



DATE: September 23, 2013
TO: Test Supervisor, Back-up, or Test Accommodations Coordinator
FROM: ACT State Testing
SUBJECT: PS AE ACT State Testing: School Establishment—Appointed Testing Staff

Overview

Your principal has appointed you as your school's Test Supervisor (TS), Back-up Test Supervisor (BU), or Test Accommodations Coordinator (TAC) for the administration of the Prairie State Achievement Examination (PSAE). This packet provides information you need to establish your school as a test site.

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

Note: Testing begins on a Wednesday in 2014. This is different from 2013.

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.
 - Once the principal has submitted his or her profile form and appointed you in the role of TS, BU, or TAC, you will receive an email from act.org. Follow the instructions therein to complete your online profile using the Online Testing Information System (OTIS). If you are assigned to multiple roles, complete one for each role.
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Additional Action Needed by the TAC

A document specific to accommodations is also provided in this packet. The appointed TAC will need to become familiar with the forms in this document. They include:

- Procedures for Applying for ACT Test Accommodations**—provides detailed information about eligibility requirements, test accommodations available, and instructions for requesting accommodations for students.
- Application for ACT-Approved Test Accommodations**—ACT must receive one form for each student applying for ACT-Approved Accommodations by the deadline.
- ACT-Approved Accommodations Header**—must be completed and submitted with each group of completed accommodations forms sent to ACT.

Refer to the accommodations section in the *Additional PS AE Day 1 and Day 2 Information* to help you understand the uniqueness in requesting and administering Day 1 and Day 2 accommodations.

Establishment Deadline

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.

Additionally, an accommodations training webcast is posted to your state website. A follow-up Q&A session is scheduled as listed in your *Checklist of Dates*. The Q&A session will address questions about the accommodations application process.

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

