

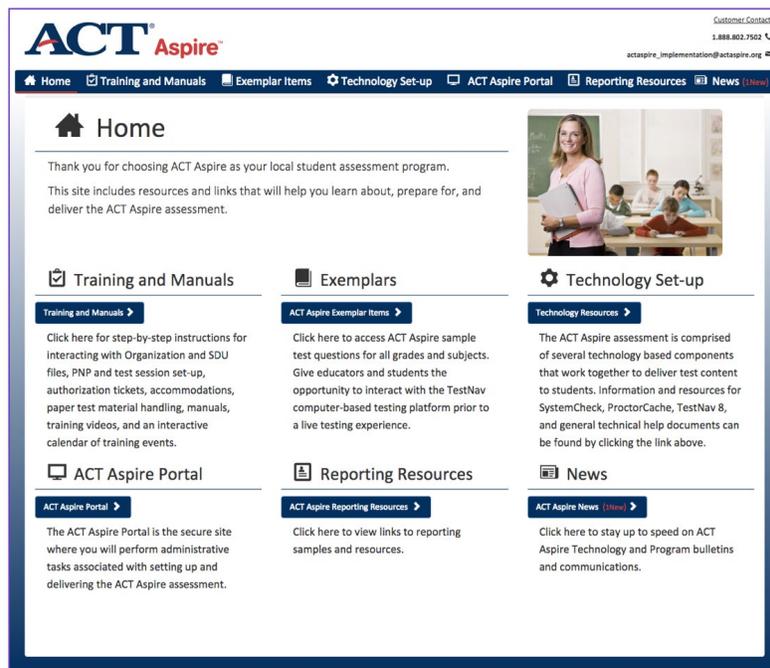


Room Supervisor Manual

Paper Summative Testing

Visit actaspire.pearson.com for links to the following sites:

- ACT Aspire Portal administrator/teacher sign in
- ACT Aspire System Check for TestNav 8
- ACT Aspire Student Sandbox
- Avocet (a collection of manuals, guides, and help sheets)
- ACT Aspire Training Management Site (TMS)
- Many more helpful resources



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Overview

This manual contains the instructions for administering the ACT Aspire® Early High School (EHS [Grades 9–10]) English, Mathematics, Reading, Science, and Writing subject tests. It refers to a test coordinator and a room supervisor. The test coordinator is the main ACT contact at your school and the person who makes arrangements for the test administration. You, as the room supervisor, are responsible for the secure administration of the tests to the students in your room. It is important that you become familiar with the procedures and instructions in this manual in advance of the test day to ensure that the tests are administered in a standard manner. This *Room Supervisor Manual* is specific to the testing of students using the paper testing format. The Wyoming Department of Education must give approval in order to administer paper tests.

In addition to this manual, all training and test administration resources are available online on the websites associated with ACT Aspire: actaspire.tms.pearson.com houses training videos, actaspire.avocet.pearson.com includes links to other training materials, and actaspire.pearson.com has access to many more resources.

Policies and Procedures

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

Standardized Procedures

Throughout this manual, there are detailed directions for securing test materials and administering tests in a standardized manner.

Relatives or guardians of students taking ACT Aspire should not serve in the role of room supervisor in the same testing room as the student relative. It is permissible for relatives or guardians of testing students to serve as a room supervisor in the same school/district as a related student, provided that student tests in a different room. In such circumstances, the district/school should monitor the testing process so that test coordinators 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 (An exception is provided for American Sign Language interpreters assisting ASL students. See the "Preparation for Signing Test Items" section in Appendix C of the ACT Aspire *Accessibility User's Guide*.)
- photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items (An exception is provided for students who need to utilize digital scanning magnification for test items. See the ACT Aspire *Accessibility User's Guide*.)
- taking notes about test questions or any paraphrase of test questions to aid in preparing students for testing
- aiding or assisting a student with a response or answer to a secure test item, including providing formulas
- rephrasing test questions for students

- creating an answer key or “crib sheet” of answers to test questions
- editing or changing student answers after completion of the test, with or without the student’s permission
- allowing students 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 students, staff, or others
- allowing students to test longer than the permitted time
- failing to return and account for all testing materials after the testing session has ended

Test Security

To ensure the integrity of your students’ ACT Aspire results, testing personnel 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 Aspire after testing. ACT Aspire assessments must be administered by school or district personnel.

Investigations

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

Equal Treatment

All staff are required to administer and supervise ACT Aspire in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act, which covers available testing accommodations.

Fair Testing Practices

ACT and its affiliates endorse the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, guides to the conduct of those involved in educational testing. ACT and its affiliates are committed to ensuring that each of their testing programs upholds the guidelines in each *Code*.

ACT Aspire Data Use

Student scores and other information provided on their answer documents for ACT Aspire are governed by the [ACT Aspire data use policy](#).

Guidelines for Administering the Tests

Use of Calculators on ACT Aspire

Students are allowed, but not required, to use an approved calculator on the EHS Mathematics test. Students are encouraged to use an approved personal calculator they are familiar with.

The use of calculators is not permitted on any other subject test. Unless a calculator is provided by the school, each student is responsible for bringing his or her calculator to the test and making sure it works properly. Students 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. Students are not allowed to share calculators during testing.

It is the school's responsibility to confirm that all calculators used by students are approved before testing. A list of permitted and prohibited calculator models can be found on the Avocet website ([Avocet/Calculators/Calculator FAQ](#)).

Scratch Paper

If students need to do scratch work during the test, it should be done in the test booklet. However, students are allowed additional scratch paper if they request it. On each additional blank sheet given to a student, have the student write his or her first and last name, school name, subject he or she is currently testing, and school grade at the top. All scratch paper must be collected at the end of each session and filed locally or securely destroyed by the test coordinator.

Unauthorized Testing Aids

The use of notes or any English dictionary is not permitted. If a foreign language (word-for-word) dictionary is approved for a student, this is permitted (see the ACT Aspire *Accessibility User's Guide* located on the Avocet website).

Test Format

The English test consists of selected-response (multiple-choice) questions only. The Writing test includes one constructed-response item only. The other three subject tests include a

combination of selected-response and constructed-response items. All constructed responses must be given in English.

The number of subject tests your students will take will vary according to what your school registered students to take. Students may take up to five subject 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 1. 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, you will need to take administrative time of 5–10 minutes between each test to collect materials for the just-completed test 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 students be allowed to have access to test materials between testing sessions. The timing of each subject test varies by subject and grade (see Table 1).

Table 1 shows standard test form times and audio test form times.

Table 1. ACT Aspire Test Time by Subject (in minutes) for EHS

English	Math	Reading	Science	Writing
Standard Test Forms				
40	65	60	55	30
English Text Audio for Sighted, English Audio for Blind				
–	195	–	165	90

Announcement of Time Remaining

Make a verbal announcement of time remaining five minutes before the end of each test. Do not distract students during the test session with additional oral or written announcements of time remaining. If a clock is visible to all students in the testing room, you may post the Start and Stop times and/or time allowed for each test on the board (e.g., English test, 30 minutes: Start time—9:00, Stop time—9:30). 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 and stop times and the five-minutes-remaining time 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 students 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 voided. Fill in the “Y” circle in the Invalidate/Void section of the student’s answer document. Report any mistimings on the Testing Irregularity Report at the end of this manual and return the report to the test coordinator with your answer documents.

Bathroom Breaks

Students 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 student may leave the testing room at a time without being accompanied by testing staff. Collect the test booklet and answer document before the student leaves the room and return the test materials when the student returns. Such absences do not need to be recorded in the Testing Irregularity Report or in the irregularity reporting tool in the ACT Aspire Portal. **Do not leave students unsupervised in a testing room at any time.**

Electronic Devices

Students are not allowed to have cell phones, tablets, or any electronic communication devices on their person. Preferably they should not bring them into the testing room; if they do, these devices should be turned off and placed under the students' desks. A warning to students 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 students.

Use of Pencils for the Test

Students must use only No. 2 pencils when recording their responses in their answer document. Using pen for any of the responses (including the constructed-response items) will result in those items not being scored and subsequently the entire test if a student uses pen for all items.

Student Questions During Testing

Specific instructions about guessing are included in the verbal instructions for each test. If students 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 students 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 students refer to them.

If students note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of their comments and the test form number(s) on a copy of the Testing Irregularity Report.

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 ACT Aspire Customer Service at 888.802.7502 or email ACTAspire_Implementation@ACTAspire.org. Describe the nature of the defect on the Testing Irregularity Report and attach the defective booklet or document to the report.

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 student information from the ACT Aspire Portal onto an overage blank answer document.
- Record the security barcode number of the damaged and new booklets, if applicable.
- If possible, transcribe responses from damaged test material onto the blank document. If this is not possible, the student must be given an opportunity to retake.
- Destroy any contaminated material according to local biohazard protocols.
- Compile a list of damaged/contaminated test booklets and answer documents.

Prohibited Behavior

The following student behaviors are prohibited during administration of ACT Aspire tests:

- looking at someone else's test booklet or answer document
- giving or receiving assistance
- disturbing other students
- using notes or unauthorized testing aids
- using a calculator on any test other than the EHS Mathematics test
- sharing a calculator with another student
- using any device, including calculators, to share or exchange information at any time during the tests or during break (**All** electronic communication devices, including cell phones, must be turned off from the time the student is admitted to test until dismissal after testing concludes.)
- attempting to remove test materials, including test questions or answers, from the test room by any means
- filling in circles or answering questions after time has been called, even with the test booklet closed

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

If you OBSERVE any of these behaviors, collect the student's answer document and test booklet. Inform the student that his or her test will be voided/invalidated, and dismiss the student from the room. Fill in the "Y" circle in the Invalidate/Void section of the student's answer document. On the Testing Irregularity Report, include an explanation of why the answer document was voided and attach the voided answer document to the Testing Irregularity Report using a paper clip.

Reporting Irregularities in Testing Administration

The “**ACT Aspire Testing Irregularity Report**” at the end of this manual is intended for use as a record of any test administration irregularities that may affect student scores or analysis of ACT Aspire results. Recording an irregularity is not the same as voiding a student’s test and dismissing the student for prohibited behavior. Testing personnel should use the 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:

- A student engages in any instances of prohibited behavior as outlined above.
- A student becomes ill or leaves the room during testing.
- A student 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 students’ results.
- A student questions the accuracy or validity of an item.
- A student has a defective test booklet or answer document.

All Testing Irregularity Reports should be forwarded to your test coordinator after testing. Attach any voided answer documents or defective materials to the report.

All irregularity reports must also be entered using the correct coding by the test coordinator in the online ACT Aspire Portal for each test session.

Accessibility and Accommodations for ACT Aspire

ACT Aspire strives to provide equal access to *all* students, recognizing that some students need technological and other forms of 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 made available as needed to all students for the online or paper version of ACT Aspire.

“Open Access” tools are also available to all students, but they must be identified in advance in the ACT Aspire Online Portal and selected from the pull-down menu inside the test to be activated (online format), or they must be planned in advance and provided locally.

“Accommodations” are considered high-level supports that are needed by relatively few students and require special expertise, experience, and security protocols to select and use effectively. The system requires accommodation-level tools to be *requested in advance by educational personnel* on behalf of the student through the online ACT Aspire Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the student.

Administration of ACT Aspire with accommodation-level supports is a locally determined decision. In ACT Aspire, any student—with or without an identified disability—may use an accommodation that appropriately matches the student’s needs. ACT Aspire recommends that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify. This policy decision, however,

regarding who may use accommodation-level accessibility supports rests with your local governing educational authority. For specific policy advice regarding who is permitted to use an accommodation-level support in your area, please refer to your local educational policies.

The selection and use of accommodation-level tools require special expertise and resources. To be effective for an individual student, they must be carefully chosen. Any formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the PNP request process.

For both paper and online testing, test coordinators or room supervisors must select accommodations through the online PNP process in the ACT Aspire Portal.

See the ACT Aspire *Accessibility User's Guide*, available on the Avocet website, for further information on the types of accessibility tools and accommodations available and how to administer and record them.

Desirable Testing Conditions

All students in a room must take the same grade and subject tests.

- Rooms (including classrooms) used for testing should offer adequate writing surfaces, ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction.
- The writing surface should be large enough to accommodate a test booklet and answer document side-by-side. Students should not be distracted by inadequate writing surfaces. Therefore, lapboards must not be used.
- Whenever possible, plan to seat students in a block so all rows (side-to-side) and columns (front-to-back) have the same number of students, and seats are aligned both side-to-side and front-to-back. This arrangement simplifies the distribution, collection, and verification of test materials and minimizes the opportunity for students to observe another student's responses.
- Students should be seated a minimum of three feet apart shoulder-to-shoulder and a minimum of three feet apart front-to-back. All students should face the same direction. This minimizes opportunities to observe another student's responses and provides sufficient room for testing personnel to circulate through the room during testing.
- In each room, remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested.
- Students testing with extended time must be tested in a separate room from students testing with standard time.

Paper-Based Testing Seating Chart

Acceptable Seating Arrangement Examples

"min." = minimum "ft." = feet
 ↳ indicates distance between examinees
 Side-to-side distances are measured from shoulder-to-shoulder
 Front-to-back distances are measured from head-to-head



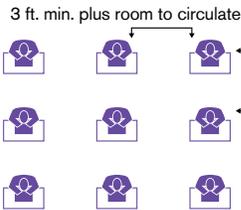
Side View



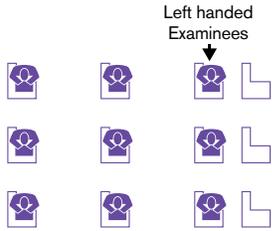
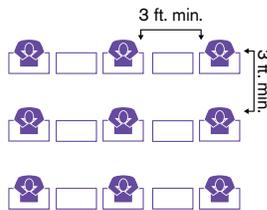
Overhead View

Examinee Spacing

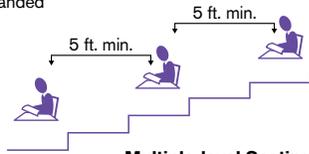
Level Seating with Movable Desks



Level Seating with Stationary Desks



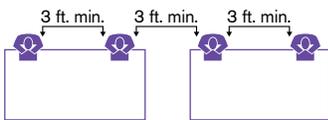
Left-handed Examinees at Right-handed Desks



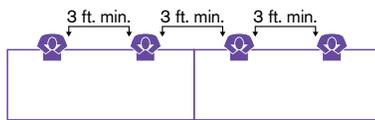
Multiple-level Seating

Table Spacing

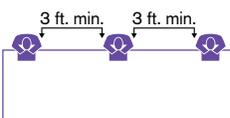
6-Foot Tables



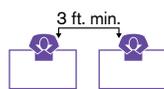
8-Foot Tables



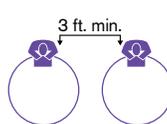
Tables more than 9 feet



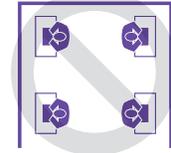
Tables under 6 feet



Round tables any size



Unacceptable Seating Arrangement Examples



Examinees Facing the Wall or Each Other



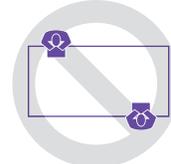
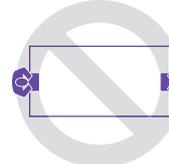
Desk Surface Too Small



Dividers, Study Carrels, and Partitions*



Examinees Too Close Together/Inadequate Aisle Space



Examinees Facing Different Directions



Examinees Not in Straight Rows and Columns Directly in Line with Each Other

*In accommodated situations, this seating arrangement is acceptable if appropriate steps are taken to ensure that examinees are supervised appropriately.

Test Administration Procedures

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

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

1. Before testing, verify that you have only the test materials for the students in your room. Count the materials for accuracy. If there are any discrepancies, contact your test coordinator for further instructions.
2. Familiarize yourself with the front cover of the answer document to ensure secure distribution of the documents. Remember to pass out answer documents and test booklets to each individual student—do not hand them down aisles. It is important that the correct answer document is given to the correct student before beginning the test.
3. Set up the testing room following the instructions in the “**Desirable Testing Conditions**” section.
4. If any students are testing with accommodations, mark the accommodations that will be administered in advance of testing.
5. If you are administering a mathematics test for EHS, please check students’ calculators before testing to ensure they meet the ACT calculator policy. A list of permitted and prohibited calculator models can be found on the Avocet website.
6. Students should not be allowed to do other work or look at any materials if they finish the test early.

No one except the students should be allowed to examine the contents of any test booklet or answer document, except in cases of noting defective materials (See “Defective Test Booklet or Answer Document” on page 7).

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

Verbal Instructions

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



Turn to the instructions that apply to the test you are administering.

English 13

Mathematics 17

Reading 21

Science..... 25

Writing 29

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 students to follow the instructions.

When all students have been admitted and seated and everyone has a pencil, greet the students 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 also 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 are now going to be distributed.

Hand each student his or her test materials individually in the exact order they were packaged. Do not re-sort the materials, alphabetically or otherwise. Do not allow students to pass test materials back or across aisles. 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 with the front cover showing and side by side on your workspace.

- **Bubble the test form number found on the test booklet on the answer document in Section D.**
- Read the 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, please raise your hand.

Give students time to grid and print the materials. Walk around the room to verify that they have done so.

When all students have gridded and printed the materials, 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. Do not write on your answer document until I tell you.

On the back cover of the answer document, locate Block H, Today's Date. Today's date is [provide today's date]. Fill in the oval 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 with 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. In the passages that follow, certain words and phrases are underlined and numbered. In the right-hand column, you will find alternatives for the underlined part. In most cases, choose the best alternative. If you think the original version is best, choose "NO CHANGE." In some cases, you will find in the right-hand column a question about the underlined part. You are to choose the best answer to the question.

You will also find questions about a section of the passage, or about the passage as a whole. These questions do not refer to an underlined portion of the passage, but rather are identified by a number or numbers in a box. Sometimes, the paragraphs or the sentences of a paragraph will be numbered and referred to in these questions.

Read each passage through once before you begin to answer the questions that accompany it.

Directions:

- In 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.
- Instructions for marking your answers are given in your answer document.

Please 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.

Do not open this booklet until told to do so.
You will have 40 minutes to complete this test.

When students have finished reviewing instructions, say:

Open your test booklet and begin work.

Set your stopwatch or interval timer for the exact time of the test, according to the subject. (See Table 1.)

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

English		
_____	_____	_____
START	5 minutes remaining	STOP

If some students 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. On the back of your answer document, find Block 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 students have done the following:

- gridded the test form number on the answer document (Block D)
- entered the test date information on the answer document (Block H)
- printed their names on their answer documents (Block 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 students 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 students 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.

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 students to follow the instructions.

When all students have been admitted and seated and everyone has a pencil, greet the students 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 also 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 are now going to be distributed.

Hand each student his or her test materials individually in the exact order they were packaged. Do not re-sort the materials, alphabetically or otherwise. Do not allow students to pass test materials back or across aisles. 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 with the front cover showing and side by side on your workspace.

- **Bubble the test form number found on the test booklet on the answer document in Section D.**
- Read the 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, please raise your hand.

Give students time to grid and print the materials. Walk around the room to verify that they have done so.

When all students have gridded and printed the materials, 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. Do not write on your answer document until I tell you.

On the back cover of the answer document, locate Block H, Today's Date. Today's date is [provide today's date]. Fill in the oval 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 with 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 answer you think is correct.
- 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.

Do not open this booklet until told to do so.

You will have 65 minutes to complete this test.

When students have finished reviewing instructions, say:

Open your test booklet and begin work.

Set your stopwatch or interval timer for the exact time of the test, according to the subject. (See Table 1.)

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

Mathematics		
_____	_____	_____
START	5 minutes remaining	STOP

If some students 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. On the back of your answer document, find Block 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 students have done the following:

- gridded the test form number on the answer document (Block D)
- entered the test date information on the answer document (Block H)
- printed their names on their answer documents (Block 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 students 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 students 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.

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 students to follow the instructions.

When all students have been admitted and seated and everyone has a pencil, greet the students 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 also 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 are now going to be distributed.

Hand each student his or her test materials individually in the exact order they were packaged. Do not re-sort the materials, alphabetically or otherwise. Do not allow students to pass test materials back or across aisles. 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 with the front cover showing and side by side on your workspace.

- **Bubble the test form number found on the test booklet on the answer document in Section D.**
- Read the 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, please raise your hand.

Give students time to grid and print the materials. Walk around the room to verify that they have done so.

When all students have gridded and printed the materials, 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. Do not write on your answer document until I tell you.

On the back cover of the answer document, locate Block H, Today's Date. Today's date is [provide today's date]. Fill in the oval 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 with 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 answer you think is correct from the answer choices given.
- In 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.
- 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.

Please 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.

Do not open this booklet until told to do so.

You will have 60 minutes to complete this test.

When students have finished reviewing instructions, say:

Open your test booklet and begin work.

Set your stopwatch or interval timer for the exact time of the test, according to the subject. (See Table 1.)

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

If some students 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. On the back of your answer document, find Block 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 students have done the following:

- gridded the test form number on the answer document (Block D)
- entered the test date information on the answer document (Block H)
- printed their names on their answer documents (Block 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 students 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 students 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.

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 students to follow the instructions.

When all students have been admitted and seated and everyone has a pencil, greet the students 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 also 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 are now going to be distributed.

Hand each student his or her test materials individually in the exact order they were packaged. Do not re-sort the materials, alphabetically or otherwise. Do not allow students to pass test materials back or across aisles. 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 with the front cover showing and side by side on your workspace.

- **Bubble the test form number found on the test booklet on the answer document in Section D.**
- Read the 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, please raise your hand.

Give students time to grid and print the materials. Walk around the room to verify that they have done so.

When all students have gridded and printed the materials, 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. Do not write on your answer document until I tell you.

On the back cover of the answer document, locate Block H, Today's Date. Today's date is [provide today's date]. Fill in the oval 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 with 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 answer you think is correct from the answer choices given.
- In 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.
- 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.

Please 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.

Do not open this booklet until told to do so.
You will have 55 minutes to complete this test.

When students have finished reviewing instructions, say:

Open your test booklet and begin work.

Set your stopwatch or interval timer for the exact time of the test, according to the subject. (See Table 1.)

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

Science		
_____	_____	_____
START	5 minutes remaining	STOP

If some students 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. On the back of your answer document, find Block 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 students have done the following:

- gridded the test form number on the answer document (Block D)
- entered the test date information on the answer document (Block H)
- printed their names on their answer documents (Block 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 students 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 students 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.

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 students to follow the instructions.

When all students have been admitted and seated and everyone has a pencil, greet the students 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 also 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 are now going to be distributed.

Hand each student his or her test materials individually in the exact order they were packaged. Do not re-sort the materials, alphabetically or otherwise. Do not allow students to pass test materials back or across aisles. 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 with the front cover showing and side by side on your workspace.

- **Bubble the test form number found on the test booklet on the answer document in Section D.**
- Read the 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, please raise your hand.

Give students time to grid and print the materials. Walk around the room to verify that they have done so.

When all students have gridded and printed the materials, 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. Do not write on your answer document until I tell you.

On the back cover of the answer document, locate Block H, Today's Date. Today's date is [provide today's date]. Fill in the oval 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 with 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 is a test of your writing skills. You will have thirty 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.**

Please 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.

Do not open this booklet until told to do so.

When students have finished reviewing instructions, say:

Open your test booklet and begin work.

Set your stopwatch or interval timer for the exact time of the test, according to the subject. (See Table 1.)

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

Writing		
_____	_____	_____
START	5 minutes remaining	STOP

If some students 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. On the back of your answer document, find Block 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 students have done the following:

- gridded the test form number on the answer document (Block D)
- entered the test date information on the answer document (Block H)
- printed their names on their answer documents (Block 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 students 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 students 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.

After All Testing

To ensure that each student'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 students who tested with large print or braille materials, transcribe the student's answers onto an answer document. Failure to do this will delay that student's score for several weeks.
- Keep unused answer documents and test booklets separate.
- Use the Testing Irregularity Report at the end of this manual to describe any deviations from testing procedures described in this manual. Attach appropriate materials with a paper clip. Remind the test coordinator that he or she must also enter all irregularities in the ACT Aspire Portal.
- Ensure the correct number of answer documents for each subject test being returned for scoring.
- Return all materials listed above and students' scratch paper to your test coordinator.

ACT Aspire Testing Irregularity Report

Complete ONLY if irregularities occurred.

Test Subject (Circle) English Mathematics Reading Science Writing
 Test Grade Level (Circle) 3 4 5 6 7 8 EHS

Testing School Name _____ City, State _____ Test Date _____ Room Number/Name _____

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.

PLEASE PRINT

INDIVIDUAL IRREGULARITIES

Student's Name	Test Booklet Form/ Serial Number of student's test booklet Bar Code 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 Device	Other	Materials Damaged, Defective (Specify Below)	Other		
Name: Name:	Bar Code #: Form#: Explanation:											<input type="checkbox"/> Void <input type="checkbox"/> Not Void
Name: Name:	Bar Code #: Form#: Explanation:											<input type="checkbox"/> Void <input type="checkbox"/> Not Void
Name: Name:	Bar Code #: Form#: Explanation:											<input type="checkbox"/> Void <input type="checkbox"/> Not Void

GROUP IRREGULARITIES

Number of Students 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 students affected by this irregularity.

Room Supervisor's Name (Please Print) _____

Test Coordinator's Initials _____

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