



# Room Supervisor Manual

## Paper Summative Testing

# Contact Information and Resources

## Contact Information

ACT® Aspire® Customer Care

- **Phone:** 855.730.0400, 7:00 a.m.–6:00 p.m., Central time, Monday through Friday
- **Email:** [actaspire@act.org](mailto:actaspire@act.org)

## Calculator Policy

- **Phone:** 800.498.6481
- **URL:** <https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf>

## Resources

This manual references various websites and systems. Use this list to locate the URL to that website or system.

Website	URL
ACT Privacy Policy	<a href="https://www.act.org/content/act/en/privacy-policy.html">https://www.act.org/content/act/en/privacy-policy.html</a>
PearsonAccess <sup>next</sup> (administration platform)	<a href="https://aspire.act.org">https://aspire.act.org</a>
Wisconsin State Testing	<a href="https://www.act.org/stateanddistrict/Wisconsin">https://www.act.org/stateanddistrict/Wisconsin</a>
ACT Knowledge Hub (ACT Aspire resource web page)	<a href="https://success.act.org/s/topic/OTO1B000000P3VIWAK/act-aspire">https://success.act.org/s/topic/OTO1B000000P3VIWAK/act-aspire</a>
ACT Aspire product page	<a href="http://act.org/aspire">http://act.org/aspire</a>
TestNav™ Support Site	<a href="https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support">https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support</a>

## ACT Privacy Policy

Examinee scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Privacy Policy*.

## Accessibility and Accommodations

The ACT Aspire resource web page also includes accommodations and accessibility resources. Some examples include:

- [Spanish Pre-Recorded Audio Test Directions](#)
- [Braille Notes](#) (for the room supervisor)
- [ACT-Approved Bilingual Word-to-Word Dictionaries](#) list

## Prepare Your Examinees

There are two [resources](#) available for examinees who wish to prepare for testing:

- Student Sandbox
- Exemplar Test Question Booklets

For more information, see the User Guide section of the [ACT Aspire resource web page](#).

# Contents

<b>Introduction</b>	1	Examinee Questions During Testing	7
<b>Policies and Procedures</b>	2	Questions about Items	7
Standardized Procedures	2	Defective Test Booklet or Answer Document	7
Test Security	3	Damaged or Contaminated Test Materials	8
Investigations	3	Prohibited Behavior	8
Equal Treatment	3	Reporting Irregularities in Test Administration	9
Fair Testing Practices	3	Accessibility and Accommodations for ACT Aspire	10
ACT Privacy Policy	3	Test Room Requirements	10
<b>Guidelines for Administering the Tests</b>	4	<b>Test Administration Procedures</b>	12
Calculator Policy	4	<b>Verbal Instructions</b>	13
Materials Provided by the School	4	Test Times	13
Unauthorized Testing Aids	5	<b>After Testing</b>	34
Test Format	5	Submit an Irregularity Report	34
Announcement of Time Remaining	6	<b>Forms</b>	36
Mistiming	6	ACT Aspire Testing Irregularity Report	36
Bathroom Breaks	6		
Illness	6		
Electronic Devices	7		
Use of Pencils for the Test	7		

# Figures

**Figure 1.** Examples of Seating Arrangements 11

# Tables

**Table 1.** Materials Provided by the School 4

**Table 2.** ACT Aspire Test Time by Grade and Subject (in minutes) 6

# Introduction

This manual contains the instructions for administering ACT® Aspire® paper Summative testing. You, as the room supervisor, are responsible for the secure administration of the tests to the examinees in your room. It is important that you become familiar with the procedures and instructions in this manual in advance of test day to ensure that the tests are administered in a standard manner.

A common term you'll see in this manual is **administration platform**, which is PearsonAccess<sup>next</sup>. Testing staff use the administration platform to prepare for ACT Aspire testing by selecting Personal Needs Profiles (PNPs) for examinees, placing orders for paper accommodations materials, and recording irregularities.

Additional training and test administration resources are available through the Wisconsin State testing web page. See “Contact Information and Resources,” inside front cover.

# Policies and Procedures

This manual is designed to provide direction in administering ACT Aspire tests, including specific instructions for conducting the timed tests. It is important to follow these instructions to successfully measure examinees' academic skills. All testing staff are required to read the material provided by ACT.

## Standardized Procedures

Throughout this manual, there are detailed directions for ensuring test security and administering tests in a standardized manner. All testing staff are required to read the materials provided by ACT. Adherence to these standardized procedures is mandatory.

Relatives or guardians of examinees taking ACT Aspire should not serve in the role of room supervisor in the same test room. It is permissible for relatives or guardians of testing examinees to serve as a room supervisor in the same school/district as a related examinee, provided that examinee tests in a different room. In such circumstances, the district/school should monitor the testing process so that room supervisors who have a relative testing do not handle the test materials of the relative without another responsible individual present.

To ensure a secure and valid testing experience, you must understand that, among other things, the following actions by you or any other individual violate ACT Aspire's policies and procedures:

- Accessing or obtaining a test booklet or test questions prior to the test for any reason\*
- Photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items\*
- Taking notes about test questions or any paraphrase of test questions to aid in preparing examinees for testing
- Aiding or assisting an examinee with a response or answer to a secure test item, including providing formulas
- Rephrasing test questions for examinees
- Creating an answer key or "crib sheet" of answers to test questions
- Editing or changing examinee answers after completion of the test, with or without the examinee's permission
- Allowing examinees to test in an unsupervised setting
- Leaving test materials in an unsecured place or unattended

- Failing to properly report and document incidents of prohibited behavior involving examinees, staff, or others
- Allowing examinees to test longer than the permitted time
- Failing to return and account for all testing materials after the testing session has ended

*\*An exception is provided for examinees who require accessibility supports. See the ACT Aspire Accessibility User’s Guide: Summative Testing located on the Wisconsin State testing web page.*

## Test Security

To ensure the integrity of your examinees’ ACT Aspire results, testing staff must protect the security of test materials as described in this manual. ACT Aspire materials are copyrighted by ACT or its licensors and cannot be duplicated, copied, resold, or redistributed for commercial or other use, and must also be returned to ACT after testing. ACT Aspire assessments must be administered by school or district personnel.

## Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT in subsequent investigations and respond to requests for information in a timely manner.

## Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

## Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these Codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association ([www.apa.org](http://www.apa.org))
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education ([www.ncme.org](http://www.ncme.org))

## ACT Privacy Policy

Examinee scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Privacy Policy* (see “Contact Information and Resources,” inside front cover).

# Guidelines for Administering the Tests

## Calculator Policy

Examinees are allowed, but not required, to use an authorized calculator on the Early High School (Grades 9–10) Mathematics tests. A calculator is an embedded tool in the online testing system.

**The use of calculators is not permitted on any other subject test.** Unless a hand-held calculator is provided by the school, each examinee is responsible for bringing a calculator to the test and making sure it works properly. Examinees may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Examinees are not allowed to share calculators during testing.

It is the school's responsibility to confirm that all calculators used by examinees are authorized before testing. See the *Calculator Policy* on the Wisconsin State testing web page.

## Materials Provided by the School

Schools are required to provide a fair and secure testing environment (see "Test Room Requirements," page 10) and the following items for each test room:

**Table 1.** Materials Provided by the School

Item	Description
Timers	The test coordinator will provide each room supervisor with an accurate timepiece to time each test.
No. 2 pencils	You may instruct examinees ahead of time to bring pencils, but it is generally advisable to provide a supply of pencils in each room. <i>Note: Paper testing requires a No. 2 pencil for marking answers.</i>
Pencil sharpener	Provide a pencil sharpener in each test room.

*continued on next page*

**Table 1.** (continued)

Item	Description
Scratch paper	<p>Examinees may use scratch paper if they request it. For each blank sheet, instruct examinees to write the following information on the top of the sheet:</p> <ul style="list-style-type: none"> <li>• First and last name</li> <li>• School name</li> <li>• Test subject</li> <li>• School grade</li> </ul> <p>Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other testing materials.</p>
Calculators	<p>The school may choose to provide calculators to examinees or the examinees may bring their own calculator to test. See "Calculator Policy," page 4.</p>

## Unauthorized Testing Aids

The use of notes or any English dictionary is not permitted. Only bilingual word-to-word dictionaries are permitted if the examinee is approved to use one. See the *ACT-Approved Bilingual Word-to-Word Dictionaries* list on the Wisconsin State testing web page.

## Test Format

The English test consists of selected-response (multiple-choice) questions. The writing test includes one constructed-response item. The other three subject tests include a combination of selected-response and constructed-response items. All constructed responses must be provided in English.

Wisconsin examinees will take all five subject tests. The time allowed to complete different subject tests varies by grade and subject. All examinees in the same room must take the same subject and grade tests.

Subject tests may be administered in a battery or may be spread out during the testing window, but the subject tests must be individually timed using the times listed in Table 2. Your test coordinator will inform you whether you will be administering the entire battery of subject tests in one session or if you will be administering one or more individual subject tests.

If two or more tests will be administered in a single sitting, take administrative time of 5–10 minutes between each test to collect materials for the test just completed and to distribute materials and go over instructions for the next test. A single subject test should be completed within one session. Under no circumstances should examinees be allowed to have access to test materials between testing sessions. The timing of each subject test varies by subject and grade (see Table 2).

Table 2 shows standard test form times and audio test form times.

**Table 2.** ACT Aspire Test Time by Grade and Subject (in minutes)

Grade	English	Math	Reading	Science	Writing
<b>Standard Test Form</b>					
EHS	45	75	65	60	40
<b>English Audio, English Audio + Orienting Description</b>					
EHS	NA	225	NA	180	120

Note: EHS = Early High School (Grades 9–10)

## Announcement of Time Remaining

Make a verbal announcement of time remaining five minutes before the end of each test. Do not distract examinees during the test session with additional oral or written announcements of time remaining. If a clock is visible to all examinees in the test room, you may post the start and stop times and/or time allowed for each test on the board (e.g., English test, 45 minutes: start time—9:00, stop time—9:45). Do not post time remaining.

## Mistiming

Use a stopwatch or interval timer to ensure the exact time is allowed for each test. Scores **cannot** be adjusted to compensate for a mistiming. To verify the time given for each test, the start, stop, and five-minutes-remaining times must be noted, and computations checked carefully, before time is called. If a designated school staff member is assigned to help in the test room, that person should also keep time with the room supervisor.

If a mistiming on a subject test occurs and is noticed on the same day of testing, allow the examinees to make up the shortage of time in that section before dismissal. If a mistiming on a subject test is noticed after dismissal, the test must be marked "Do Not Report."

Report any mistimings on the Testing Irregularity Report found at the end of this manual or in the irregularity reporting tool in the administration platform, and return the report to the test coordinator with your answer documents. **All Testing Irregularity Reports should be forwarded to the local test coordinator after testing and be entered into the administration platform.**

## Bathroom Breaks

Examinees may be allowed to go to the bathroom during the timed portion of the tests. **Follow local policy regarding timing for bathroom breaks.** Only one examinee may leave the test room at a time without being accompanied by testing staff. Collect the test booklet and answer document before the examinee leaves the room and return the test materials when the examinee returns. Such absences do **not** need to be recorded on the Testing Irregularity Report or in the irregularity reporting tool in the administration platform. **Do not leave examinees unsupervised in a test room at any time.**

## Illness

Examinees who become ill during testing may be allowed to leave the test room. Collect the test booklet and answer document before the examinee leaves the room. Room supervisors should keep a record of any examinee who becomes ill and note the time remaining in the session. If the examinee is able to return to class that day, the test must be completed by the end of the school

day. If the examinee is unable to return to class due to the illness, the test may be completed as a makeup. The examinee may use the test time remaining as noted by the room supervisor.

## Electronic Devices

Examinees should preferably not bring cell phones or any electronic devices into the test room; if they do, these devices should be turned off and placed under their desks. A warning to examinees to **not** set watch or cell phone alarms is included in the verbal instructions. Please do **not** set beeper alarms on your own watch or cell phone, as this can also distract examinees.

## Use of Pencils for the Test

Examinees must use only No. 2 pencils when recording their responses in their answer document. Using a pen for any of the responses (including the constructed-response items) will result in those items not being scored.

## Examinee Questions During Testing

Specific instructions about guessing are included in the verbal instructions for each test. If examinees ask you about guessing, refer them to these instructions. Do not comment on or add to the printed directions in any way. You can answer questions about the general test instructions before testing starts. (See the step in the “Verbal Instructions” section that asks examinees if they have any questions.)

## Questions about Items

Do not answer questions regarding individual test items. You may respond to questions with “Do the best you can.” Do not look at individual questions in the test booklet if examinees refer to them.

If examinees note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of the questions or comments and the test form code(s) on a copy of the Testing Irregularity Report or in the irregularity reporting tool in the administration platform.

Return the Testing Irregularity Report to your test coordinator with the other test materials.

## Defective Test Booklet or Answer Document

If you discover defective test booklets or answer documents during testing, contact the test coordinator. Describe the nature of the defect on the Testing Irregularity Report or in the irregularity reporting tool in the administration platform, and attach the defective booklet or document to the report.

If an examinee used another examinee’s pre-ID-labeled answer document to test, black out the barcode (so it is non-readable) and add the correct examinee’s first name, last name, and date of birth to the document. The document must then be treated as a manual grid document (refer to “Gridding Answer Document Boxes” in the *Test Coordinator Manual* found on the Wisconsin State testing web page).

## Damaged or Contaminated Test Materials

Test materials damaged or contaminated during testing should be replaced. After testing, the room supervisor or test coordinator must do the following:

- Grid examinee information from the administrative platform onto an overage blank answer document.

**Important note:** First name, last name, and date of birth **MUST** be gridded when manually gridding onto an overage blank answer document.

- Record the security barcode number of the damaged and new booklets, if applicable.
- Testing staff should make sure that the test form code on the replacement test booklet matches the test form code on the damaged/contaminated booklet.
- If possible, transcribe responses from damaged test material onto the blank document. If this is not possible, the examinee must be given an opportunity to retest.
- Destroy any contaminated material according to local biohazard protocols.

## Prohibited Behavior

It is the room supervisor's responsibility to document all instances of the following behaviors on the Testing Irregularity Report provided at the end of this manual and in the irregularity reporting tool in the administration platform. The following examinee actions are prohibited and violate ACT Aspire testing policies and procedures:

- Looking at someone else's test booklet or answer document
- Giving or receiving assistance
- Disturbing other examinees
- Using notes or unauthorized testing aids (Scratch paper is allowed for examinees to do figuring, organize thoughts, etc.)
- Using a calculator on any test other than the Early High School (Grades 9–10) Mathematics test
- Sharing a calculator with another examinee
- Using any device, including calculators, to share or exchange information at any time during tests, the break, or after testing (**All** electronic communication devices, including cell phones, must be turned off and put away from the time the examinee is admitted to test until dismissal after testing concludes.)
- Attempting to remove test materials, including test questions or answers or scratch paper, from the test room by any means
- Filling in circles or answering questions after time has been called, even with the test booklet closed
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room

If you SUSPECT an examinee is engaged in any of the prohibited activities, discreetly warn the examinee that these actions are prohibited, direct the examinee to resume testing, and continue to observe the examinee closely. To discourage looking at someone else's answer document or giving or receiving assistance, you may move the examinee to another seat. Document your suspicions and actions on the Testing Irregularity Report or in the irregularity reporting tool in the administration platform.

If you OBSERVE any of these behaviors, collect the examinee’s answer document and test booklet. Advise the examinee that the examinee’s test will be voided/invalidated, and dismiss the examinee from the room. On the Testing Irregularity Report, include an explanation and attach the answer document to the Testing Irregularity Report using a paper clip.

## Reporting Irregularities in Test Administration

Any test administration irregularities that may affect examinee scores or analysis of ACT Aspire results must be recorded. Room supervisors should enter test irregularities directly into the reporting tool in the administration platform, if possible. If room supervisors do not have access to the administration platform, they should use the Testing Irregularity Report located at the end of this manual. **All Testing Irregularity Reports should be forwarded to your test coordinator after testing.** Attach any answer documents with irregularities or defective materials to the report. All irregularity reports must also be entered using the correct coding in the administration platform for each test session.

Recording an irregularity for an examinee is not the same as marking an examinee’s test with Do Not Report codes and dismissing the examinee for prohibited behavior. Testing staff should use the Irregularity Report form to report any of the irregularities occurring within the room. Room supervisors should document any of the following occurrences during administration of the tests:

- An examinee engages in any instances of prohibited behavior as outlined above.
- An examinee becomes ill or leaves the room during testing (except for bathroom breaks).
- An examinee fails to follow instructions (marks responses randomly, obviously does not read questions prior to responding, or refuses to mark responses).
- A test is mistimed.
- A general disturbance or distraction occurs which could affect one or more examinees’ results.
- An examinee questions the accuracy or validity of an item.
- An examinee has a defective test booklet or answer document.

The irregularities in the **Environment** category include external factors that may affect examinee testing. These include things like outside noises, hot/cold room temperatures, and occurrences like power outages, severe weather, or emergency evacuations.

The **Examinee** category of irregularities includes examinee behaviors that may affect their performance or the performance of other examinees. These include the exhibition of prohibited behaviors described previously, examinee complaints about testing conditions, challenges of test items, arriving late for testing, or not showing up.

The **Staff** category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures, like mistiming a test or not reading the verbal instructions from the appropriate *Room Supervisor Manual*; arriving late for testing, or not showing up; or other inappropriate behavior, like engaging in personal communication via other staff, telephone, or text during testing.

If you have questions about how to categorize a particular irregularity, call ACT Aspire Customer Care.

## Accessibility and Accommodations for ACT Aspire

ACT Aspire strives to provide equal access to *all* examinees, recognizing that some examinees need support to be able to test fairly and to the best of their abilities. The need for accessibility is universal. Different levels of available support are described below:

- “Default Embedded System Tools” are those accessibility features that are available to all examinees for the paper version of ACT Aspire.
- “Open Access” tools are available to all examinees, but they must be identified in advance in the ACT Aspire Personal Needs Profile (PNP) and selected inside the administration platform to be activated, or they must be planned in advance and provided locally.
- “Accommodations” are considered high-level supports that are needed by relatively few examinees and require special expertise, experience, and security protocols to select and use effectively. The administration platform requires accommodations-level supports to be **requested in advance by educational personnel** on behalf of the examinee through the Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the examinee.

Administration of ACT Aspire with accommodations-level supports is a locally determined decision. In ACT Aspire, any examinee—with or without an identified disability—may use an accommodation that appropriately matches the examinee’s needs. ACT recommends that examinees who use accommodations have a formally documented need as well as relevant knowledge and familiarity with these tools. Policy decisions regarding who may use accommodations rests with your local governing educational authority. Refer to your local education policy for specific advice related to accommodations use.

Test coordinators must select accessibility supports through the online PNP process in the administration platform.

For further information about accommodations and accessibility, see the *Accessibility User’s Guide: Summative Testing* on the Wisconsin State testing web page.

## Test Room Requirements

The test coordinator selects and reserves the test rooms. Test rooms must meet several requirements that help ensure a fair and secure test environment.

All examinees testing in the same room are required to take the same grade and subject tests.

### Test Environment

To ensure a fair and secure test environment:

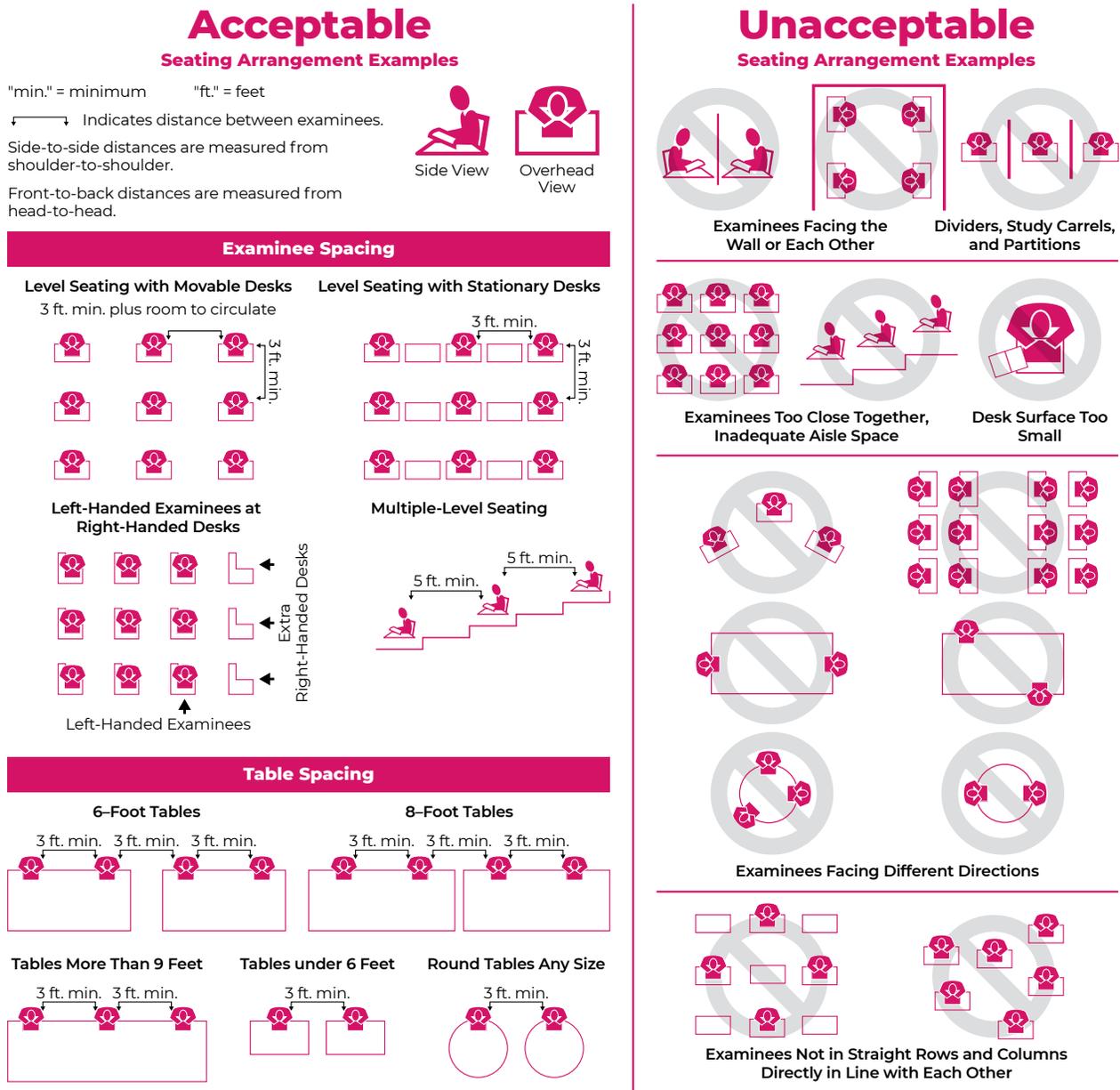
- Remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.
- Ensure that examinees will be able to hear the room supervisor without difficulty.
- Ensure writing surfaces are large enough to accommodate a test booklet and answer document side-by-side. Lapboards may not be used.

## Arranging Test Rooms

Arrange the room so that:

- The room supervisor will be facing the examinees during testing
- Testing staff can freely move around the room and reach each examinee
- Testing staff will have a clear view of all examinees and materials
- Seating minimizes the possibility of prohibited behavior

See Figure 1, following, for examples of acceptable and unacceptable seating arrangements.



**Figure 1.** Examples of Seating Arrangements

# Test Administration Procedures

Individual test booklets include one subject test. The answer documents provided are specific to that subject test.

Prior to beginning a test session, the following should be completed:

- Before testing, verify that you have only the test materials for the examinees in your room. Count the materials for accuracy. If there are any discrepancies, contact your test coordinator for further instructions.
- If any examinee does not have a prepared answer document (with a pre-ID label, or manually gridded), contact your test coordinator for further instructions. The test coordinator will need to determine if a prepared answer document can be located.
- Familiarize yourself with the front cover of the answer document to ensure secure distribution of the documents. It is important that the correct answer document is given to the correct examinee before beginning the test.
- Set up the test room. See "Test Room Requirements," page 10.
- If any examinees are testing with accessibility supports, make sure the administration platform has all appropriate PNPs assigned for the examinee in advance of testing.
- If you are administering a mathematics test, please check examinees' calculators before testing (see "Calculator Policy," page 4).
- Examinees should not be allowed to do other work or look at any materials if they finish the test early.

No one except the examinees should be allowed to examine the contents of any test booklet or answer document, except in cases of noting defective materials (see "Damaged or Contaminated Test Materials," page 8).

The time allowed to complete different subject tests varies by grade and subject. All examinees in the same room must take the same subject and grade tests.

*Note: Examinees should not do other work or look at any materials if they finish testing early.*

# Verbal Instructions

**Study these instructions before test day.** On the test day, follow the instructions for the subject test and grade level being administered in your room. It may be helpful to mark or highlight the appropriate set of instructions in this manual ahead of time.

## Test Times

The test times indicated in the verbal instructions reflect standard testing conditions. For examinees testing with accommodations, adjust the verbal instructions to reflect the appropriate test times (see Table 2, page 6).



**Turn to the grade-specific instructions that apply to the test you are administering.**

English ..... 14

Mathematics ..... 18

Reading..... 22

Science ..... 26

Writing..... 30

# English

**Before the test**, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to allow examinees to follow the instructions. Test instructions may be repeated.

**When all examinees have been admitted and seated and everyone has a pencil, greet the examinees and say:**

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

**Distribute the test materials:**

- Hand examinees their test materials **individually**. Do not allow examinees to pass answer documents and test booklets back or across aisles. It's important that the correct answer document is given to the correct examinee.
- Keep an exact count of the number of test materials distributed.

**When everyone has a corresponding test booklet and answer document, say:**

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

**Look around the room and make sure each examinee's test booklet and answer document match. When each examinee's test materials match, continue by saying:**

- **Bubble the test form code from the test booklet on the answer document in Box D.**

*(Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.)*

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give examinees time to print their names. Move around the room to verify that they have done so.

**When all examinees have printed their names, say:**

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is *[provide today's date]*. Fill in the circle next to *[provide the month]*. Next write *[provide the date and year]* in the boxes.

Fill in the appropriate circles below each box. . . .

**When everyone is finished filling out the pretest information on their materials, say:**

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

**Then say:**

This test asks questions about writing in English. Some questions are based on short passages. Read each passage before you answer the questions.

### **Multiple-choice questions**

- Read the question and then choose the best answer from the answer choices given.
- Some questions refer to specific text. In many cases, you will be given alternatives for this text. Choose the best alternative. If you think the original text is best, choose "NO CHANGE."

- Some questions ask about a section of the passage or about the passage as a whole. These questions may be identified by a number in a box. Sometimes, the paragraphs or the sentences of a paragraph will be numbered and referred to in these questions.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

**Note:**

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

**When examinees have finished reviewing instructions, say:**

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 45 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 6.) Do not use a cell phone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure:

English		
START	5 minutes remaining	STOP

If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

**When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:**

You have five minutes remaining on this test.

**When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:**

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. **Do not put your answer document in your test booklet.** Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that examinees have done the following:

- Gridded the test form code on the answer document (Box D)
- Entered the test date information on the answer document (Box H)
- Printed their names on the answer document (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss examinees before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that examinees do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

# Mathematics

**Before the test**, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to allow examinees to follow the instructions. Test instructions may be repeated.

**When all examinees have been admitted and seated and everyone has a pencil, greet the examinees and say:**

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and calculators and turn off all electronic devices.

The test materials will now be distributed.

**Distribute the test materials:**

- Hand examinees their test materials **individually**. Do not allow examinees to pass answer documents and test booklets back or across aisles. It's important that the correct answer document is given to the correct examinee.
- Keep an exact count of the number of test materials distributed.

**When everyone has a corresponding test booklet and answer document, say:**

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

**Look around the room and make sure each examinee's test booklet and answer document match. When each examinee's test materials match, continue by saying:**

- **Bubble the test form code from the test booklet on the answer document in Box D.**

*(Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.)*

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give examinees time to print their names. Move around the room to verify that they have done so.

**When all examinees have printed their names, say:**

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is *[provide today's date]*. Fill in the circle next to *[provide the month]*. Next write *[provide the date and year]* in the boxes.

Fill in the appropriate circles below each box. . . .

**When everyone is finished filling out the pretest information on their materials, say:**

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

**Then say:**

Inside this booklet are questions about mathematics. Some questions are multiple-choice. Others ask you to write a short answer.

**Multiple-choice questions:**

- There is one correct answer.
- Read the question and then choose the correct answer.
- On the answer document, completely fill in the circle that goes with the answer you think is correct.
- If you decide to change your answer, erase your first answer completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.

**Short-answer questions:**

- Write your answer on the answer document.
- Write your entire answer inside the box that goes with the question.
- Your response will be evaluated on how well it explains and justifies the mathematics of the question.
- If you use calculations to support your answer, give both the result and what you calculated (for example, in addition to giving 3.3, also explain that it was a calculation of  $23 \div 7$  rounded to tenths).

Note: Unless there is an indication otherwise, assume the following:

1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

You may use a calculator for any questions you choose. Some questions are best answered without using a calculator.

Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.

Begin working on the test when you are told to do so.

If you finish the test before time is called, you should use the remaining time to review your work.

When time is called, lay down your pencil immediately.

You may NOT change your answers in any way after time is called.

**When examinees have finished reviewing instructions, say:**

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 75 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 6.) Do not use a cell phone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure:

Mathematics		
_____	_____	_____
START	5 minutes remaining	STOP

If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

**When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:**

You have five minutes remaining on this test.

**When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:**

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. **Do not put your answer document in your test booklet.** Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that examinees have done the following:

- Gridded the test form code on the answer document (Box D)
- Entered the test date information on the answer document (Box H)
- Printed their names on the answer document (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss examinees before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that examinees do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

# Reading

**Before the test**, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to allow examinees to follow the instructions. Test instructions may be repeated.

**When all examinees have been admitted and seated and everyone has a pencil, greet the examinees and say:**

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

**Distribute the test materials:**

- Hand examinees their test materials **individually**. Do not allow examinees to pass answer documents and test booklets back or across aisles. It's important that the correct answer document is given to the correct examinee.
- Keep an exact count of the number of test materials distributed.

**When everyone has a corresponding test booklet and answer document, say:**

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

**Look around the room and make sure each examinee's test booklet and answer document match. When each examinee's test materials match, continue by saying:**

- **Bubble the test form code from the test booklet on the answer document in Box D.**

*(Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.)*

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give examinees time to print their names. Move around the room to verify that they have done so.

**When all examinees have printed their names, say:**

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is *[provide today's date]*. Fill in the circle next to *[provide the month]*. Next write *[provide the date and year]* in the boxes.

Fill in the appropriate circles below each box. . . .

**When everyone is finished filling out the pretest information on their materials, say:**

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

**Then say:**

This test asks you to read and then answer questions about each of several reading passages.

**Multiple-choice questions:**

- Read the question and then choose the best answer from the answer choices given.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

**Short-answer questions:**

- Write your entire answer inside the box that goes with the question.
- Use your best handwriting.
- Instructions for writing your answers are given in your answer document.

**Note:**

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

**When examinees have finished reviewing instructions, say:**

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 65 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 6.) Do not use a cell phone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure:

Reading		
_____	_____	_____
START	5 minutes remaining	STOP

If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

**When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:**

You have five minutes remaining on this test.

**When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:**

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. **Do not put your answer document in your test booklet.** Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that examinees have done the following:

- Gridded the test form code on the answer document (Box D)
- Entered the test date information on the answer document (Box H)
- Printed their names on the answer document (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss examinees before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that examinees do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

# Science

**Before the test**, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to allow examinees to follow the instructions. Test instructions may be repeated.

Remember, students may not use a calculator on this test.

**When all examinees have been admitted and seated and everyone has a pencil, greet the examinees and say:**

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

**Distribute the test materials:**

- Hand examinees their test materials **individually**. Do not allow examinees to pass answer documents and test booklets back or across aisles. It's important that the correct answer document is given to the correct examinee.
- Keep an exact count of the number of test materials distributed.

**When everyone has a corresponding test booklet and answer document, say:**

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

**Look around the room and make sure each examinee's test booklet and answer document match. When each examinee's test materials match, continue by saying:**

- **Bubble the test form code from the test booklet on the answer document in Box D.**

*(Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.)*

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give examinees time to print their names. Move around the room to verify that they have done so.

**When all examinees have printed their names, say:**

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is *[provide today's date]*. Fill in the circle next to *[provide the month]*. Next write *[provide the date and year]* in the boxes.

Fill in the appropriate circles below each box. . . .

**When everyone is finished filling out the pretest information on their materials, say:**

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

**Then say:**

This test presents multiple-choice questions and short-answer questions based on several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

**Multiple-choice questions:**

- Read the question and then choose the best answer from the four choices.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first answer completely.
- Mark an answer for every question even if you are not sure which answer is best.
- Instructions for marking your answers are given in your answer document.

**Short-answer questions:**

- Read the description of the task and then find in your answer document the number of the question.
- Write your answer in the lined box.
- Write your entire answer inside the box that goes with the question.
- Instructions for writing your answers are given in your answer document.

**Note:**

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

**When examinees have finished reviewing instructions, say:**

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 60 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 6.) Do not use a cell phone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure:

Science		
_____	_____	_____
START	5 minutes remaining	STOP

If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

**When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:**

You have five minutes remaining on this test.

**When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:**

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. **Do not put your answer document in your test booklet.** Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that examinees have done the following:

- Gridded the test form code on the answer document (Box D)
- Entered the test date information on the answer document (Box H)
- Printed their names on the answer document (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss examinees before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that examinees do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

# Writing

**Before the test**, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to allow examinees to follow the instructions. Test instructions may be repeated.

**When all examinees have been admitted and seated and everyone has a pencil, greet the examinees and say:**

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

**Distribute the test materials:**

- Hand examinees their test materials **individually**. Do not allow examinees to pass answer documents and test booklets back or across aisles. It's important that the correct answer document is given to the correct examinee.
- Keep an exact count of the number of test materials distributed.

**When everyone has a corresponding test booklet and answer document, say:**

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

**Look around the room and make sure each examinee's test booklet and answer document match. When each examinee's test materials match, continue by saying:**

- **Bubble the test form code from the test booklet on the answer document in Box D.**

*(Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.)*

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give examinees time to print their names. Move around the room to verify that they have done so.

**When all examinees have printed their names, say:**

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is *[provide today's date]*. Fill in the circle next to *[provide the month]*. Next write *[provide the date and year]* in the boxes.

Fill in the appropriate circles below each box...

**When examinees have finished reviewing instructions, say:**

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

**Then say:**

This is a test of your writing skills. You will have 40 minutes to write an essay in English. Before you begin planning and writing your essay, read the writing prompt carefully to understand exactly what you are being asked to do.

Your essay will be evaluated based on your ability to:

- explain and analyze a topic.
- support your ideas.
- stay focused on the task throughout the essay.
- organize ideas in a logical way.
- use language clearly and effectively according to the conventions of standard written English.

You may use the pages in this test booklet to plan your essay, but any writing in this test booklet will NOT be scored. Only the essay that you write in your answer document will be scored. **Write your essay in pencil on the lined pages in the answer document.**

**Note:**

You may not need all the lined pages, but to ensure that you have enough room to finish, do not skip lines. You may write corrections or additions neatly between the lines of your response. Do NOT write in the margins of the lined pages. **Illegible essays cannot be scored, so you must write clearly.**

Begin work on the test when you are told to do so. If you finish early, review and edit your essay to be sure it says what you want it to say.

Lay your pencil down immediately when time is called.

**When examinees have finished reviewing instructions, say:**

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 6.) Do not use a cell phone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure:

Writing		
_____	_____	_____
<b>START</b>	<b>5 minutes remaining</b>	<b>STOP</b>

If some examinees finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

**When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:**

You have five minutes remaining on this test.

**When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:**

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. **Do not put your answer document in your test booklet.** Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that examinees have done the following:

- Gridded the test form code on the answer document (Box D)
- Entered the test date information on the answer document (Box H)
- Printed their names on the answer document (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss examinees before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that examinees do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

# After Testing

To ensure that each examinee's answer document can be processed quickly and accurately, the room supervisor(s) should assemble and check the answer documents carefully.

- Turn all used answer documents the same way with the same side up.
- Turn all used test booklets the same way with the cover up.
- For any examinees who tested with large print or braille materials, transcribe the examinee's answers onto an answer document (see the "Transcribe Original Examinee Responses for Scoring" section in the *Accessibility User's Guide: Summative Testing*). Failure to do this will prevent the examinee from receiving a score.
- Keep unused answer documents and test booklets separate.
- Use the Testing Irregularity Report at the end of this manual and the irregularity reporting tool in the administration platform to describe any deviations from testing procedures described in this manual. Remind the test coordinator to enter all irregularities in the administration platform.
- Ensure the correct number of answer documents for each test subject is being returned for scoring.
- Return all materials listed above and examinees' scratch paper to your test coordinator.

## Submit an Irregularity Report

It may be the room supervisor's responsibility to submit an Irregularity Report for each occurrence of a group or individual irregularity. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of any examinees involved.

1. Select the **Testing** icon.
2. Select **Student Tests** to access the Student Tests screen.
3. Check the box next to the examinee(s) affected by this irregularity or type under **Find Student Tests**, then select **Search**.

*Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.*

4. In the **Tasks** pane, select **Manage Irregularities** and then select **Start**. The Manage Irregularities screen appears, displaying all tests for the selected examinees.
5. Check the box next to each of the selected tests (do not skip this step).

6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.

*Note:*

- Be sure the Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon pop-ups located to the right of this field. Select the calendar icon to access the calendar and choose the correct date. Next, select the clock icon at the bottom of the calendar and choose the correct time.
- The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement “Additional details on file” in the comments field, and keep a full written account of the irregularity in your files for 12 months.

7. Select **Apply to Selected**.

8. If another irregularity affects the same test(s), do the following:

- a. Uncheck the boxes next to each test.
- b. Select the “+” icon to the right of each examinee to add another entry line to each examinee.
- c. Check the box next to the new line.

*Note: The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.*

- d. Repeat steps 6–8.
9. When finished entering irregularities, select **Save** and then select **Exit Tasks**.

# ACT Aspire Testing Irregularity Report

Complete ONLY if irregularities occurred. PLEASE PRINT

Testing School Name \_\_\_\_\_ City, State \_\_\_\_\_ Room Number/Name \_\_\_\_\_  
 \_\_\_\_\_ Test Date \_\_\_\_\_

Note all irregularities (individual and group) on this form. Enter the appropriate information and/or check in each column and provide additional explanation. ATTACH VOIDED ANSWER DOCUMENTS (do not staple) to this form. Return this completed form to your school's test coordinator.

## INDIVIDUAL IRREGULARITIES

Strudent's Name	Test Booklet Form/Serial Number of Examinee's Test Booklet Barcode upper left front cover	Time When Irregularity Occurred	Type of Irregularity (Check all applicable)						Answer Document (Check one)
			Illness	Unauthorized Calculator Use	Marking Ovals After Time	Timing Questioned	Phone, Alarm, Other Devices	Other	
Name: Barcode #: Form #: Explanation:									<input type="checkbox"/> Void <input type="checkbox"/> Not Void
Name: Barcode #: Form #: Explanation:									<input type="checkbox"/> Void <input type="checkbox"/> Not Void
Name: Barcode #: Form #: Explanation:									<input type="checkbox"/> Void <input type="checkbox"/> Not Void

## GROUP IRREGULARITIES

Number of Examinees in Room	Time when Irregularity Occurred	Duration of Irregularity	Description of Irregularity (Attach separate sheet if more space is required.) Be prepared to provide a list of examinees affected by this irregularity.

Room Supervisor's Name (Please Print) \_\_\_\_\_ Test Coordinator's Initials \_\_\_\_\_

**ACT**<sup>®</sup>