



Wyoming Department of Education

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MEMORANDUM NO. 2010-142

TO: School District Superintendents
Junior High and High School Principals
Junior High and High School Counselors
District Testing Coordinators
District Curriculum Coordinators

FROM: Sean Moore, Hathaway Scholarship Program
Educational Quality & Accountability Division 

DATE: August 23, 2010

SUBJECT: EXPLORE Tests Ordering Process for 2010-2011 School Year

IMPORTANT & TIME SENSITIVE INFORMATION

The Wyoming Department of Education (WDE) will again provide reimbursement for the EXPLORE test for the 2010 – 2011 school year. Through this program, WDE will make available Grade 8 testing for the EXPLORE test for all public and alternative 8th grade students in your district.

The purpose of this communication is to provide you with a brief program overview and a copy of the attached *Online Test Materials Ordering Manual for EXPLORE* which is included with this letter. **Only orders placed through this process will be reimbursed by the Wyoming Department of Education.**

Key Dates:

Online Materials Order Window: **August 23, 2010, through September 10, 2010**

Orders for EXPLORE test materials must be placed online during the above window. **Test materials for all schools in your district must be ordered at the same time.** Only one person may order for each district. ACT will ship test materials directly to the schools.

Testing Window: **October 11, 2010 through November 5, 2010**

All testing must take place during this window to be eligible for funding.

Answer Document Return Deadline: **November 19, 2010**

ACT will begin generating your district-level reports immediately following the Answer Document Return Deadline. Answer documents received after November 19th will not be included in district reporting.

Wyoming Department of Education Answer Document Cut-off Date: **November 26, 2010**

ACT will not process answer documents received after November 26th. Districts may choose to pay for processing of late materials at their own expense; however, this data will not be included in state reporting.

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Important Additional Information for 2010-11 EXPLORE State Testing:

Eligibility:

Reimbursement will only be made available for Grade 8 testing for EXPLORE. If your District wishes to test other grades at **its own expense**, it may do so but must order through ACT's **EXPLORE national program** website. All orders placed via that site will be billed directly to the district and are ineligible for Wyoming Department of Education reimbursement.

Test Materials Ordering:

ACT will provide basic overages of all standard-time test materials as follows:

- School orders of 1-200 students will receive an overage of 5
- School orders of 201-500 students will receive an overage of 10
- School orders of 501-1000 students will receive an overage of 15

Important Note: This is the last year ACT will offer audio cassettes as a special testing format. Please encourage your schools to utilize audio CD's as the preferred option whenever possible.

Federal Guidelines:

Beginning this year, ACT will collect and report information pertaining to race/ethnicity data in accordance with the new reporting guidelines issued by the U.S. Department of Education. Specific instructions for gathering this data will be included in the EXPLORE Test Supervisor's Manual. In addition, to comply with federal guidelines on data security involving personally identifiable information, all data files on CD will now be encrypted. ACT will send instructions separately on decrypting the data CD.

Pre-ID Labels for Accuracy and Efficiency:

The Wyoming Department of Education recommends the use of Pre-ID student identification labels to improve the accuracy of student demographic data and reduce administration time. After placing your materials order online, ACT will accept Pre-ID orders via the link provided in your confirmation e-mail. Please note that no Pre-ID orders will be accepted by ACT without a materials order in place for that school.

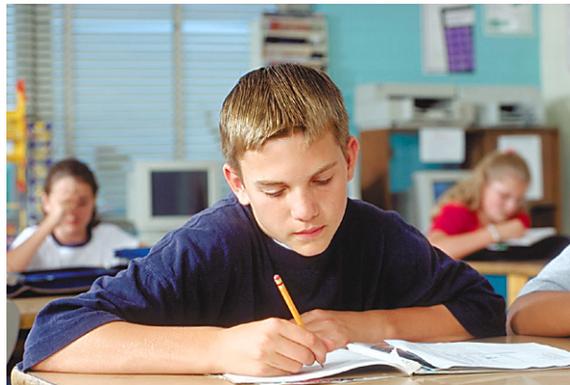
Test Materials Return:

ACT will now provide free USPS prepaid return envelopes for return of Answer Documents and administrative materials.

If you have questions about this information, please contact Sean Moore, WDE, at 307-721-1905 or smoores@educ.state.wy.us, or ACT Customer Services at **1-800-553-6244, ext. 1892** for EXPLORE. The Wyoming Department of Education and ACT look forward to working with you and your staff on another successful EXPLORE administration.

SM:al
Attachment

2010 - 2011 Online Test Materials Ordering Manual for **EXPLORE**[®]



ACT Customer Services

EXPLORE: 800/553-6244, ext. 1892, EXPLORECustomerService@ACT.org

Before beginning the ordering process for each assessment, make sure you have the following information available in addition to this Ordering Manual:

- **The Cover Letter from the Wyoming Department of Education (WDE) with Key Dates for 2010-2011**

- **For each School in your district:**
 - School Name, Contact Name, Contact E-mail
 - School Shipping Address, City, and Zip Code
 - School **Test Materials Delivery Date** – This is defined as the date by which each school needs to *receive* their test materials in sufficient time to prepare for testing. ACT recommends a minimum of 1 week prior to the actual test date.
 - Total number of students testing for each school, number of accommodated testing materials required and the number of Spanish versions of “Why Take EXPLORE” required.

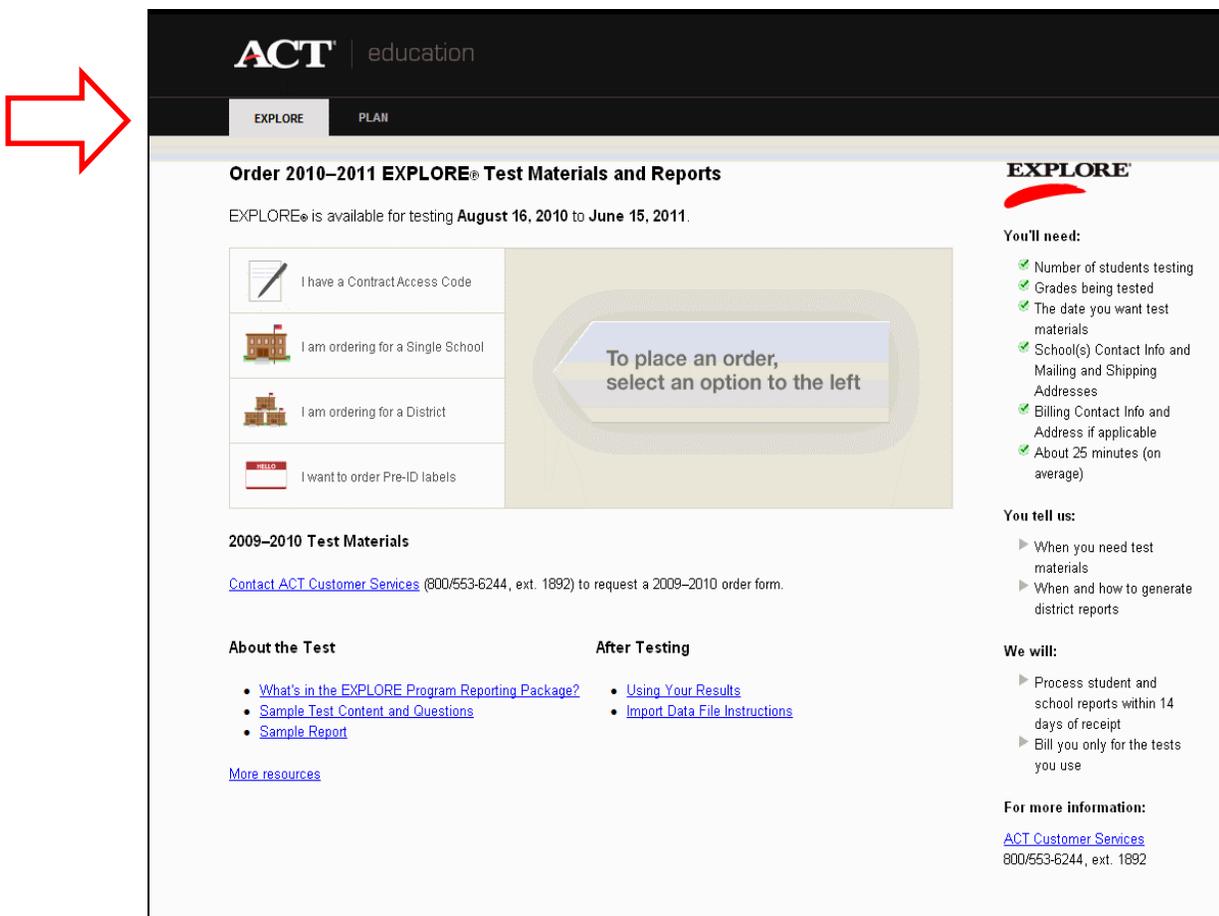
- **For your District:**
 - District Name, Contact Name, Contact E-mail, Contact Phone Number
 - District Mailing Address, City and Zip Code
 - District Reports Shipping Address, City and Zip Code (if different from above)
 - The date upon which ACT may begin processing your district reports. This date is referred to as the **Answer Document Return Deadline**.

- **About 25 minutes of time – The average number of minutes it takes to complete your district’s online order for EXPLORE.**

PLEASE NOTE: Test materials for all schools in your District must be ordered at the same time!

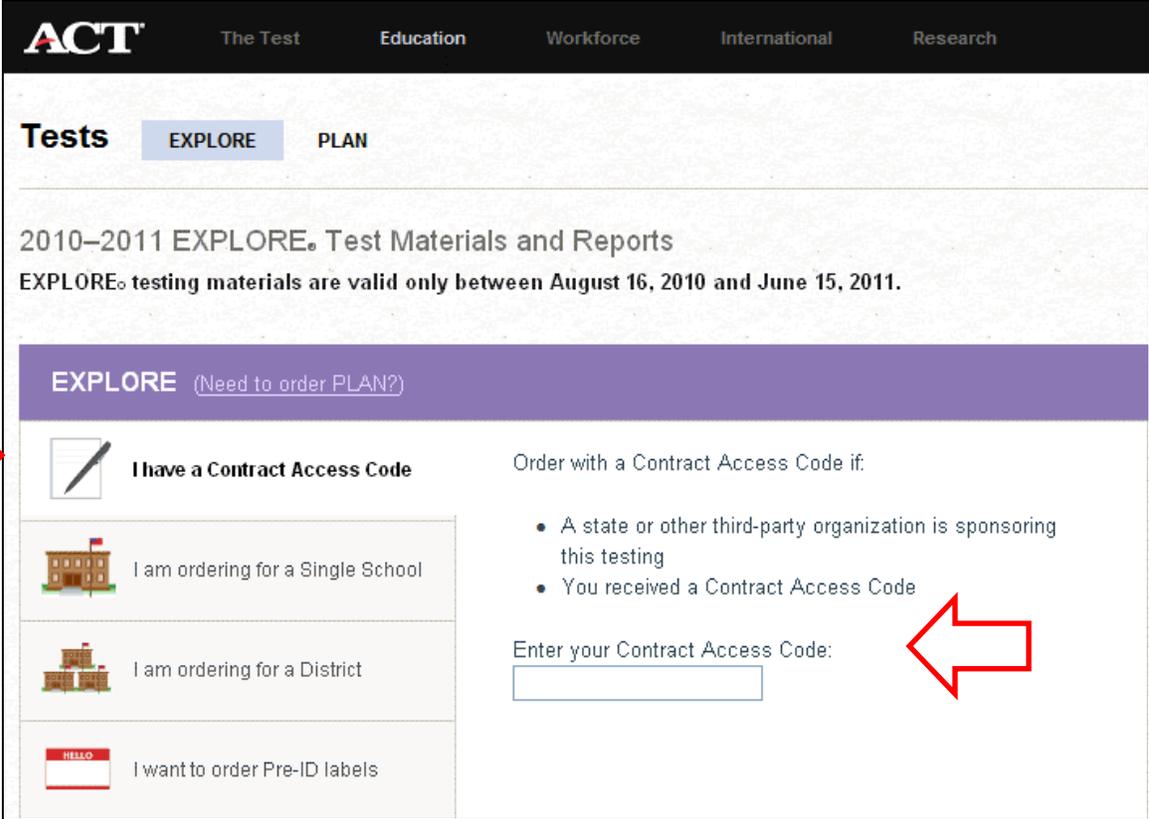
Now you're ready to begin ordering EXPLORE!
Type in the following web address (URL):
<http://act.org/education/order/>

Step 1: Select the EXPLORE tab at the top of the page to begin.



The screenshot shows the ACT education website interface. At the top, the ACT logo and 'education' text are visible. Below this, there are two tabs: 'EXPLORE' and 'PLAN'. A red arrow points to the 'EXPLORE' tab, which is currently selected. The main content area is titled 'Order 2010–2011 EXPLORE® Test Materials and Reports'. It states that EXPLORE is available for testing from August 16, 2010, to June 15, 2011. There are four options for ordering: 'I have a Contract Access Code', 'I am ordering for a Single School', 'I am ordering for a District', and 'I want to order Pre-ID labels'. A central graphic says 'To place an order, select an option to the left'. On the right side, there is a list of requirements under 'You'll need:' and 'You tell us:'. The 'You'll need:' list includes: Number of students testing, Grades being tested, The date you want test materials, School(s) Contact Info and Mailing and Shipping Addresses, Billing Contact Info and Address if applicable, and About 25 minutes (on average). The 'You tell us:' list includes: When you need test materials and When and how to generate district reports. Below the ordering options, there is a section for '2009–2010 Test Materials' with a link to 'Contact ACT Customer Services'. There are also sections for 'About the Test' and 'After Testing' with various links. At the bottom right, there is a 'For more information:' section with a link to 'ACT Customer Services' and the phone number 800/553-6244, ext. 1892.

Step 2: Click on the top selection on the left hand side marked below, next to the paper and pencil marked “I have a Contract Access Code.” The screen below will appear:



The screenshot shows the ACT website interface. At the top, there is a navigation bar with the ACT logo and links for 'The Test', 'Education', 'Workforce', 'International', and 'Research'. Below this, there is a 'Tests' section with 'EXPLORE' and 'PLAN' buttons. The main content area is titled '2010–2011 EXPLORE® Test Materials and Reports' and includes a note: 'EXPLORE® testing materials are valid only between August 16, 2010 and June 15, 2011.' A purple banner highlights the 'EXPLORE' section with a link '(Need to order PLAN?)'. On the left side, there are three options: 'I have a Contract Access Code' (selected with a red arrow), 'I am ordering for a Single School', and 'I am ordering for a District'. Below these is an option for 'I want to order Pre-ID labels'. On the right side, there is a section titled 'Order with a Contract Access Code if:' with two bullet points: 'A state or other third-party organization is sponsoring this testing' and 'You received a Contract Access Code'. Below this is a text input field labeled 'Enter your Contract Access Code:' with a red arrow pointing to it.

Step 3: Enter your Contract access code into the box on the screen above. For EXPLORE, your Contract access code is 151WY11E.

Step 4: Click on “Place an Order under this Contract.”

SCHOOL ORDER DETAILS TAB

Step 1: Enter information for each school in your district. Begin by entering the first school's contact name and e-mail.

1. PARTICIPATION AGREEMENT 2. SCHOOL ORDER DETAILS 3. DISTRICT DETAILS 4. SHIPPING 5. REVIEW ORDER 6. ORDER CONFIRMATION

Order Summary

You will have the option to edit your selections when you review your order.

School Order Details

Enter information for each school in the district. Only schools identified here that return their answer documents by the deadline will be included in district reports.

School Contact Person

First Name Last Name

E-mail

Step 2: Select the School City below. If you do not see the City listed, select “My City is not listed here.” You will be allowed to manually enter the city name in the address section.

Step 3: Use the “Site” Drop down Menu above to select the School Name. If your School Name is not listed select “My Site is not listed here.” You will be allowed to manually enter the site name in the address section.

Important Note: You must use the correct school name in order to guarantee accurate reporting and billing. Selecting an incorrect school name will create reporting issues.

Step 4: Enter the School Shipping Address Information where noted below. Note that this cannot be a P.O. Box.

Step 5: You may now enter the Order Details for this school. Begin by selecting a **Test Materials Delivery Date** for this school as noted below.

The **Test Materials Delivery Date** should be at least seven days before the test date whenever possible to allow schools sufficient prep time.

Step 6: Enter the Total Number of Students Testing for This School as indicated below. ACT will include standard time test material overages as described in your cover letter.

Total Number of Students Testing for This School
*Order for the number of students you plan to test for this school. ACT will include extra test materials at no charge.
 Do not share materials with other schools as it will lead to inaccurate reports.*

Step 7: Enter the Accommodated Testing Materials order quantities as well as the Optional Resources quantities needed for this school site.

Accommodated Testing Materials
 (Some materials may be reused during this testing year)

Quantity	Product
<input type="text"/>	Large Print Test Booklet (Large Print is not reusable)
<input type="text"/>	Reader's Script
<input type="text"/>	Braille Test Booklet
<input type="text"/>	Audio CD
<input type="text"/>	Audio Cassette

Other Optional Resources

Quantity	Resource
<input type="text"/>	<i>¿Por qué presentar el examen EXPLORE?</i> (Why Take EXPLORE?, Spanish Translation)
<input type="text"/>	Class/Group Headers

Step 8: If you have more school orders to place, click on the “Save and Add another School” button below, then repeat the steps above. If you’ve made a mistake and would like to start over, click “Clear.” This will clear the data you have entered and begin again. When you are finished ordering for all the schools in your district, select “Save School and Continue.”

Step 9: The ordering website will now take you to an Order Summary page. This will allow you the chance to review your ordering information and address District Report Timing. If you wish to make a change to your order, you will have the opportunity to do so in the “Review Order” tab referenced on page 11.

Step 10: ACT will begin generating your District level reports immediately following the Answer Document Return Deadline (ADRD). Answer documents received after November 19th will not be included in District reporting.

Step 11: Once you have selected your District Answer Document Return Deadline click on “Enter District Details” as noted below.

DISTRICT DETAILS TAB

Step 1: Select your District City and then use the “Site” Drop down Menu below to select your District Name. If your District Name is not listed, select “My Site is not listed here.” You will be allowed to manually enter the District name in the address section.

Important Note: The correct district name is crucial to accurate reporting and billing. Selecting another name in the drop down menu will create reporting issues.

Step 2: Enter the District Mailing Address, City, State and Zip where indicated above.

Step 3: Enter the Contact Information for the person responsible for the district order as noted below. Be sure to include an accurate e-mail address, as this will be utilized by ACT for confirmation e-mails and status updates on your order.

Person Responsible for District Order	
First Name	Last Name
<input type="text"/>	<input type="text"/>
E-mail	
<input type="text"/>	
<small>The order confirmation and status updates will be sent to this e-mail address.</small>	
Confirm E-mail	
<input type="text"/>	
Phone	Fax (optional)
<input type="text"/>	<input type="text"/>
<small>xxx-xxx-xxxx</small>	<small>xxx-xxx-xxxx</small>

Step 4: Select and/or enter any special instructions on the screen below regarding billing. Now click on the button marked “Specify Shipping Options.”

SHIPPING TAB

Step 1: Confirm your district shipping information. Testing Materials, School and Student Reports are shipped to School sites as designated by the WDE agreement with ACT. District Reports can be shipped to either the district address you provided earlier or an alternative address (i.e. Superintendent’s office). If you select “A different District Address,” you will be asked to provide an additional contact name and address information. Once you have completed this section, select “Review Order” as noted below.

Shipping
Ship Testing Materials To <input checked="" type="radio"/> Individual school addresses
Ship Student Score Reports and School-Level Reports for Distribution To (Districts will receive district-level reports and copies of school-level reports) <input checked="" type="radio"/> Individual school addresses
Ship District Reports To <input type="radio"/> District address <input type="radio"/> A different District address
<input type="button" value="Review Order"/>

REVIEW ORDER TAB

Step 1: This is your FINAL opportunity to verify your order is correct, so carefully review all data displayed. If you need to update/edit a school, click the edit icon next to the school. To delete a school, click the delete icon next to the school order. To add a school, select “Add School to Order” as indicated below.

Step 2: Once you have confirmed your individual school orders are accurate, carefully review all the remaining information on the page, including your District Answer Document Return Deadline date, District Address and Contact information, etc. Then click on “Place Order” as indicated below.

ORDER CONFIRMATION TAB

Step 1: You have now arrived at the Order Confirmation screen. This includes all pertinent information in your final order, including your order confirmation number.

Step 2: You will also receive a confirmation e-mail shortly after you place your order, confirming that your order has been received. Be sure to print out this e-mail for your records and note the Answer Document Return Deadline so that you may inform your schools.

Step 3: Contact ACT Customer Services at the e-mail or phone shown on the order confirmation screen above if you have any questions or concerns regarding your order. The contact information is also shown on the front page of this manual.

Step 4: Determine your next steps. ACT would appreciate your completing a one minute online survey evaluating your order experience. We welcome the opportunity to hear from users, and take suggestions into consideration.

PRE-ID LABELS

ACT strongly recommends the use of Pre-ID labels to improve the accuracy of student demographic data, to reduce administration time and to speed processing of scoring and reporting. There is no charge for Pre-ID labels. After your materials order is placed, ACT will accept Pre-ID orders for your district.

Pre-ID labels are usually shipped within 15 business days of submission to ACT, provided they are in the correct format.

Step 1: Click on the link on either the Order Confirmation Tab or the Confirmation e-mail to “Order Pre-ID Labels” as noted below. The URL is <http://act.org/education/order/>.

HELPFUL INFORMATION

Be sure to check out the helpful links available at <http://act.org/education/order/> including information on using your results, sample score reports, details on our reporting packages, plus much more.

Reporting Guidelines:

- Student score reports and school level reports and data files will be shipped to schools approximately 3 weeks after the answer documents are returned to ACT.
- District-level aggregate reports and data files will be shipped to districts approximately 8 weeks after the Answer Document Return Date of November 19th.

Thank you for ordering Wyoming
EXPLORE!

