



DATE: September 23, 2013
TO: Test Supervisor, Back-up, and Test Accommodations Coordinator
CC: High School Principal
FROM: ACT State Testing
SUBJECT: PS AE ACT State Testing: Test Administration Training

Overview

In preparation for the upcoming administration of the PS AE, ACT and the Illinois State Board of Education (ISBE) will provide test administration training for appointed testing staff.

What Does the Training Provide?

The training provides detailed instructions for test administration including:

- initial planning
- identification and training of room supervisors and proctors
- receipt and check-in of secure test materials
- secure storage requirements
- test day arrangements
- documentation of required procedures
- recognition of irregularities
- accounting for and return of all materials
- plans for makeup testing

It also highlights what's new for the year, including procedural changes, testing cycle schedule, critical issues, and common pitfalls.

Pre-recorded Training Webcast URL

The webcast will be available by December 13, 2013, on the PS AE website: www.isbe.net/assessment/psae.htm. An email, with this url, will be sent to you once it is posted. All appointed PS AE staff are expected to view the webcast.

Question and Answer Sessions

ISBE and ACT will host four live question and answer sessions to address questions about training. Session dates and times are listed below. The sessions are tentatively scheduled to last 1½ hours or until all questions are answered. Information on registering for one of these sessions will be provided in the email you receive and will also be posted on the PS AE website.

Session Date	Session Time
January 9, 2014	1:00-2:30 P.M.
January 22, 2014	3:00-4:30 P.M.
February 3, 2014	Noon-1:30 P.M.
February 18, 2014	9:00-10:30 A.M.

Training Materials

Training materials will be mailed to Test Supervisors prior to these question and answer sessions. Training sessions are scheduled well in advance of the scheduled test dates allowing ample time for testing staff to successfully complete all pretest responsibilities.

Special TAC Training

ACT developed a pre-recorded webcast to provide TACs with the details necessary to fulfill their critical responsibilities. TACs are encouraged to view the webcast as it contains valuable information that will be helpful in submitting the ACT-Approved accommodations forms, administering the test, and returning secure test materials. This webcast is already available and can be found at: **www.isbe.net/assessment/psae.htm** under the heading "Accommodations-Specific Documents."

ACT will host two live question and answer sessions as a follow up to this special TAC training on December 11, 2013. The first session will start at 10:00 a.m. CST and the second will start at 2:00 p.m. CST. Information on registering for either session will be provided to TACs by email after the establishment window has closed.

Training for Room Supervisors and Proctors

The TS and TAC must conduct training for room supervisors and proctors prior to test day. ACT developed pre-recorded webcasts to *supplement* and assist in this training. Room supervisors and proctors must also read and be familiar with the manual(s). These webcasts can be found at: **www.isbe.net/assessment/psae.htm** under the heading "2013-2014 Information for PSAT Test Supervisors/Accommodations Coordinators."

Contacting Us

Use the guidelines in the following chart if you would like to contact us:

For questions about ...	contact us electronically at ...	or call us at ...
standard time testing,	http://www.act.org/aap/state/contact.html	800.553.6244, ext. 2800
accommodations testing,	ACTStateAccoms@act.org	800.553.6244, ext. 1788
participation requirements or student eligibility,	psae@isbe.net	866.317.6034

Enclosures