



DATE: September 23, 2013
TO: High School Administrators of Serving Schools
FROM: ACT State Testing
SUBJECT: Invitation to Establish Your School as a Test Site for the Prairie State Achievement Examination (PSAE)

Overview

In the upcoming testing year, all eligible students considered to be grade 11 according to state guidelines will participate in the Prairie State Achievement Examination (PSAE).

The Illinois State Board of Education (ISBE) invites your school to establish as a test site and administer the PSAE to these students directly at your school. The enclosed packet provides the information you need to establish your school as a test site including instructions on providing school information and appointing qualified individuals to serve as your school's Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC).

Test Dates

The chart below provides the test dates for the upcoming testing year.

Test Day	Component	Initial Test Date	Makeup Test Date	Accommodations Testing Window
Day 1	ACT [®] college readiness assessment (Plus Writing)	April 23, 2014	May 7, 2014	April 23 – May 7, 2014
Day 2	ISBE-Developed Science / ACT WorkKeys [®] Reading, Math, and Locating	April 24, 2014	May 8, 2014	April 24 – May 8, 2014

Eligibility and Participation Guidelines

Please note the following guidelines:

- Only students whose home school districts are located within the state of Illinois are eligible to take the PSAE. Students whose home school districts are located in another state may not participate.
 - Students may test either at your school OR return to their home schools to test. You should work with students' home schools to establish the best testing environment for the student.
 - Home school districts are responsible for ensuring that all enrolled students are tested, regardless of their placement. Testing schools are responsible for ordering Day 1 and Day 2 test materials for all students they plan to test.
 - If choosing to establish as a PSAE test site, serving schools are responsible for notifying each student's home high school of the Region-County-District-Type-School (RCDTS) code being established (Testing School) so home districts may enter this code as the "Testing School RCDTS Code" in the Pre-ID file to ensure a PSAE label is printed and mailed to where the student will test.
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Action Needed

If your school **will not** establish as a test site, take the following steps:

1. When you receive the establishment email from act.org the week of September 30, 2013, follow the instructions therein to use the Online Testing Information System (OTIS) to complete your online profile with a NO and provide the reason for not participating.
2. Respond individually for each email that you receive. Receiving more than one email means that you are listed as the administrator of more than one RCDTS code. A separate response is required for each RCDTS code, even if the physical locations are the same.

If your school **will** establish as a test site, take the following steps:

1. Review the packet of information. It includes:
 - **Summary of Requirements**—summarizes administrative policies and procedures for facilities, staff, and testing.
 - **Checklist of Dates**—includes both standard time and accommodations information.
 - **Additional PSAE Day 1 and Day 2 Information**—summarizes specific PSAE information not captured elsewhere in the establishment material. All four staff (principal, TS, BU, and TAC) are expected to work together to complete these tasks.
2. Choose a TS, BU, and TAC who meet the staff requirements described in the *Summary of Requirements*.
3. Distribute the enclosed packets of materials to the TS, BU, and TAC.
4. When you receive the establishment email from act.org the week of September 30, 2013, follow the instructions therein to complete an online profile and appoint your TS, BU, and TAC using the Online Testing Information System (OTIS).
5. Ensure that the TS, BU, and TAC complete their online profiles.

Establishment Deadline

Principals must complete their portion of the online profile by October 11, 2013.

TSs, BUs, and TACs at participating schools must complete their online profile forms by October 25, 2013.

Important

If you are establishing one RCDTS code, but not the other(s), ensure that you establish the correct code. You may do so by looking at the State School Code once you have logged into the online profile; this is the RCDTS code. If you are in need of assistance with multiple codes, please email us using the web page given below.

Off-site Testing

If your school is unable to meet the facility requirements defined in the *Summary of Requirements*, and you need to test at a site other than your school, the Test Supervisor may indicate this on their establishment profile form.

Note: Indicating the need for off-site testing on the establishment form does not guarantee approval for off-site testing. ACT will send follow-up instructions to the Test Supervisor on how to submit a request for off-site testing.

Training

Refer to the *Checklist of Dates* for availability of test administration training and follow-up Q&A sessions. All TSs, BUs, and TACs are expected to participate in all training activities provided by ACT. Training materials will be provided to schools prior to these sessions.

Contacting Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at <http://www.act.org/aap/state/contact.html>
- Call us at 800.553.6244, ext. 2800 with standard time questions
- Call us at 800.553.6244, ext. 1788 with accommodations questions, or email accommodations questions to **ACTStateAccoms@act.org**

Enclosures