



DATE: September 23, 2013  
TO: High School Principal  
cc: Appointed TS, BU, TAC, District Official  
FROM: ACT State Testing and Illinois State Board of Education (ISBE)  
SUBJECT: Additional PSAE Day 1 and Day 2 Information

---

## Overview

This document provides specific additional information as it relates to the Prairie State Achievement Examination (PSAE). It is important that the Principal and appointed testing staff, Test Supervisor (TS), Back-up Test Supervisor (BU) and Test Accommodations Coordinator (TAC) consult each other and work together on the tasks described below. In some cases you may also need to work with your district officials and other schools.

---

## Student Information System (SIS)

A student's Illinois home school district is responsible for uploading student enrollment data into ISBE's Student Information System (SIS) so student names will appear on the assessment pre-id file. Home school districts are responsible for ensuring 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. Barcode labels will be produced only for those students in this file as of February 21, 2014.

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 any students enroll after February 21, 2014, the home school district must upload their data in SIS and they must test, but no barcode label will be produced, and their demographic information must be gridded as instructed in the manuals.

---

## Testing at Serving Schools That Are Not Students' Home Schools

Think carefully about whether there are students for whom your school is their home school (i.e., the school these students would attend if not placed/transferred elsewhere to receive needed services) and who attend another school which is their serving school. You will need to coordinate testing plans with each student's serving school to ensure that they are accounted for and will test with standard time or accommodations at the serving school. If the student is to test with accommodations, the appropriate request for Day 1 testing must be made to ACT by the site (testing school) that will administer the PSAE to the student.

*Note: Test materials may not be transferred between sites or transported from one school to another.*

---

## Ordering of Day 2 Materials on PSAE TestSites Online

Pearson's Web-based system, *PSAE TestSites Online*, will be used to order Day 2 test materials for students testing with standard time and accommodations. In January the Test Supervisor will receive a new user ID and password to order your materials. That information can be updated as needed before the February 7, 2014, deadline. It is very important that you provide accurate enrollment information to facilitate shipment of Day 2 materials to your school.

If you have questions about using the website, please contact Pearson at 888.705.9413, ext. 3, or by email at [schoolhousefeedback@pearson.com](mailto:schoolhousefeedback@pearson.com).

# Accommodations Information

The chart below describes the uniqueness of Day 1 and Day 2 accommodations.

	ACT-Approved Accommodations for Day 1 through ACT	State-Allowed Accommodations for Day 1 through ACT	Accommodations for Day 2 through Pearson
<b>Who Orders</b>	Test Accommodations Coordinator	Test Accommodations Coordinator	Test Supervisor (in collaboration with the Test Accommodations Coordinator)
<b>Which Students Should Test</b>	<ul style="list-style-type: none"> <li>Use for students with diagnosed disabilities who are receiving special education services described in a current Individualized Education Program (IEP) or Section 504 Plan.</li> <li>Only students who have an IEP or Section 504 Plan are eligible to apply for ACT-Approved Accommodations. ACT-Approved Accommodations are not available for students solely on the basis of Limited English Proficiency (LEP).</li> </ul>	<ul style="list-style-type: none"> <li>Use for students who are classified as limited English proficiency (LEP) who need Day 1 accommodations.</li> <li>Use for students with an Individualized Education Plan (IEP) or Section 504 Plan that does not meet or only partially meets ACT's eligibility requirements for testing with ACT-Approved Accommodations.</li> </ul>	<ul style="list-style-type: none"> <li>Determined locally, based on needs documented in a student's Individualized Education Plan (IEP), Section 504 Plan, or based on needs associated with a student's limited English proficiency (LEP).</li> <li>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 IEP or Section 504 Plan for a student with a disability.</li> </ul>
<b>For Use as an LEP Accommodation Only—Translated Test Instructions Available (both Day 1 and Day 2)</b>			
	<ul style="list-style-type: none"> <li>Option not available.</li> </ul>	Arabic Gujarati Russian Vietnamese Chinese/Cantonese Korean Spanish	Filipino/Tagalog Polish Urdu
		<ul style="list-style-type: none"> <li>TAC orders test booklets for these LEP students at: <a href="http://www.act.org/aap/state/saorder.html">www.act.org/aap/state/saorder.html</a>.</li> </ul>	<ul style="list-style-type: none"> <li>TS orders test booklets for these LEP students via Pearson's <i>PSAE TestSites Online</i> website.</li> </ul>
<b>Deadline</b>	<b>January 24, 2014</b>	<b>April 2, 2014</b>	<b>February 7, 2014</b>
<b>How to Order Materials</b>	<ul style="list-style-type: none"> <li>TAC completes Application for ACT-Approved Test Accommodations for each individual student.</li> <li>Mail the application and supporting documentation to ACT with a completed ACT-Approved Accommodations Header following the instructions provided on that document.</li> </ul>	<ul style="list-style-type: none"> <li>TAC requests the test type and quantity needed for the school at: <a href="http://www.act.org/aap/state/saorder.html">www.act.org/aap/state/saorder.html</a>.</li> </ul>	<ul style="list-style-type: none"> <li>TS requests the test type and quantity needed for the school via Pearson's <i>PSAE TestSites Online</i> website.</li> </ul>
<i>Note: Refer to the Checklist of Dates for directions about applying for/ordering these materials past the deadlines given due to new students or other unforeseen circumstances.</i>			
<b>Approval Process</b>	<ul style="list-style-type: none"> <li>Application forms are processed in the order they are received at ACT.</li> <li>ACT will provide a roster with specific instructions and will assign a timing code to each student approved.</li> <li>If the student is not approved, ACT will send a letter to the school's TAC with further direction.</li> </ul>	<ul style="list-style-type: none"> <li>There is no approval process.</li> </ul>	<ul style="list-style-type: none"> <li>There is no approval process.</li> </ul>
<b>Test Materials</b>	<ul style="list-style-type: none"> <li>Assigned to an individual student. Only the authorized student may use the materials; they may not be used by another student.</li> </ul>	<ul style="list-style-type: none"> <li>Assembled in individual test packages and sent based on the quantity ordered.</li> <li>Not assigned to an individual student.</li> </ul>	<ul style="list-style-type: none"> <li>Assembled and sent based on the quantity ordered.</li> <li>Not assigned to an individual student.</li> </ul>
<b>What Type of Scores are Produced</b>	<ul style="list-style-type: none"> <li>If approved and correctly administered, college-reportable ACT scores.</li> <li>PSAE scores may be used for state accountability purposes and to calculate school and district AYP (adequate yearly progress), as applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Scores <u>will not</u> be reportable to colleges.</li> </ul>	<ul style="list-style-type: none"> <li>All eligible ACT WorkKeys scores will be reported.</li> </ul>

