (diagram on page 87 of manual)
Day 1 State-Allowed Accommodations: Packing the Brown Envelope

ACT State Testing
State-Allowed Accommodations
Forms and Answer Folders for Processing
(Note: Do NOT use this envelope for ACT-Approved Accommodations forms.)

SCHOOL NAME (Optional)

SCHOOL CITY, STATE

ACT HIGH SCHOOL CODE (This number must match the ACT High School Code on the National Testing Accommodations Order for the ACT High School Code field. Failure to do so will result in the CT ed test being invalid.)

CHECKLIST FOR COMPLETED FORMS TO BE INCLUDED IN THIS ENVELOPE (materials for students tested with State-Allowed Accommodations):

Supervisor’s Report Form

Used Answer Folders to be scored—Do not overpack envelope.

State-Allowed Accommodations Roster—Marked with type of aid accepted.

Large Type Workbooks (if any)—Attach to Roster.

I.D. Letters, notarized statements, transcripts, newspaper clippings (if any)—Attach to Roster.

Valid or Replaced Answer Folders (if any)—Attach to Irregularity Report and document reason(s) for invalidation.

DAY 1 WINDOW
Pack this envelope in Box 1 at the top, after all testing has been completed at the end of the accommodations window.
Day 1 State-Allowed Accommodations: Packing the Cartons

Place sealed Brown Envelope on top of all other materials in the carton.
(diagram on page 30 of manual)
Keep Test Administrations and Materials Separate
Return THESE PSAE Day 2 Materials to Pearson

Standard Time
PSAE Day 2 Process
PSAE Day 2 Non-Process

Accommodations
PSAE Day 2 Process
PSAE Day 2 Non-Process

Aqua Label
Orange Label
UPS Label
Cedar Rapids, IA
Iowa City, IA

Orange Label
UPS Label
Cedar Rapids, IA
Iowa City, IA
Return of PSAE Day 2
Process Materials–Standard Time

Materials to be returned to Pearson

- A completed PSAE Day 2 School Identification Sheet
- Used PSAE Day 2 (Science, Applied Mathematics, and Reading for Information) answer documents being returned for processing

- Put aqua label on this carton
- Put white UPS label (Ground to Iowa City) on this carton
Return of PSAE Day 2
Non-Process Materials–Standard Time

Materials to be returned to Pearson

Pack in Carton(s):
• All unused and used PSAE Day 2 test booklets do not keep any
  – Different test booklets will be shipped for makeup testing!
• Calculator Notices

KEEP for Makeup Testing:
• Partially completed answer documents of students scheduled for makeup testing
• Unused pre-ID labels
• Unused answer documents
• Unused Supervisor’s Manuals

See page 79 in the Day 2 Supervisor’s Manual of Instructions
Return of PSAE Day 2
Process Materials–Accommodations

Materials to be returned to Pearson

- A completed PSAE Day 2 School Identification Sheet
- Used PSAE Day 2 (Science, Applied Mathematics, and Reading for Information) answer documents being returned for processing
- Put aqua label on this carton
- Put white UPS label (Ground to Iowa City) on this carton
Return of PSAE Day 2
Non-Process Materials–Accommodations

*Materials to be returned to Pearson*

**Pack in Carton(s):**
- All unused and used PSAE Day 2 test booklets
- All alternate formats (Braille, large type, reader script, DVDs)
- Calculator Notices
- Unused pre-ID labels
- Unused answer documents
- Unused Supervisor’s Manuals

*See page 79 in the Day 2 Supervisor’s Manual of Instructions*
Keep Test Administrations and Materials Separate
Return THESE Day 2 Materials to ACT

Standard Time

Day 2 Process
Locating Information
Non-Process
Unused Answer Documents &
Used and Unused Test Booklets

Accommodations

Day 2 Process
Locating Information
Non-Process
Unused Answer Documents &
Used and Unused Test Booklets &
Alternate Formats
Return of PSAE Day 2 and Locating Information
Process Materials—Standard Time

*Materials to be returned to ACT*

- **Teal Ink Envelope:**
  - State Testing Site Supervisor’s Header sheet
  - Locating Information Answer documents to be scored

- **Red Ink Test Administration Forms Envelope:**
  - PSAE Day 2 and Locating Information
  - Test Administration Forms—Standard Time

- **Polymailer:**
  - Teal Ink Envelope(s), Red Ink Test Administration Forms Envelope, any unused polymailers.

- **If you did not test any students**
  - Mark the outside of both envelopes “did not test”
  - Place both envelopes in a polymailer and return to ACT
Return of Locating Information
Non-Process Materials—Standard Time and Accommodations

*Materials to be returned to ACT*

*If needed, retain unused answer documents for enrolled students who will participate in the standard-time makeup testing.*
Return of Day 1 and Day 2
Makeup Materials

*Materials to be returned to ACT and Pearson*

- Package makeup materials for return just as initial materials were packaged
- Return ALL process and non-process materials according to instructions in manuals
- Prescheduled pickup date is Friday, May 9
SUCCESS FOR YOU AND YOUR STUDENTS

- Tips for both Standard Time and Accommodations Administrations
- Tips for Standard Time Administrations
- Tips for Accommodations Administrations
Success for You and Your Students

Standard Time and Accommodations

• Administer tests in order: *Test 1, Test 2, Test 3, etc…*

• No extra breaks or extended breaks

• Accurate timing of tests

• Arrange seating appropriately

• No single test session may be longer than one day (even for multiple-day accommodations testing)
Success for You and Your Students

**Standard Time and Accommodations**

- No cell phones or other electronic devices
- Answer documents must be returned by the deadline indicated on your *Checklist of Dates*
- Room supervisor required for each room
  - No “dual” supervision of students in different rooms
- Keep Standard Time separate from Accommodations
Success for You and Your Students

**Standard Time**

- Testing (Verbal Instructions) must begin by 9:00 a.m.
- Provide full amount of time for each test
Success for You and Your Students

Accommodations

• Different Timing Codes = different rooms
• ACT-Approved separate from State-Allowed
• Do not change the Day 1 ACT-Approved Timing Code
• Use the Day 1 ACT-Approved materials assigned to the student (Note: Day 1 State-Allowed materials are not assigned by ACT)
• Room Supervisors using a reader script must administer the test to one student at a time, one-on-one, not to a group
RESOURCES
Anonymous Security Concern Report

• To file an anonymous report go to: www.act.ethicspoint.com
Contacts

• Standard Time Administration Questions (ACT)
  – Phone: 800/553-6244 x 2800
  – Contact Us: www.act.org/aap/state/contact.html

• Accommodations Administration Questions (ACT)
  – Phone: 800/553-6244 x 1788
  – Email: ACTStateAccoms@act.org

• Policy Questions (Illinois State Board of Education)
  – Phone: 866/317-6034
  – Email: psae@isbe.net