



To: Test Coordinators
Subject: ACT State and District Testing: Test Administration Training and Q&A Sessions

Pre-recorded test administration training snippets are now available online. We also invite you and your staff to attend a Q&A session to address questions you may have about test administration.

This email provides information about:

- guidelines for participating in the training
- what the training snippets cover
- viewing training snippets
- registering for a Q&A session
- additional steps for the Q&A session

Training Participation Guidelines

You and your staff should review the administration manuals and then view all training snippets. If you and/or your staff have questions after viewing the snippets, we encourage you to ask them in a Q&A session.

Note: The Q&A session is reserved for your questions. To make the most of your time, you should watch the snippets prior to attending.

What Do the Training Snippets Cover?

The training snippets cover all steps of test administration, such as:

- planning and preparing for testing
- identifying and training room supervisors and proctors
- receipt and check-in of secure test materials
- tips for a successful test administration
- administering the test
- procedures for return of all materials

Viewing Training Snippets

Take the following steps to view training snippets:

1. Go to: <http://act.org/aap/wisconsin/act.html>
2. Click on the "Test Administration Training" link.
3. Select your city, and school.
4. Enter your first and last name and click on the **Next** button.

Note: Use Internet Explorer 9 or later, Safari 5.1 or later, or Google Chrome 17 or later to view the snippets.

Registering for a Q&A Session

To register for a Q&A session, go to the appropriate URL from the table below. You need to register by **the Friday prior to** the session date.

Date	Time	Registration URL
December 10, 2014	3:30 pm	https://act.ilinc.com/register/jrtfwtv
January 20, 2015	3:30 pm	https://act.ilinc.com/register/fbftfm

After you register, you'll receive an email confirmation.

Note: Each session is tentatively scheduled for an hour.

Before the Q&A Session

You'll receive a reminder email 24 hours prior to the Q&A session start time. It will include a link to join the session and a number to call for audio.

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 specific questions to ACTStateAccoms@act.org

Note: Documents related to your testing program may be found on the website listed at the top of your Checklist of Dates.

Thank you,
ACT State and District Testing