



DATE: September 23, 2013
TO: High School Principal
FROM: ACT State Testing
SUBJECT: PS AE ACT State Testing: School Establishment—Principal

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 enclosed packet provides the information you need to establish your school as a test site. You will provide school information and appoint 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 shows the test dates for this upcoming 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

Action Needed

- 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 PS AE Day 1 and Day 2 Information**—summarizes specific PS AE 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.
 - Choose a TS, BU, and TAC who meet the staff requirements described in the *Summary of Requirements*.
 - Distribute the enclosed packets of materials to the TS, BU, and TAC.
 - 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).
 - Ensure that the TS, BU, and TAC complete their online profiles.
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Establishment Deadline

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

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

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**
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Enclosures

