Test Administration Training for Previously-Trained Testing Staff

Prairie State Achievement Examination (PSAE) Spring 2011

Webinar Recorded January 10, 2011
Training Webinar – Key Points

- Intended for previously-trained testing staff
- Does not replace your responsibility to read and be fully familiar with the training materials and Supervisor’s Manuals
- Review the Checklist of Dates so critical dates are not missed
- Test Accommodations Coordinators–view the TAC Training DVD and review the Accommodations forms

www.isbe.net/assessment/psae.htm
Agenda

- 2011 PSAE Standard Time and Accommodations Testing
  - What’s New?
  - Key Dates
  - Reminders
  - Avoiding the “Pitfalls”
  - Resources
What’s New?
What’s New?

- Race and Ethnicity Questions - Day 1 Answer Folder

![Race and Ethnicity Questions](image-url)
What’s New?

- Combined Checklist of Dates

<table>
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<tr>
<th>Standard Time Testing</th>
<th>Accommodations Testing</th>
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| April 27, 2011 – Day 1 Initial Test Date  
April 28, 2011 – Day 2 Initial Test Date 
May 11, 2011 – Day 1 Makeup Test Date  
May 12, 2011 – Day 2 Makeup Test Date  
Day 1 Accommodations (ACT Approved and State-Allowed):  
April 27 – May 11, 2011 – Day 1 Testing Window 
Day 2 Accommodations:  
April 28 – May 12, 2011 – Day 2 Testing Window |

- September 2010  
ISBE posts School Schedule and Site Options document and this Checklist of Dates on the PSAE Web site at www.isbe.net/assessment/psae.htm.

- Week of October 4, 2010  
ACT mails PSAE Test Site Establishment Packets to high school principals; registration information included for Test Administration Training Workshops. Also included in the Test Accommodations Coordinator’s package will be the accommodations materials; procedures for requesting PSAE Day 1 accommodations (ACT Plus Writing), an accommodations training DVD, a copy of individual accommodations request forms, and the Order Form for ACT Practice Tests – Alternate Formats (order form also posted on the PSAE Web site).

- October 6-15, 2010  
Window for ACT to receive required Online Principal Establishment Forms and for Principal to appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.

- Early November 2010  
ACT mails information to principals about Pearson’s PSAE TestSite Online Web site including a new User ID and Password to enter orders for spring 2011 Day 2 test materials (standard time and accommodations).

- October 18-29, 2010  
Window for ACT to receive required Online Establishment Forms from appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.

- December 15, 2010  
Deadline for ACT to receive Proposal for Off-Site Administration, if standard testing requirements cannot be met at your school.

- Mid January 2011  
Webinar recording of an abbreviated version of Test Administration Training posted on the PSAE Web site, intended for previously-trained staff.

- January 5-10, 2011  
Window for ACT to receive online registration for February Test Administration Training Workshops.

- January 27, 2011  
Deadline for ACT to receive Requests for ACT-Approved Test Accommodations with accompanying documentation for students enrolled at the school as of January 1.
What’s New?

- List of Prohibited Calculators
  - Prohibited calculators are no longer listed in the Supervisor’s Manuals
  - List will be included with secure materials shipment

- Current information always available:
  - Online: [http://www.actstudent.org/faq/answers/calculator.html](http://www.actstudent.org/faq/answers/calculator.html)
  - Toll free phone number: 1-800-498-6481
What’s New?


**Standard Time—Test Timing Chart**

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Spring 2011 8
What’s New?

- Test Accommodations Coordinators (TAC) training DVDs were sent to all Test Accommodations Coordinators in the Establishment Mailing
  - Streaming Video Online: [www.isbe.net/assessment/htmls/TACppt.htm](http://www.isbe.net/assessment/htmls/TACppt.htm)
What’s New?

- Test Preparation Mailing- Terms and Conditions for WorkKeys tests

Terms and Conditions for WorkKeys Assessments

The WorkKeys assessment is the property of ACT; it must be returned to ACT. WorkKeys assessments are secure assessments and are copyrighted by ACT. You may not copy, photograph, memorize, disclose, or use any other means to convey, publish, disclose, or make known any content contained in these tests—before, during, or after the exam is administered. A violation of this prohibition may result in your score being cancelled or not reported, as well as legal action being taken against you for violating ACT’s intellectual property rights.

ACT reserves the right to cancel test scores when there is reason to believe the scores are invalid. You agree to cooperate with ACT in any investigation and to adhere to all ACT score release procedures. In all cases, the final and exclusive remedy available to examinees who want to appeal or otherwise challenge a decision by ACT to cancel their test scores shall be binding arbitration through written submissions to the Dallas, Texas, office of the American Arbitration Association. The sole issue for arbitration shall be whether ACT acted reasonably and in good faith is deciding to cancel the scores.

Limitation of Remedies and Damages. In the unlikely event that ACT is responsible for (1) an error in handling, shipping, processing, or scoring answer documents; (2) an error in reporting scores; or (3) disruptions or compromises in the testing process, ACT, in its sole and absolute discretion, will correct the error if possible, permit you to retake at no additional fee, or refund the fee paid for you to take the test to the person who paid such fee. These remedies are the sole remedies available to you for the circumstances described. IN NO EVENT SHALL ACT’S LIABILITY TO YOU FOR CLAIMS ARISING OUT OF OR IN ANY WAY CONNECTED TO YOUR EXAM EXCEED THE FEE ACT WAS PAID TO PROCESS YOUR INDIVIDUAL EXAM.

Use of Data. Your scores and other information provided on the answer document ("Information") will be conveyed to ACT and may be used and disclosed by ACT as set forth in its data use policies, which can be reviewed at [http://www.actstudent.org/database.html]. Generally, ACT will provide your information to a third party only at your direction or after you have been given notice and an opportunity to opt out of such sharing, however, there are certain exceptions to this general policy. For example, ACT may provide your Information (1) to the person that has paid the fee for your test (2) to your school or government agencies and educational institutions that have authority over your school; (3) to your parent or guardian if you are under eighteen years of age; (4) to state and national scholarship programs and agencies for purposes of recognizing achievement and providing financial support for higher education; (5) to third party researchers that have agreed to maintain the confidentiality of the information; (6) within the ACT family of companies; (7) to contractors retained by ACT provided that such contractors agree to keep the information confidential; (8) to persons involved in the administration of the assessment for the purpose of facilitating the testing process and as a means of disseminating scores to you; (9) to government agencies and others as necessary to comply with law or in response to legal or administrative processes such as subpoenas, and (10) in the unlikely event that ACT deems release necessary to protect the health or safety of its customers or to legally protect ACT, its affiliates, or service providers. You also agree that ACT may, for the purposes of providing you a career readiness certificate, disclose your information to persons or entities that pay for you to receive the certificate and those involved in distributing them to you.
What’s New?

- Return of PSAE Day 2 process and non-process: different shipping addresses

Process materials (Iowa City, IA)

Non-Process materials (Cedar Rapids, IA)
What’s New?

- Students who are enrolled but do NOT test
  - Do not return a Day 1 answer folder or a Day 2 answer document for a student unless he or she was present to test.
  - Schools may no longer grid this information on the Day 1 answer folder or the Day 2 answer document.
  - Not tested reasons must be communicated using ISBE’s Student Information System, starting as early as May 13, 2011, but before July 19, 2011.
  - After scores are posted in early July, error codes will assist districts in identifying which records may still need a not tested reason.
What’s New?

- On December 16, 2010, the State Board adopted a new Rule that states the following:

**Recommendation**

It is recommended that Section 1.30(b)(4) be changed as follows:

Districts shall administer the Prairie State Achievement Examination (PSAE) or the Illinois Alternate Assessment (IAA), if applicable under subsection (d) of this Section, to students in grade 11. (See Section 2-3.64 of the School Code.) For the purpose of this subsection (b)(4), “grade 11” means 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 in accordance with Sections 1.420(b) and 1.440 of this Part. A district shall not promote a student to grade 12 status until that student has taken either the PSAE or IAA, as applicable.

For More Information:
Key Dates
Key Dates

○ A special note to Test Accommodations Coordinators (TACs)

The Checklist of Dates provides details about additional dates, rosters, and deadlines that apply to testing your accommodated students – review these dates carefully.
Key Dates

- **Initial Standard Time Testing:**
  PSAE Day 1: Wednesday, April 27, 2011
  PSAE Day 2: Thursday, April 28, 2011

- **Makeup Standard Time Testing:**
  (only for the day(s) missed)
  PSAE Day 1: Wednesday, May 11, 2011
  PSAE Day 2: Thursday, May 12, 2011

- **Accommodations Testing Window:**
  PSAE Day 1: (as early as) April 27 – (as late as) May 11, 2011
  PSAE Day 2: (as early as) April 28 – (as late as) May 12, 2011
Key Dates

- **February 25, 2011** – Pre-ID file sent by ISBE to ACT to print Pre-ID Labels.
- **May 12, 2011** – Last day of PSAE testing - districts must make sure the Pre-ID file is accurate.
- **May 13, 2011** – 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 no longer connected to live SIS enrollments.
Reminders
Reminders

- Staff Selection
- General Policies and Procedures
- Accommodations Testing
- Ordering Standard Time Makeup Materials
- State Assigned Student IDs, Barcode Labels, Answer Document Supplement
- Materials Shipments
- Irregularities and Prohibited Behavior
- Materials Returns
Staff Selection

- Qualifications and Responsibilities
  - Test Supervisor
  - Backup Test Supervisor
  - Test Accommodations Coordinator
Staff Selection

- Restrictions
  - Test Preparation
  - Relatives Participating
  - Athletic Coaches
Staff Selection

Handling “late changes” to Testing Staff:

- Notify ACT at 1-800-553-6244 x 2800
- Submit a new “profile form” to reflect the staff change
  - Online profile forms: [www.isbe.net/assessment/psae.htm](http://www.isbe.net/assessment/psae.htm)
General Policies and Procedures

- **Key Components:**
  - Local Training Session
  - Pre-Test Session
  - Security of Test Materials
  - Timing Issues
Accommodations Testing – Day 1

ACT-Approved Accommodations: PSAE Day 1 ACT

- Approval from ACT required if documented disability (IEP or 504 Plans only) and request:
  - Must be received by January 27, 2011
  - Extended time
  - Multiple days
  - Alternate formats

- Document time used for each test
  - ACT Administration Report
Accommodations Testing – Day 1

- **State-Allowed Accommodations: PSAE Day 1 ACT**
  - If student does not meet criteria for ACT Approved Accommodations, school may apply for State-Allowed Accommodations
    - Application to ACT by March 11, 2011
  - Data only for state assessment and accountability, as applicable
    - No college-reportable ACT scores
Accommodations Testing – Day 1

ACT-Approved and State-Allowed Accommodations

- Review the TAC training DVD
- Complete and submit a TAC header with each batch of requests or applications
- Parent/legal guardian signature or school official signature (with parent/legal guardian verbal approval) – required on each form
- Separate material shipments and testing rooms
Accommodations Testing – Day 1

ACT-Approved and State-Allowed Accommodations
- Do not mix testing materials
- Do not mix ACT-Approved timing codes - use different rooms
- Tests in proper sequence
- If separate sessions/days, must complete each test (Test 1, Test 2, etc.) in a single session
- Never leave materials unattended
- School bells allowed
- Test within two-week window - (as early as) April 27 – (as late as) May 11
Accommodations Testing – Day 2

Day 2 Accommodations

- Local Decision
  - Based on IEP, Section 504 Plan, or LEP
  - LEP – extended time, oral presentation with a Reader Script, audiocassettes, or audio DVDs, Spanish video DVDs, translated verbal instructions

- Complete Grid 7 on Day 2 answer document after testing

- Same administration requirements as Day 1
- Test (as early as) April 28 – (as late as) May 12
Accommodations Testing – Day 1 and Day 2

- Readers (exception for Readers only) – readers may have water available during the testing session.

- Remember – Verbal instructions are NOT included on audiocassette or DVD media – Room Supervisors must be prepared to read the Verbal Instructions to students testing with cassettes or DVDs.
Ordering Standard Time Makeup Test Materials

- Makeup examinees
  - PSAE April 27 and/or 28, 2011, absences - check roster (order materials only for the day(s) missed)
  - Illness / unable to finish
  - NOT if dismissed for prohibited behavior
  - Examples - Day 1 and Day 2 guides in training materials

- Enter Makeup orders or verify none are needed online
  - PSAE Day 1: using Services for State Testing
    - By Thursday, April 28, 2011
  - PSAE Day 2: using www.ncsschoolhouse.com
    - By Friday, April 29, 2011

- Receive Day 1 makeup materials no later than May 5, 2011
- Receive Day 2 makeup materials no later than May 6, 2011
State-Assigned Student IDs

- State-Assigned Student Identification numbers assigned for all examinees (9 digits)
- Must include the same state ID on PSAE Day 1 answer folder and PSAE Day 2 answer document
- State ID is included on pre-ID barcode labels
- If no pre-ID barcode, grid state ID in Block U for PSAE Day 1 and in Grid 6 for PSAE Day 2
- If state ID number is unknown, contact your district office
Pre-ID Barcode Labels

- PSAE Day 1 labels will have yellow block and PSAE Day 2 labels will have green block
- Affix to space designated on the back of the Day 1 ACT Answer Folder or on the front of Day 2 Answer Document
- PSAE Day 1 ACT Answer Folder: All students must grid identifying information and address – even those with pre-ID barcode labels
- Make certain pre-ID barcode label corresponds to correct student
Answer Document Supplement

PSAE Supplement for both Day 1 and Day 2

- PSAE Day 1 ACT Answer Folder:
  - Block U: State Student ID Number (required if no label)
  - Block V: School Use Only—State Questions
    - Accommodations only (columns 11-15)
  - Use correct codes for responses
Answer Document Supplement

PSAE Supplement for both Day 1 and Day 2 Continued

- PSAE Day 2 Answer Document:
  - Grids 1 - 6: required if no label - State Assigned Student ID Number is critical in Grid 6
  - Grid 7: Accommodations Testing (only for accommodations testing)
  - Grid 10: School Use Only (State Questions) not used by testing staff—leave blank
Materials Shipments

Sent to Test Supervisor:

- Non-Secure Materials
  - Week of March 14, 2011
  - Items for use during the Day 1 Pre-Test Session

- Separate Standard Time Day 1 and Day 2 Secure Materials Shipments
  - Both shipments are scheduled to arrive the week of April 18, 2011, (or the week of April 11, 2011 if spring break conflict)
  - Items for use during the administration of the Day 1 and Day 2 tests

- KEEP Boxes for return
Materials Shipments PSAE Day 1

Sent to Test Accommodations Coordinator:

- **ACT-Approved Accommodations Secure Materials**
  - Preliminary Roster- week of March 14, 2011
  - Items for use during the two week accommodations testing window.

- **State-Allowed Accommodations Secure Materials**
  - Preliminary Roster- week of March 28, 2011
  - Items for use during the two week accommodations testing window.

- **Final Rosters and Test Materials arrive the week of April 18, 2011, (or the week of April 11, 2011 if spring break conflict)**
Materials Shipments PSAE Day 2

To Test Accommodations Coordinator

- Week of April 18, 2011, (or week of April 11, 2011 if spring break conflict)
- Extended-time only test booklets (test form 31101)
- Alternate test formats packaged with test form 31101 and a Day 2 Manual

  *Note: Day 2 accommodations materials are not assigned to specific students*

- School Identification Sheet
- Irregularity Envelope
- Information about Translated Verbal Test Instructions
- **KEEP boxes for return**
Missing Secure Materials

- IMMEDIATELY - Report shortages or evidence of tampering
- PSAE Day 1 and Day 2
ACT Phone: 800/553-6244
  x 2800 Standard Time
  x 1788 Accommodations Testing
Irregularities

- Group Irregularities
  - Inclement weather, power failure, missing materials, major disturbance

- Individual Irregularities
  - Defective materials, student illness, marking in a future section of the answer folder
Prohibited Behaviors

- Prohibited Behavior
  - Creating a disturbance, giving help, working on a previous test section, working beyond time
Materials Returns – Helpful Hints for Day 1

ACT Standard Time

BEFORE you dismiss a room supervisor, review his or her required documentation and make sure it is complete and accurate:

☐ Roster: Make sure all students who were scheduled to test are accounted for, whether they tested or not, in order to decide which students to schedule for makeup testing.

☐ Test Booklet Count Form: Make sure all materials are accounted for and that all items on the form are completed.

☐ Seating Diagram: Make sure all items in the top half of the form are completed and that the serial numbers of the students’ test booklets are recorded in the squares.

☐ Testing Time Verification Form: Make sure the times recorded are the actual Start, 5 minutes remaining, and Stop times for each test. Contact ACT immediately if any discrepancies are identified.

☐ Irregularity Report (if an irregularity occurred): Make sure it is signed and that any voided or replaced answer folders are attached to the report (do not staple).

☐ Supervisor’s Manual: Make sure the information block on the front cover is complete.

Failure to submit accurate documentation may result in the cancellation of scores.
Materials Returns – Helpful Hints for Day 1

ACT

- The “writing prompt” – Test 5 on the ACT Plus Writing is considered a test booklet. It should be returned to ACT following the instructions for the return of test booklets. Do not include these with the student’s Answer Folders when returning materials to ACT.
Labeling your boxes. Example: if you have 3 Standard Time boxes and 1 Accommodated box—label them separately.

- Standard Time 1 of 3, 2 of 3, and 3 of 3. Label the Accommodated 1 of 1.
- Don’t label the boxes 1 of 4, 2 of 4...
Materials Returns – Day 1 ACT Standard Time

- Follow Packing Instructions in Supervisor’s Manual:
- Use Plastic Polymailer Bag(s) for return of:
  - **RED** Envelope materials
  - **GREEN** Envelope materials
  - Unused Polymailers
- All Other Materials MUST be returned in boxes.
  - *These materials will not be processed and scored*
- Seal and Keep Secure until pickup
- Friday, April 29, 2011, and again May 13, 2011
Materials Returns – Day 1 ACT Accommodations

- ACT-Approved - Use **BLUE** ink envelope, be sure all answer folders and administrative reports are included
- State-Allowed - Use **BROWN** ink envelope, be sure all answer folders and administrative reports are included
- Complete envelope checklist
- Follow packing instructions
- Use boxes materials were shipped in for return.
- ACT has prescheduled pickups with FedEx
- Last date to ship back materials is May 13, 2011
Keep ACT Test Administration Materials Separate! If not, scores may be voided or delayed

Standard Time PSAE Day 1

ACT-Approved Accommodations PSAE Day 1

State-Allowed Accommodations PSAE Day 1
Materials Returns – Day 2
Standard Time

- Place used Answer Documents under School ID Sheet for scoring
- Place void Answer Documents with Irregularity Report attached in the Irregularity Envelope
- Place Answer Documents and Irregularity Envelope in the same “Process” box
- Return test booklets (used and unused) and everything else (e.g., all Supervisor’s Manuals, blank or unused answer documents) – to Pearson in the “Non-Process” box(es) labeled 1 of 2, 2 of 2, and so on
Materials Returns – Day 2 Accommodations

After PSAE Day 2 Testing Window Ends – May 12, 2011

- Mark Grid 7 to indicate accommodations provided
- Place Answer Documents in “Process” box under School ID Sheet
- Place void Answer Documents with Irregularity Report attached in the Irregularity Envelope in “Process” box
- Return ALL test materials (used and unused) and all Supervisor’s Manuals, blank or unused answer documents to Pearson in the “Non-Process” box(es) labeled 1 of 2, 2 of 2, etc.
Keep Test Administrations and Materials Separate! Return Day 2 to Pearson!

If not, scores may not be issued or delayed

Standard Time

PSAE Day 2
Process

PSAE Day 2
Non-Process

Accommodations

PSAE Day 2
Process

PSAE Day 2
Non-Process

Orange Label

FedEx Label

Iowa City, IA

Orange Label

FedEx Label

Cedar Rapids, IA

Orange Label

FedEx Label

Cedar Rapids, IA

FedEx Label

Iowa City, IA

FedEx Label

Cedar Rapids, IA

Spring 2011
Materials Returns - Pickups

- Pre-scheduled FedEx pickups following both the Initial and Makeup test dates.
  - April 29, 2011 – Initial Standard Time Materials
  - May 13, 2011 – Makeup Standard Time Materials and Accommodations Materials

**YOU MUST** Call immediately if FedEx does not pickup your test materials on the designated dates
- Day 1 ACT Phone: 800/553-6244 x 2800
- Day 2 Pearson Phone: 888/705-9413 option 3
Avoiding the Pitfalls
Success for You and Your Students

Avoiding the Pitfalls – Standard Time

- Do not synchronize the timing of tests across all rooms.
- Be sure students are seated facing the same direction.
- Do not provide additional breaks or extend any break.
- Provide the full amount of time on each test.
- Be sure test day documentation is accurate and has no clerical errors.
Success for you and your students

Avoiding the Pitfalls – Accommodations

- Be sure students are seated facing the same direction
- Be sure test day documentation is accurate and has no clerical errors
- Be sure students use test booklets and materials assigned specifically to them and not to a different student
- Be sure to read verbal instructions to students who use audiocassettes or audio/video DVDs
Resources
Anonymous Security Hotline

Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report outlined in the Supervisor’s Manual or calling 800/553-6244 ext. 2800 for Standard Time Testing (ext. 1788 for Accommodations). Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.

In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877/777-7296 or reporting it online at https://act.alertline.com.
Contact Information

- Administration issues
  - ACT: 800/553-6244 x 2800
  - psae@act.org

- Accommodations questions
  - ACT: 800/553-6244 x 1788
  - ACTStateAccoms@act.org

- Policy issues
  - Illinois State Board of Education: 217/782-4823
  - psae@isbe.net