

**SCHOOL BOARD OF BREVARD COUNTY  
OFFICE OF PURCHASING SERVICES  
2700 JUDGE FRAN JAMIESON WAY  
VIERA, FL 32940-6601**

**NON-COMPETITIVE SALES AND SERVICES AGREEMENT**

**SSA #1227/CO – ACT, Inc. – Accountability, Testing and Evaluation**

<u>Vendor Name</u>	<u>Estimated Amount of Award</u>	<u>Required Products and Services</u>
ACT, Inc.	\$255,000	Educational Test Administration Training and Materials, Student Test Materials and Score Reports

**DISCUSSION:**

For the past four years, juniors in Brevard Public Schools have had the opportunity to take the ACT College Entrance Exam during the regular school day at no cost to them or their families. This program has been offered in the past as a partnership with Brevard Community College and the Florida Department of Education through the Expanded Postsecondary Readiness Assessment Project (EPRA) as a part of Florida Statute 1008.30. Students have participated in the district-wide administration of the test each spring as a part of Brevard's Secondary Schools of National Prominence (SSNP) initiative.

With renewal of the ACT contract, Brevard Public Schools will continue to be able to offer this service to its students and high schools. Approximately 5,000 11<sup>th</sup> grade students would take the test in the 2012-13 school year at a cost of \$51 per student. Of the estimated \$255,000 total, approximately \$25,000 (\$5 per student) will be paid for with funds from the legislative appropriation for the Postsecondary Education Readiness Test (PERT), leaving a balance of \$230,000 to be paid for through SSNP funds.

**CONTRACT TERM:**

The term of this agreement shall be from July 1, 2012 through June 30, 2013.

**RECOMMENDATION:**

It is the recommendation of Dr. Karen Schafer, Director of Accountability, Testing and Evaluation and Staff, to approve the 2012-13 ACT, Inc. District Choice State Testing Purchase Agreement in the estimated amount of \$255,000.

**AUTHORITY FOR ACTION:**

Florida Administrative Code - 6A-1.012 (11) (b)

**ACTION BY BOARD:**

\_\_\_\_ Approved Recommendation(s) Above & Awarded

Meeting Date: **May 22, 2012**

\_\_\_\_ Other \_\_\_\_\_

Cheryl L. Olson, C.P.M., CPPO, FCCN, Director  
Office of Purchasing & Warehouse Services



## District Choice State Testing Purchase Agreement

### SECTION A: District details:

District Name Brevard County School District

District Address 2700 Judge Fran Jamieson Way

City Viera State FL Zip Code 32940

Telephone (321) 633-1000, x371 Fax (321) 633-3454 E-Mail schafer.karen@brevardschools.org

Person to Contact Karen Schafer Position Director, Testing & Evaluation

Direct Telephone (321) 633-1000, x371 Direct Fax (321) 633-3454

### SECTION B: Services: As set forth in Exhibit 1 (Description of Services) attached to this Agreement and incorporated by reference and relating to the following program(s): (please complete the following)

Test Option – please select only one		Test Date - please select only one
<input type="checkbox"/>	ACT®	<input checked="" type="checkbox"/> March 19, 2013 (April 2, 2013 makeup)
<input checked="" type="checkbox"/>	ACT® Plus Writing	<input type="checkbox"/> April 23, 2013 (May 7, 2013 makeup)
Estimated Number of Testers		4500

### SECTION C: Fees: As set forth in Exhibit 2 (Fees) attached to this Agreement.

### SECTION D: Term: The term of this Agreement shall be from 7/1/2012 through 6/30/2013.

### SECTION E: Terms and Conditions: This Agreement is subject to the attached Terms and Conditions, which are incorporated by reference.

### SECTION F: Signatures: By signing below, the parties' authorized representatives hereby indicate their agreement to the terms and conditions of this Agreement.

**ACT, Inc.**

Brevard County School District

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Barbara A. Murray, Ph.D.

Title: \_\_\_\_\_

Title: Chairman

Date: \_\_\_\_\_

Date: May 22, 2012

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only Purchase Agreement Number: \_\_\_\_\_

Return In Full To:  
 ACT State Programs  
 Educational Services ACT, Inc.  
 500 ACT Drive  
 Iowa City, IA 52243

Rev. 201202021340

## TERMS AND CONDITIONS

ACT and the Customer agree as follows:

1. **Definitions.** As used in this Agreement, the following terms shall mean:
  - (i) "ACT" means ACT, Inc.
  - (ii) "Agreement" means this Purchase Agreement, including these TCs, and any exhibits thereto.
  - (iii) "Assessments and Services" means the assessments and services described in Exhibit 1 to this Agreement.
  - (iv) "Customer" means the party named in Section A of this Agreement.
  - (v) "TCs" means these terms and conditions.
2. **Term.** The term of this Agreement shall be as set forth in Section D of this Agreement ("Term"), subject to earlier termination, as set forth in Paragraph 11 of these TCs.
3. **Assessments and Services.** ACT agrees to provide, subject to the terms and conditions provided in this Agreement, the Assessments and Services.
4. **Payment Terms.** Customer agrees to pay ACT the amounts set forth in Exhibit 2 to this Agreement for the delivery of the Assessments and Services. Customer shall make all payments within thirty (30) days of receipt of an invoice from ACT, unless otherwise set forth in Exhibit 2. All invoices shall be sent to the Customer at the address listed in Section A of this Agreement.
5. **Ownership of Materials.** ACT owns the Assessments, including all testing materials, documentation, related materials, and all intellectual property rights therein (collectively, the "ACT Materials"). Customer does not acquire any right, title, or interest in or to the ACT Materials. Customer shall not copy, modify, enhance, reverse engineer, or make any addition to the ACT Materials.
6. **Confidentiality.** Customer agrees that neither it nor its employees shall at any time during or following the Term, either directly or indirectly, publish, display or otherwise disclose to any person, organization, or entity in any manner whatsoever any ACT Materials, except as strictly necessary for Customer to use the ACT Materials for their intended purpose under this Agreement. Customer shall protect the ACT Materials in accordance with ACT's procedures and using a standard of care appropriate for secure test materials. All ACT Materials shall be and remain the property of ACT notwithstanding the subsequent termination of this Agreement. The ACT Materials shall, within ten (10) days of ACT's written request, be returned to ACT (including any copies thereof).
7. **Testing Procedures.** Customer agrees to administer the Assessments in accordance with all policies and procedures provided by ACT. Customer agrees that all ACT Materials will be returned to ACT, in accordance with the policies and procedures provided by ACT, for scoring and processing. Customer agrees to fully cooperate with ACT, and cause those individuals involved in the administration of or preparation for the Assessments ("Administration Staff") to fully cooperate with ACT, in the event of a test security incident. Customer acknowledges that failure to maintain the confidentiality of the Assessments will result in damages to ACT and may require ACT to develop a replacement form. Accordingly if through the fault of Customer or Administration Staff, the security of an Assessment is compromised, Customer agrees to pay ACT the costs of developing a new form in addition to any other remedies under the law. ACT may, in its sole and absolute discretion, cancel scores in cases of testing irregularities, which may include without limitation, use of a compromised test form, falsification by an examinee of his/her identity, impersonation of another examinee (surrogate testing), unusual similarities in the answers of examinees at the same test center, or other indicators that the test scores may not accurately reflect the examinee's level of educational development.
8. **Data.** The parties acknowledge and agree that ACT may use and disclose the data collected from the administration of the Assessments, as set forth in ACT's data usage policies, as amended from time to time.
9. **Limitation on Damages.** ACT's liability for damages arising out of or in connection with this Agreement shall not exceed the amount Customer has paid ACT during the Term. In no event shall ACT be liable to Customer for special, indirect, incidental, punitive, exemplary, or consequential damages.

10. **Warranty and Limitations.** ACT WARRANTS THAT THE ASSESSMENTS HAVE BEEN DEVELOPED IN ACCORDANCE WITH AND THE SERVICES WILL BE PERFORMED IN A MANNER CONSISTENT WITH INDUSTRY STANDARDS. EXCEPT AS SET FORTH IN THIS SECTION, ACT EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND OR NATURE, EXPRESS OR IMPLIED AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USE OF TRADE.

11. **Termination.** Either party may terminate this Agreement upon written notice to the other party in the event that other party breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach. This Agreement may also be terminated without cause at any time by either party giving thirty (30) days written notice to the other. Customer shall pay ACT for all Assessments and Services delivered through the date of termination. Upon the expiration or termination of this Agreement, the obligations set forth in Paragraphs 5, 6, 8, 9, 10 and 11 of these TCs shall survive.

12. **Relationship of the Parties.** The parties to this Agreement are independent contractors. Neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other.

13. **Force Majeure.** ACT shall not be liable to Customer for any delay or failure to perform, which delay or failure is due to causes or circumstances beyond its control, including, without limitation, national emergencies, fire, flood, epidemics, or catastrophe, acts of God, governmental authorities, or parties not under the control of ACT, insurrection, war, riots, or failure of transportation, communication, or power supply. ACT shall exercise commercially reasonable efforts to mitigate the extent of the excusable delay or failure and its adverse consequences; provided, however, that should any such delay or failure continue for more than sixty (60) days, the Agreement may be terminated by either the party upon notice to the other.

14. **Assignment; Subcontracts.** This Agreement may not be assigned by Customer without the express prior written consent of ACT. No permitted assignment shall relieve Customer hereto of its obligations prior to the assignment.

15. **Entire Agreement.** This Agreement (including all exhibits to this Agreement and agreements referenced herein) constitutes the entire agreement between the parties with respect to the subject matter hereunder and supersedes all other prior agreements and understandings, both written and oral. The terms and conditions contained in this Agreement are the only conditions applying to the delivery of the Assessments and Services. ACT expressly objects to and rejects any different or additional terms included in Customer's request for proposal, quotation, purchase order, acknowledgment form, or other documents that purport to bind the parties. Certain Assessments and Services may be subject to additional or different terms and conditions, which are set forth in separate license agreements. No waiver, consent, modification, or amendment to this Agreement shall be binding unless in writing and signed by both parties.

16. **Notices.** Notices under this Agreement shall be deemed to be adequate and sufficient notice if given in writing and delivered via (a) registered or certified mail, postage prepaid, in which case notice shall be deemed to have been received three business days following deposit to U.S. mail; or (b) a nationally recognized overnight air courier, next day delivery, prepaid, in which case such notice shall be deemed to have been received one business day following delivery to such nationally recognized overnight air courier. All notices shall be sent to ACT at the following address: ACT, Inc. 500 ACT Drive, P.O. Box 168, Iowa City, Iowa 52243-0168, Attention: CFO, Fax: 319-341-2760. All notices shall be sent to Customer at the address set forth in Section A of this Agreement.

17. **Authorization.** Each party represents and warrants (a) that it has the requisite authority to enter into this Agreement; and (b) that the individual(s) signing this Agreement on behalf of such party is(are) authorized to do so.



## Exhibit 1

# Description of Services and Administration Guidelines District Choice State Testing (DCST), Spring 2013

ACT has established a program to facilitate the administration of the ACT or the ACT Plus Writing to all 11<sup>th</sup> grade students in the district on the spring 2013 March or April test date (and corresponding makeup test date) established for state testing. This document describes the assessments, reports and services to be provided by ACT as well as the conditions for district participation.

### The ACT Tests

The ACT includes four curriculum-based tests that measure students' educational achievement in English, mathematics, reading, and science, plus an optional writing test. The tests are based on the major areas of instruction in American high schools and colleges. A student's performance has a direct and obvious relationship to his or her academic development. The meaning of that performance, as indicated by scores, subscores, and skill statements, is readily understood by both educators and students. Complete test descriptions appear on ACT's website [www.act.org](http://www.act.org).

The district may choose one of the two test date options below. All schools in the district must test on the same test date (March or April) or corresponding makeup test date. Test dates include:

#### March Test Date

March 19, 2013	Initial Test Date
April 2, 2013	Makeup Test Date
March 19-April 2, 2013	Accommodations Testing Window

#### April Test Date

April 23, 2013	Initial Test Date
May 7, 2013	Makeup Test Date
April 23-May 7, 2013	Accommodations Testing Window

Districts seeking to participate in this program must take special note of and agree to the following (please initial each):

- \_\_\_\_\_ The district will select one of two test options: The ACT or The ACT Plus Writing. The district-selected option will be administered to all 11<sup>th</sup> grade students at each eligible district high school. Only 11<sup>th</sup> grade students are eligible to participate. 12<sup>th</sup> grade students are not eligible to participate in District Choice State Testing. (Please note that once you have selected a test option it cannot be changed).
- \_\_\_\_\_ District Choice State Testing (DCST) is a non-standard model and has not been adopted as a permanent feature of ACT's services. It may be discontinued altogether or replaced with an alternative approach at ACT's sole discretion.
- \_\_\_\_\_ Strict compliance with ACT's administration policies and procedures is required to ensure a standardized testing environment and test security. Serious breach of these procedures will result in immediate discontinuance of service for a school or entire district.
- \_\_\_\_\_ The district/schools agree to comply with all policies and procedures provided by ACT for the testing program even as they may be amended by ACT.

- \_\_\_\_\_ There is no provision for the use of student funds or fee waivers for payment of DCST fees. ACT will invoice the district at the conclusion of the testing for all tests administered, whether they result in scores or not. This includes answer documents voided for prohibited behavior or misadministrations.
- \_\_\_\_\_ All testing must be the first activity of the morning—verbal instructions must be underway no later than 9:00 a.m. local time (see Attachment B under Security). Districts / Schools will take the steps necessary to adjust class schedules, bus schedules, etc. to accommodate this requirement.
- \_\_\_\_\_ The districts/schools must accommodate ACT’s Final weekday testing schedule. A preliminary schedule is outlined in the *Summary of Key Events and Milestones for District Choice State Testing*. All deadlines in the *Summary of Key Events and Milestones for District Choice State Testing* must be met without fail. Serious or consistent failure to meet deadlines will result in immediate discontinuance of service for a school or entire district.
- \_\_\_\_\_ Each high school principal must appoint one Test Supervisor, one Back-up Test Supervisor, and one Test Accommodations Coordinator to fulfill duties necessary to ensure a successful and standardized testing experience. The Test Supervisor, Back-up Test Supervisor and Test Accommodations Coordinator may only serve in this role at one school. It is important to note that future communications will be sent directly to the appointed individuals. Testing staff will not be paid by ACT.
- \_\_\_\_\_ The Test Supervisor, Back-up Test Supervisor and Test Accommodations Coordinator must meet all of ACT’s guidelines for serving in the appointed role and will be required to participate in the ACT Test Administration Training provided by ACT. Additionally, the Test Accommodations Coordinator must view the Test Accommodations Training video provided by ACT.
- \_\_\_\_\_ The Test Supervisor, Back-up Test Supervisor and Test Accommodations Coordinator are expected to participate in all training activities provided by ACT.
- \_\_\_\_\_ Test Supervisor, Back-up Supervisor or Test Accommodation Coordinator are expected to be available to receive test materials shipments at the school when they are scheduled to be delivered in accordance with the *Checklist of Dates*.
- \_\_\_\_\_ It is solely the responsibility of the Test Supervisor Back-up Supervisor and Test Accommodations Coordinator to check in secure test materials with 24 hours of receipt at your school and ensure security of all test material from the time of receipt until returned to ACT
- \_\_\_\_\_ All schools must test their own students.
- \_\_\_\_\_ The district will be required to submit with this signed agreement an accurate, complete and final list of all participating schools with appropriate contact and billing information (see Attachment A).
- \_\_\_\_\_ The district is required to notify schools of their participation in DCST. Each participating school will take the necessary steps to notify students and parents of the DCST opportunity as early as possible to allow for appropriate planning for students who wish to test on a National Test Date in addition to DCST. Student registration fees for a National Test Date are non-refundable.
- \_\_\_\_\_ Only schools/sites meeting *The ACT for State Testing Standard Testing Requirements* (see Attachment B) are eligible to serve as test sites. If the district is considering testing students at alternative schools (e.g. locked facilities, medical facilities), it should be confirmed that these sites meet these criteria prior to including them on the Attachment A.

\_\_\_\_\_ District personnel must review the District Choice State Testing Technology Requirements described at [www.act.org/aap/dcst](http://www.act.org/aap/dcst) and confirm that that all such requirements can be met.

\_\_\_\_\_ Districts choosing to provide a data file to create barcode labels for students testing must do so in the prescribed format and by the deadline noted on the *Summary of Key Events and Milestones for District Choice State Testing*. (See also Attachment D). Districts must indicate whether or not a barcode label file will be used by marking “yes” or “no” in the appropriate field in Attachment A.

### **Establishing High Schools as Test Sites**

No later than the date published on ACT’s final weekday testing schedule, the *ACT State Testing Checklist of Dates*, ACT must receive test site establishment forms from all high schools designated as participants in DCST. It is expected that all participating high schools in the district will establish as test sites. In order to establish, each test site must meet *The ACT for State Testing Standard Testing Requirements* (see Attachment B), and *The ACT for State Testing Qualifications and Responsibilities for the Test Supervisor, Back-up Test Supervisor and Test Accommodations Coordinator* (see Attachment C). Each school will assign staff who will be responsible for the testing of their own students at their facility or off-site location approved by ACT. The appointed testing staff may only serve at one school. Paramount consideration must be given to security processes and control over the test administration at all testing locations.

### **Testing Facilities**

Each participating school must provide a testing environment conducive to effective administration of the tests and one which meets the facilities requirements listed in *The ACT for State Testing Standard Testing Requirements* (see Attachment B). If a school is unable to meet the facilities requirements, they may apply to test off-site. The off-site location must meet the facilities requirements outlined in *The ACT for State Testing Standard Testing Requirements* (see Attachment B). To test off-site, schools must complete the off-site testing application which will be available on the ACT District Choice State Testing website in Fall 2012. Off-site testing may only be done with prior approval from ACT.

### **Appointing Testing Staff**

Each high school principal must appoint a Test Supervisor. The Test Supervisor must meet ACT’s standard requirements for testing staff, provide documentation of the school’s secure storage facilities, and agree to ACT’s standard requirements for test administration as stated in *The ACT for State Testing Standard Testing Requirements* (Attachment B). The Test Supervisor will serve as the primary contact for all communications about the ACT administration, will receive test materials, will be responsible for conducting standardized and secure test administrations at the school, and ensure the prompt return of test materials to ACT. Each appointed Test Supervisor will be required to complete an *ACT State Testing Test Supervisor Profile* and submit the completed form to ACT. After review and approval of the Profile, all future communications about the test administration will be addressed to the designated Test Supervisor.

Schools will also be required to appoint a Back-up Test Supervisor who meets the same criteria as the Test Supervisor, and who will be able to serve in the event that the designated Test Supervisor is unable to fulfill his/her administration duties. Each appointed Back-up Test Supervisor will be required to complete an *ACT State Testing Back-up Test Supervisor Profile* and submit the completed form to ACT.

Schools will also appoint a Test Accommodations Coordinator (TAC) (see “Students Requesting Test Accommodations” below). This individual will be responsible for submitting requests for accommodations and coordinating the testing of students approved for those accommodations during the period of time between the spring initial test date and the makeup test date. The TAC will serve as the primary contact for all communications about the accommodations administration, will receive the accommodations test materials, will be responsible for conducting standardized and secure test accommodations administrations at the school, and will promptly return accommodations test materials to ACT. Each appointed Test Accommodations Coordinator

will be required to complete an *ACT Test Accommodations Coordinator Profile* and submit the completed form to ACT.

See Attachment C: *The ACT for State Testing Qualifications and Responsibilities for the Test Supervisor, Backup Test Supervisor and Test Accommodations Coordinator*.

## **Training for Testing Staff**

### **Test Accommodations Training**

In advance of the Test Administration Training, ACT will make available via webcast a TAC Training Video. This Webcast covers in detail the accommodations process, documentation, and procedures for requesting ACT-Approved Accommodations. In those districts that chose to support State-Allowed Accommodations the Video also covers the procedures TACs must follow to order this form of accommodations for their students.

It is critical to the successful administration of testing that all TACs view this webcast in advance of the Test Administration Training. The webcast runs approximately 40 minutes.

### **Test Administration Training**

Test Administration Training (via online webcast) will provide detailed instructions for all steps of the test administration, including initial planning, identification and training of room supervisors and proctors, receipt and check-in of secure materials, secure storage requirements, test day arrangements, documentation of required procedures, recognition of irregularities, accounting for and return of all materials, and plans for makeup testing.

Test Administration training is updated annually and available online in advance of the scheduled test dates and in time for testing staff to successfully complete all pretest responsibilities. Test Administration Training is conducted by ACT staff.

#### Materials for Training

### **Previously Trained**

ACT will prepare and post on the DCST website a webcast for previously trained testing staff. This webcast will provide a review of the test administration policies covered in the annual Test Administration Training sessions. The webcast is not intended for newly appointed Test Supervisor, Backup Supervisors, or Test Accommodations Coordinators.

#### Training of Room Supervisors and Proctors

Based on the number of students testing at a school, Test Supervisors and Test Accommodations Coordinators will need to identify and train additional school staff to support the test day administration and accommodations testing. Each testing room will require a Room Supervisor and depending on the number of students in each room may require additional proctors during the course of testing. It is required that prior to test day Test Supervisors and Test Accommodations Coordinators conduct (school-level) test administration training for all personnel involved in testing (e.g. Room Supervisors and Proctors.) In the Supervisor's Manual ACT provides a training outline that can be used by Test Supervisors and Test Accommodations Coordinators as a guide to training. In addition, ACT provides an online webcast which focuses on roles and responsibilities of Room Supervisors and Proctors. All Test Supervisors, Room Supervisor and Proctors are encouraged to watch the webcast.

## **Students Requesting Test Accommodations**

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from District Choice State Testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when administered as part of District Choice State Testing:

1. **ACT-Approved Accommodations:** result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for district testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved Accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Requests will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they meet ACT's established eligibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.
2. **State-Allowed Accommodations:** result in non-college reportable scores. English language learners who do not have a disability but receive accommodations in school should request state-allowed accommodations.

The school's appointed Test Accommodations Coordinator (TAC) will submit individual requests for test accommodations to ACT.

*Application for ACT-Approved Accommodations* – This form will be used to request ACT's approval of test accommodations for students who meet ACT's established eligibility requirements for the weekday administration.

All batches of Applications for ACT-Approved Accommodations must be mailed to ACT under a *Test Accommodations Coordinator Header for the ACT for State Testing*. The TAC header may be photocopied if more than one batch is sent.

*Online order for State-Allowed Accommodations* – This process will be used to order test materials for students who will test with "State-Allowed" accommodations during the March or April weekday administration. This includes those students who do not meet ACT's eligibility requirements (e.g. English language learners with no disabilities) or who's Application for an ACT-Approved Accommodation have been denied.

### **ACT Review of Requests for Accommodations on the ACT**

ACT will review requests for ACT-Approved Accommodations by applying the Americans with Disabilities Act (ADA) standards. Approval is contingent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student. ACT has sole authority to decide whether a request for ACT-Approved Accommodations will be approved or denied. The District should refer all inquiries regarding ACT's accommodations decisions received from schools or parents to ACT for response.

Students who do not meet ACT eligibility requirements (e.g., English language learners with no disabilities) or whose requested accommodations are denied by ACT may test under standard conditions or request State-Allowed Accommodations.



## **Materials Provided by ACT**

The Test Supervisor at each school is required to confirm the number of grade 11 students expected to test (other grades may not participate). These numbers will be used to ship materials as noted below.

### **ACT Materials**

#### ***Student Test Preparation Materials***

Each August, copies of ACT's free student test preparation booklet, *Preparing for the ACT*, are provided to all schools in the U.S. This booklet includes tips for taking the test, information about types of calculators allowed on the ACT Mathematics Test, and a complete practice test with answer key. This document is also posted on ACT's student website at [www.actstudent.org](http://www.actstudent.org).

ACT also offers ACT Online Prep™, an online ACT test preparation program that includes real ACT test questions, practice essays for the ACT Writing Test, and comprehensive content review for each of the ACT's four tests: English, mathematics, reading, and science. More information is available at [www.actstudent.org](http://www.actstudent.org).

#### ***Application for ACT-Approved Accommodations –***

ACT will ship the Application for ACT-Approved Accommodations and procedures to schools, and post copies on the DCST website.

#### ***Instructional Materials for Testing Staff***

In the fall, ACT will provide a webcast for Test Accommodations Coordinators. This training webcast will address the procedures for requesting ACT-Approved and ordering State-Allowed Accommodations, and administering the test to accommodated students.

*The ACT Supervisor's Manual State Testing* and other administration instructions will be included in the training materials for Test Supervisors, Back-up Test Supervisors and TACs. These materials will help the Test Supervisor provide training to the school staff who will help with the administration. Additional quantities will be shipped to the Test Supervisor at the school before the initial test date in accordance with the published date on the *Summary of Key Events and Milestones for District Choice State Testing*. The *ACT Supervisor's Manual State Special Testing* will be included with the training materials for Test Accommodations Coordinators. Additional copies will be included in each package of test materials assigned to a student approved for testing with ACT-Approved Accommodations.

The *ACT Administration Instructions for State-Allowed Accommodations* will be shipped to the TAC with the secure shipment of State-Allowed Accommodations materials.

#### ***Student Pre-Test Materials***

Prior to the initial test date (see the *Summary of Key Events and Milestones for District Choice State Testing*), ACT will ship quantities of the appropriate State Testing Answer documents and copies of the student booklet, *Taking the ACT for State Testing*. Schools will be instructed to use these two publications in supervised in-school sessions prior to the test date. During these sessions, students will complete their basic identifying information, respond to non-cognitive questions including the Interest Inventory and Student Profile Section, and indicate their college choices on the answer document. Students typically complete this activity in one hour. The partially completed answer documents must then be collected from the students for redistribution on the test date. Students will retain the student booklet. Students must complete the pre-test session prior to test day in order to be admitted on test day.

### ***Barcode Labels***

At the district's option they may submit a file in the prescribed format containing specific student information for the creation of barcode labels. The barcode labels will be shipped to the schools prior to test day. They are to be placed on the answer documents in the designated area.

### ***Secure Test Booklets***

#### ***Initial Test Date***

ACT will ship ACT test booklets to the Test Supervisor to arrive at the school prior to the test date (see the *Summary of Key Events and Milestones for District Choice State Testing*). Included with this shipment will be all required administration forms and instructions for tracking and returning materials at the conclusion of testing.

#### ***Makeup Test Date***

Based on counts provided by each Test Supervisor to ACT immediately after the initial test date, ACT will ship appropriate quantities of an alternate ACT test form to arrive at the school prior to the established makeup test date for the ACT standard time administration. (Schools will use answer documents from the original shipment.) Included with the makeup shipment will be all required administration forms and instructions for tracking and returning materials at the conclusion of testing.

#### ***Accommodated Test Materials***

Separate materials will be shipped to the TAC for all students approved by ACT for ACT-Approved Accommodations or testing with State-Allowed Accommodations. Alternate test formats will include Braille, large print, audiocassettes, audio DVDs, and reader scripts.

## **Test Administration**

Administration of the ACT must be in strict compliance with standardized procedures provided by ACT in its test administration materials and manuals. Consistent with processes used for national testing, high schools may be visited on the designated test dates by unannounced observers from ACT. ACT staff will be available via toll-free telephone to assist testing staff on test dates, 6:00 AM – 5:30 PM Central Time. ACT's requirements for standardized testing (see Attachment B) as implemented for participating districts are summarized in *ACT Standard Testing Requirements for District Choice State Testing*.

As noted in *The ACT Supervisor's Manual State Testing*, ACT's test administration procedures emphasize continuous accounting for secure test materials from receipt to return, constant vigilance by testing staff, precise timing of tests, and documentation of all procedures during the administration.

## **Returning Test Materials**

Detailed instructions for the return of answer documents for scoring and return of used and unused test booklets will be provided to each school. The Test Supervisor (or TAC, for accommodations materials) will be responsible for verifying counts of all secure materials and packaging materials for return immediately at the conclusion of each testing session. All answer documents must be received at ACT no later than the date listed in the *Summary of Key Events and Milestones for District Choice State Testing* to be included in scoring. Answer documents received after that date will not be processed and students will not receive scores. ACT will provide the district and appropriate school with documentation of those students for whom ACT has received answer documents after the deadline. The district will be responsible for notifying school personnel and the affected students that answer documents will not be scored.

ACT staff will monitor returned materials and documentation for discrepancies and will follow-up by telephone, e-mail or fax with the TS and/or TAC to resolve any testing issues. ACT will specify a date by which all schools

must provide ACT with any requested information for consideration in the determination of scoring any pending answer documents. Testing irregularities and discrepancies must be resolved prior to reporting.

Within three to eight weeks following receipt of the answer documents by ACT, and absent an irregularity that causes ACT to not issue the reports, standard ACT score reports will be mailed to each school and student as described below. Reports will be generated and mailed on a continuing basis as answer documents are returned and any irregularities are resolved.

## **Test Administration Compliance and Discrepancy Resolution**

### **Test Misadministrations**

ACT takes steps that are intended to ensure a standardized administration of the ACT. If events occur that compromise the testing process or cause testing to be interrupted, or cancelled, ACT will examine the situation and determine whether action is warranted, including non scoring of answer documents or cancellation of scores. Test misadministrations include, but are not limited to: missing test booklets; unauthorized prior access to or knowledge of items by students or potential students; irregularities or other violations of ACT's standard testing requirements.

### **Reporting of Misadministrations**

Misadministrations are reported either by the school or discovered during the post-test compliance review process.

- ***School-Reported Misadministrations (Standard Time Testing)*** – Schools who report misadministrations to ACT on the initial test day will have the option to reschedule all affected students for the makeup test. This includes mistimings of the test, disturbances and interruptions, or any other deviation from standard testing procedures. Students dismissed for prohibited behavior will not be allowed to test on the makeup test day. Note: There is no makeup testing provision for accommodated students or misadministrations reported on the makeup test day.
- ***Post-Test Compliance Review*** – ACT reviews test administration documentation submitted by testing staff immediately upon receipt. If necessary, ACT will contact the Test Supervisors about missing or unclear information. When an irregularity or other misadministration occurs at a test site, the testing staff and school officials must cooperate fully with ACT's investigation of the situation. At the conclusion of an investigation, ACT will determine if the situation will invalidate test scores for any one student, group of students (e.g., one test room), or any one facility. Misadministrations will be reported to the schools, and the students.

## **Test Security Breaches and Investigations**

In addition to ACT's normal post-test compliance activities, ACT also investigates incidents of testing process compromises, prohibited behavior, disclosure of test items, or other security issues or testing irregularities. Testing irregularities include but are not limited to: falsification of one's identity, impersonation of another student (surrogate testing), unusual similarities in the answers of students at the same test center, or other indicators that the test scores may not accurately reflect the student's own level of independent work or educational development. ACT reserves the right to cancel scores it has reason to believe are not valid.

ACT's investigations are conducted throughout the year and the results may not become known for weeks or months after the administration of the test. In the event of a score cancellation that occurs after the schools receipt of the final State Score Deliverable from ACT, ACT will notify the school in writing of the students records that have been cancelled.

Serious, systematic, or repeated misadministrations, security breaches, or testing irregularities at a particular school may result in an official notice from ACT to replace the Test Supervisor to Test Accommodations Coordinator with a different staff member who will follow documented procedures. ACT further reserves the right to not test at a school under situations ACT deems to be unacceptable based on incidents of misadministrations, security breaches, or testing irregularities.

All test booklets and completed answer documents must be treated as confidential and handled securely at all times. In addition, all documentation related to a State testing administration (e.g., attendance roster, seating chart, and other administrative forms) is confidential and a school is not permitted to share copies of official test date documentation with persons outside the testing process. This applies to parents, students, and the media, as well as other school personnel who are not involved in the testing process.

## ACT Reports

ACT reports will be distributed to individual students, to the high school for which a valid reportable high school code has been provided, and up to four colleges or universities listed by code on each student’s answer document. The student copy of the score report will be mailed to the student’s mailing address as gridded on the answer document. Students will receive a copy of the free student guide, *Using Your ACT Results*, along with their Student Reports. This guide explains the ACT Student Report and offers suggestions on using the results. High schools routinely receive copies of the *ACT User Handbook* through ACT’s annual distribution of materials. This free booklet is intended to help high school and college counselors use and interpret ACT results and includes samples of all standard reports. Sample score reports are also posted on ACT’s website [www.act.org](http://www.act.org).

The type of testing reported for ACT scores achieved through in-school testing, both those achieved with standard time and those achieved with accommodations, is “STATE.”

ACT will make available the following ACT reports for students tested through DCST administration:

<b>STANDARD ACT REPORTS BY STUDENT</b>			
Report	Media	When	Recipient
Student Report and <i>Using Your ACT Results</i>	Print	3-8 weeks after test date	Student at address entered on answer document <sup>1</sup>
High School Report (1 per student)	Print	3-8 weeks after test date (in batches until reporting is complete)	Director of Counseling (by title only)
Score Labels (2 per student)	Print	3-8 weeks after test date (in batches until reporting is complete)	Director of Counseling
High School Report Checklist (listing of reports included in mailing)	Print	3-8 weeks after test date (in batches until reporting is complete)	Director of Counseling
College Report(s)	As requested by college	As requested by college (at least twice per month)	Up to 4 valid college codes entered by student on answer document

<b>STATE-ALLOWED ACCOMMODATIONS NOTIFICATION (if applicable)</b>			
Report	Media	When	Recipient
State-Allowed Score Notification Letter (1 for student, 1 for school)	Print	No later than August 30, 2013	Principal

**HIGH SCHOOL AGGREGATE REPORTS**

Report	Population Reported	Media	When	Recipient
ACT State Test Profile Report including College Readiness Standards tables (by high school)	All Students <sup>1</sup>	PDF on CD	No later than August 30, 2013	District DCST Contact

<sup>1</sup>Including students tested with State-Allowed Accommodations or ACT-Approved Accommodations

**DISTRICT REPORTS/DATA FILES**

Report	Population Reported	Media	When	Recipient
ACT State Test Profile Report including College Readiness Standards tables (by district)	All Students <sup>1</sup>	PDF on CD	No later than August 30, 2013	District DCST Contact
District Student Data File	All Students <sup>1</sup>	CD	No later than August 30, 2013	District DCST Contact

<sup>1</sup>Including students tested with State-Allowed Accommodations or ACT-Approved Accommodations.

**Preliminary**  
**Summary of Key Events and Milestones for District Choice State Testing**  
**March and April 2013 Test dates**

March Test Date	Key Events and Milestones	April Test Date
<input type="checkbox"/> March 2, 2012	ACT mails select School Districts an agreement to be signed, including a <i>Summary of Key Events and Milestones for District Choice State Testing, Standard Testing Requirements, and Qualifications and Responsibilities</i> for test staff.	<input type="checkbox"/> March 2, 2012
<input type="checkbox"/> April 11, 2012	<b>Implementation Workshops (1<sup>st</sup> Offering)</b> ACT conducts implementation training webcast for superintendents, high school principals, guidance counselors, and building-and-district-level testing staff. Training to include an overview of testing cycle, processes, and responsibilities of test staff. <b>Districts that are participating in the DCST program for the first time are encouraged to attend this initial offering.</b>	<input type="checkbox"/> April 11, 2012
<input type="checkbox"/> April 18, 2012	<b>Implementation Workshops (2<sup>nd</sup> Offering)</b> ACT conducts implementation training webcast for superintendents, high school principals, guidance counselors, and building-and-district-level testing staff. Training to include an overview of testing cycle, processes, and responsibilities of testing staff. <b>Districts that have participated in the DCST program previously are encouraged to attend this offering.</b>	<input type="checkbox"/> April 18, 2012
<input type="checkbox"/> May 2012	Schools notify students/parents of District Choice State Testing test opportunity for spring 2013.	<input type="checkbox"/> May 2012
<input type="checkbox"/> June 15, 2012	<b>Receipt Deadline</b> for districts to submit signed Purchase Agreement, Exhibit 1 and Attachment A with complete list of participating schools with required information. Attachment A includes 3 tabs to collect – 1) School information, 2) District information and 3) Billing information.	<input type="checkbox"/> August 15, 2012
<input type="checkbox"/> Mid August 2012	Test Center Establishment packets mailed to high school principal and informational copies mailed to District Assessment Coordinators; registration information included for Test Administration Training Workshops.	<input type="checkbox"/> September 2012
<input type="checkbox"/> Early September 2012	<b>Receipt Deadline</b> for Principal to submit required Establishment forms to ACT and appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.	<input type="checkbox"/> Mid October 2012
<input type="checkbox"/> Mid September 2012	ACT confirms barcode student label file requirements and provides documentation to districts. This is an optional service that individual districts can decide whether or not to participate	<input type="checkbox"/> Mid September 2012
<input type="checkbox"/> Mid September 2012	<b>Receipt Deadline</b> for appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator to submit required Establishment forms to ACT.	<input type="checkbox"/> Late October 2012
<input type="checkbox"/> December 14, 2012	<b>Receipt Deadline</b> to submit <i>Proposal for Off-Site Administration</i> to ACT, if standard testing requirements cannot be met at your school.	<input type="checkbox"/> December 14, 2012

March Test Date	Key Events and Milestones	April Test Date
<input type="checkbox"/> Late November 2012 – March 2013	Test Administration Training for –Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators.	<input type="checkbox"/> Late November 2012– April 2013
<input type="checkbox"/> December 14, 2012	<b>Deadline for ACT to receive Requests for ACT-Approved Test Accommodations</b> with accompanying documentation .	
	<b>Deadline for ACT to receive Requests for ACT-Approved Test Accommodations</b> with accompanying documentation.	<input type="checkbox"/> January 25, 2013
<input type="checkbox"/> Early January 2013	Receipt deadline for districts to provide complete production file for student barcode labels in the format required by ACT. This is optional at each district’s discretion.	<input type="checkbox"/> Early February 2013
N/A	<b>Deadline for Districts</b> to request preliminary invoicing. (Applies only to the April test date.)	<input type="checkbox"/> March 1, 2013
<input type="checkbox"/> February 27, 2013	<b>Deadline for ACT to receive orders for State-Allowed Accommodations</b> for students who did not first apply for ACT-Approved Accommodations.	<input type="checkbox"/> April 3, 2013
<input type="checkbox"/> Week of February 4, 2013	Test Supervisor receives Non-Secure materials shipment – includes: answer documents, and copies of Supervisor’s Manual and <i>Taking the ACT</i> .	<input type="checkbox"/> Week of March 11, 2013
<input type="checkbox"/> Early February - March 18, 2013	Window for schools to schedule supervised sessions for all students to complete identifying and non-test portions of the ACT answer document. These sections must be completed prior to test day.	<input type="checkbox"/> Late March – April 22, 2013
<input type="checkbox"/> February – March 2013	Test Supervisor and Back-up Test Supervisor train Room Supervisors and Proctors; Test Accommodations Coordinator trains staff assigned to help with accommodated testing.	<input type="checkbox"/> March – April, 2013
<input type="checkbox"/> Week of March 11, 2013	<p><b>1. Test Supervisor</b> receives Secure Standard Time test materials shipment for INITIAL testing. After check-in, place in locked storage.</p> <p><b>2. Test Accommodations Coordinator</b> receives Secure Accommodations shipment of:</p> <p>A. ACT-Approved Accommodations materials including:</p> <ul style="list-style-type: none"> <li>• Final roster of ACT-Approved Accommodations and student letters (will not include any late requests).</li> <li>• ACT-Approved alternate format test materials, such as large type, audio DVD, audiocassette, and Braille.</li> </ul> <p>B. State-Allowed Accommodations materials including:</p> <ul style="list-style-type: none"> <li>• State-Allowed alternate format test materials, such as large type, audio DVD, and audiocassette.</li> </ul> <p>After check-in, place in locked storage.</p>	<input type="checkbox"/> Week of April 15, 2013
<input type="checkbox"/> March 19, 2013	<b>ACT District Choice Test day</b> ; after testing, prepare completed answer documents and test booklets (used <u>and</u> unused) for pickup and return to ACT.	<input type="checkbox"/> April 23, 2013
<input type="checkbox"/> March 20, 2013	Carrier picks up test materials from the initial day of testing for return to ACT.	<input type="checkbox"/> April 24, 2013

March Test Date	Key Events and Milestones	April Test Date
<input type="checkbox"/> March 19 – April 2, 2013	<b>ACT District Choice Test Accommodations testing window</b> for students approved by ACT for extended time or multiple-day testing, <u>and</u> students testing with State-Allowed Accommodations. Each student must use <b>only</b> the materials assigned to him/her. Package all materials for return pickup.	<input type="checkbox"/> April 23 – May 7, 2013
<input type="checkbox"/> By 5 pm Central Time March 20, 2013	<ol style="list-style-type: none"> <li>1. <b>Receipt Deadline</b> for Test Supervisor to order standard time makeup test materials.</li> <li>2. Overnight carrier picks up Initial Test Date materials for return to ACT.</li> </ol>	<input type="checkbox"/> By 5 pm Central Time April 24, 2013
<input type="checkbox"/> March 28, 2013	If makeup materials are ordered by deadline above, schools will receive secure standard time makeup test materials (addressed to and checked in by Test Supervisor); after check-in, place in locked storage.	<input type="checkbox"/> May 2, 2013
<input type="checkbox"/> April 2, 2013	<b>Makeup testing day</b> for students absent on Initial Test Date; all makeup materials packaged for return to ACT after testing.	<input type="checkbox"/> May 7, 2013
<input type="checkbox"/> April 3, 2013	Carrier picks up makeup <b>and</b> test accommodations materials for return to ACT.	<input type="checkbox"/> May 8, 2013
<input type="checkbox"/> April 5, 2013	<b>Deadline for schools</b> to ensure all test materials have been shipped back to ACT. Failure to return materials on time following procedures outlined in the Supervisor’s Manual and training materials may result in answer documents not being scored.	<input type="checkbox"/> May 10, 2013
<input type="checkbox"/> April 12, 2013	<b>Deadline for ACT to receive</b> answer documents. Answer documents received after this date will not be processed and students will not receive scores.	<input type="checkbox"/> May 17, 2013
<input type="checkbox"/> mailed 3-8 weeks following the test	ACT mails ACT reports for students with college reportable scores: <ol style="list-style-type: none"> <li>1. To the student—one Student Score Report and interpretive booklet mailed to the address student entered on answer document.</li> <li>2. To the high school (addressed to Director of Counseling)—one ACT High School Report and two score labels per student, plus a High School Report Checklist naming the students whose reports are in that mailing. Most schools will receive one large group of reports followed by smaller groups of reports.</li> <li>3. To colleges listed by students on their answer documents—one College Report per student in the format requested by the college.</li> </ol>	<input type="checkbox"/> mailed 3-8 weeks following the test
N/A	A preliminary invoice will be available upon district request for districts testing in April that requested this by March 1, 2013.	<input type="checkbox"/> By June 28, 2013
<input type="checkbox"/> By June 28, 2013	ACT provides final invoice	<input type="checkbox"/> By August 15, 2013



<b>March Test Date</b>	<b>Key Events and Milestones</b>	<b>April Test Date</b>
<input type="checkbox"/> No later than August 30, 2013	<p>ACT sends an ACT State Test Profile Report (by district) and Student Data File to each District Contact, reflecting the performance of all students tested as part of DCST testing (including State-Allowed Accommodations).</p> <p>ACT sends one ACT State Test Profile Report (by high school) per high school to each District Contact for delivery to Principals, reflecting the performance of all students tested as part of DCST testing (including State-Allowed Accommodations).</p>	<input type="checkbox"/> No later than August 30, 2013
<input type="checkbox"/> No later than August 30, 2013	<p>ACT mails to each Principal score notification letters for distribution to students who tested with State-Allowed Accommodations.</p>	<input type="checkbox"/> No later than August 30, 2013

## **Billing**

1. ACT will invoice the district at the conclusion of the testing for all tests administered, whether they result in scores or not. This includes answer documents voided for prohibited behavior or misadministrations. ACT fee waivers may not be used for DCST.
2. The invoice will be submitted to the contact listed on the Billing Tab of Attachment A. Providing complete information on the Billing tab is required before submitting Attachment A.
3. For districts selecting the March Test Date, a final invoice will be provided after all answer documents are processed. The invoice will be shipped to the billing contact as indicated on the district-submitted Attachment A no later than June 28, 2013.
4. For districts selecting the April Test Date, a preliminary invoice, provided by June 28, 2013, is available upon district request. The preliminary invoice will be based on enrollment numbers provided to ACT by each school. A final invoice (or credit reconciliation, as appropriate) will be provided after all answer documents are processed. The district must make the request for a preliminary invoice by March 1, 2013. The final invoice (or credit reconciliation) will be provided no later than August 15, 2013.

Please direct all questions about this agreement and requests for preliminary invoicing to:

**Sean Moore**  
**Contract Manager, State Programs**  
**ACT, Inc.**  
**500 ACT Drive**  
**P.O. Box 168**  
**Iowa City, IA 52243-0168**  
**(319) 337-1768**  
**Fax (319) 337-1790**  
**sean.moore@act.org**

Contact information will be provided to school personnel for test administration questions.

**Attachment A**  
**Participating High Schools**

**Excel form to be completed by each district**

**Attachment B**  
**Draft 2013**  
**ACT Testing**  
**STANDARD TESTING REQUIREMENTS**

All schools must meet these standard testing requirements on both the initial and makeup administrations. **This document does not replace the comprehensive information provided in the *Supervisor's Manual*.**

**Facilities**

- ◆ Choice of test rooms for standard time administration
  - Uncrowded seating – prefer classrooms with 25-30 students
  - Manageable security – prefer no more than 100 students in one room (if more than 100, see personnel requirements below)
  - Good lighting, comfortable temperature, quiet atmosphere
- ◆ Adequate writing surfaces
  - No lapboards permitted
  - Must accommodate both test booklet and answer document
- ◆ Seating arrangements (requirements apply equally to desks and tables)
  - Seats must be assigned by testing staff as students enter room
  - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
  - Minimum of 3 feet apart front-to-back (measured head-to-head)
  - All students must face the **same** direction, directly behind one another
- ◆ Freedom from distractions
  - No one not involved in testing may be in the room. Examples of those who may not be present include media, parents, students who are not testing, school board members and district personnel (unless the district personnel have been trained to serve as members of the testing staff).
  - Uninterrupted morning required for testing (3 ½ hours minimum if your school district is testing ACT (No Writing) or 4 hours minimum if your school district is testing ACT Plus Writing).
  - No unnecessary noises (bells, public address system, etc., must be turned off)
  - Test rooms must be separated from regular school activities

**Personnel**

- ◆ Each school is responsible for testing their own students
- ◆ Each school must appoint staff to serve as the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. The school must appoint other testing staff as needed (e.g., room supervisors). A person may not serve as a Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator at more than one school.
- ◆ **Test Supervisors (and their Back-ups) have access to secure test materials prior to testing. To avoid the appearance of a conflict of interest—and to protect relatives or wards from allegations of impropriety—Test Supervisors (and their Back-ups) may *not* be related to or guardian of *any* student participating in State Testing with standard time anywhere in your state on either the Initial or Makeup Test Date this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
- ◆ Required number of qualified assistants per room—1 room supervisor required for each room, **plus** 1 proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)

- ◆ To avoid the appearance of a conflict of interest, testing staff may **not** be:
  - Involved in ACT test preparation outside of normal teaching responsibilities
  - Enrolled in high school
- ◆ Room supervisors and proctors may **not** assist in a room where any relative is testing
- ◆ Adequate training for all staff
  - Testing staff must have read and be familiar with the *Supervisor's Manual*
  - A local training session for all staff is required before testing
  - Each room supervisor must have a complete copy of the *Supervisor's Manual* in the test room
- ◆ Attentiveness during testing—testing staff must:
  - Focus on monitoring tests—reading (except the *Supervisor's Manual*), grading papers, using a computer, and other personal work is **not** permitted
  - Circulate frequently around the room to monitor students
  - Recognize the potential for prohibited behavior and take action as instructed in the *Supervisor's Manual*
- ◆ Comply exactly with the *Supervisor's Manual*, including reading spoken instructions verbatim

### Security

- ◆ All test sites must test on the designated test days with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions for the timed tests **no later than 9:00 a.m.** Students whose schedules normally start earlier or later, including night school students, must adjust to meet this requirement.
- ◆ Constant security of materials
  - Receipt, check-in, and verification of test booklets by serial number
  - Restricted access at **all** times from moment of receipt to return (documented “chain of custody”)
  - Answer documents not returned to students after test responses gridded
  - Immediate and complete return of all materials to ACT
- ◆ Proper identification of students by room supervisor (personal recognition or photo ID)
- ◆ Direct consultation with ACT to handle administration irregularities

### Exact Timing of tests

- ◆ More than one timepiece must be used in each room to ensure accurate timing
- ◆ Time remaining may not be posted
- ◆ Announcement of five minutes remaining must be read verbatim from the *Supervisor's Manual*

### Documentation of Test Day Procedures

- ◆ ACT Testing Staff List returned for each school with answer documents
- ◆ ACT Testing Roster, Seating Diagram, Test Booklet Count Form, and Time Verification Form returned for each room
- ◆ ACT Supervisor's Report Form is completed accurately and placed on top of answer documents returned for scoring for each date of testing.
- ◆ Irregularity Report(s) returned with any voided answer documents attached per instructions provided in the *Supervisor's Manual*

## Attachment C

### Draft 2013 ACT State Testing Qualifications and Responsibilities for the Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC)

The Test Supervisor and Back-up Test Supervisor must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all students at their school are tested under the same conditions as students at every other school administering the examination. In addition, one individual at the school will need to serve as the Test Accommodations Coordinator. This individual may be the appointed Test Supervisor, Back-up Test Supervisor, or a different staff member. All individuals appointed in these three positions (Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator) must meet **all** of the following qualifications and agree to the listed responsibilities.

#### **Qualifications and Requirements**

For all three positions (TS, BU, TAC) - you must meet *all* of the requirements below:

1. **The Test Supervisor and the Back-up Test Supervisor must not be related to or guardian of any student participating in State Testing with standard time anywhere in your state on either the Initial or Makeup Test Date this year. The Test Accommodations Coordinator must not be related to or guardian of any student participating in State Testing with accommodations anywhere in your state during the two-week testing window for accommodations this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
2. May serve as the Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator at **one school only**.
3. Be proficient in English.
4. Be experienced in testing and measurement.
5. Be a staff member of the school.
6. Have control over locked, limited-access storage at the school to secure the test materials.
7. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in the *Supervisor's Manuals*.
8. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September 1 through August 31), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise*.

#### Additional Qualifications for the TAC:

1. Not be a private consultant or individual tutor whose fees are paid by a student (or the student's family) for whom accommodations are requested.
2. Not be involved in coaching high school or college athletics (applicable only if any student requesting accommodations participates in athletics). This qualification is in place to protect testing staff who receive and handle secure test materials and who administer the test to students individually or in very small groups without other testing staff present.

#### **Primary Responsibilities**

For all three positions (TS, BU, TAC):

1. Newly appointed Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators must participate in a mandatory training session conducted by ACT staff and the

designated state agency, if applicable. Workshop dates and times will be provided to appropriate staff in separate correspondence from ACT.

2. Read and follow exactly all policies and procedures in the *Supervisor's Manual*.
3. Arrange for all students to complete pre-test sections of their ACT answer documents in a supervised session at school before test day. If applicable, affix barcode labels to student answer documents prior to test day.
4. Receive and check-in secure test materials within 24 hours of receipt at your school. Ensure security of test materials from receipt until return. Take steps to protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.
5. Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. In standard time rooms one room supervisor is required per room, plus one proctor for every 25 students in the room after the first 25. In accommodations rooms one room supervisor is required per room, plus one proctor for every 10 students in the room after the first 10. All testing staff must be proficient in English, may **not** be involved in ACT test preparation outside of normal school duties, and may not be enrolled in high school. No room supervisor or proctor may assist in a room where a relative is testing. Athletic coaches may not act as room supervisors in any one-on-one situation in which student athletes are testing.
6. Conduct training for all testing staff before the test dates, including a complete review of the *Supervisor's Manual*.
7. Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
8. Complete, verify, and return all required reports, seating diagrams, forms, answer documents, and test booklets/alternate test formats immediately after testing as directed.
9. Document all irregularities and consult directly with ACT, as appropriate, regarding actions to be taken.
10. Cooperate fully with ACT, if applicable, to investigate and resolve suspected or documented irregularities.

#### Additional Responsibilities for the TS and BU:

1. Ensure that enrollment figures for all students who are required to test at your school have been provided as directed for the ACT.
2. Arrange for all students to test on the designated test dates with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions **no later than 9:00 a.m.**
3. Make arrangements for test rooms that meet standard testing requirements, including uncrowded seating facing the same direction, manageable security, good lighting and ventilation, adequate writing surfaces, and required space between students.
4. Ensure test rooms are free from distractions during the test session(s) (bells, public address system turned off, etc.) and separated from regular school activities.

#### Additional Responsibilities for the TAC:

1. Determine which students need to apply for accommodations for the ACT; complete a request form for each, gather required signatures, and compile documentation.
2. Ship completed accommodations request forms and the completed Test Accommodations Coordinator Header as a group to arrive at ACT no later than the required deadline provided to you on the *Checklist of Dates*.
3. Provide a timely response to requests from ACT for additional information about individual students.
4. Arrange for all students to test within the designated accommodations testing window using only the authorized accommodations and materials assigned to each student.

Assign students to test rooms, separated by timing code, with a room supervisor for each room. Separate students testing with different timing codes according to instructions provided in the *Supervisor's Manual*.


## Attachment D

### Draft 2013 ACT Barcode Student Label File Requirements (Optional)

#### 1. General Requirements

- Affixing a barcode label to the answer document provides an efficient method to electronically capture a State ID that can be included on electronic output. The district sends ACT a barcode label file. ACT prints labels that are distributed to each test site prior to test day. Testing staff affix the labels to the answer documents as part of the process to collect the non-test information. When the answer documents are scanned, the barcode is read and translated back to the state ID which becomes part of the student’s permanent record.
- If a label is unavailable, the state ID can be manually gridded on the answer document.
- The district must provide ACT with a fixed-block file with one record per student (refer to the file layout below). The filename and record count should also be provided to ACT.
- Records must be sorted in ascending order by ACT HS Code. Labels will be printed in the same order as the records on the file. If, for example, you want labels printed in alphabetical student name order within high school, please ensure the file is sorted in that manner.

#### 2. Label Layout

LAST NAME, FIRST NAME MI		
ACT HS CODE: 123456	HIGH SCHOOL NAME	
DISTRICT CODE: 1234567890	SCHOOL DISTRICT NAME	
 barcode		
01234567890-1		
GRADE: 11	DOB: MM/DD/YY	ID: 1234567890

#### 3. File Layout

Start	End	Length	Field	Data Specifications
1	6	6	ACT HS Code	Required -- School’s ACT HS code
7	18	12	Last Name	Required; Flush left; Uppercase
19	27	9	First Name	Required; Flush left; Uppercase
28	28	1	Middle Initial	Optional; Uppercase
29	30	2	Grade Level	Optional; Numeric (e.g., “11”)
31	36	6	Date of Birth	Required; MMDDYY format
37	46	10	Student State ID	Required; Numeric; if not 10 digits, flush right and fill with lead zeros
47	66	20	School District Name	Optional; Flush left; Uppercase
67	86	20	High School Name	Required; Flush left; Uppercase
87	96	10	District Code	Optional; State District Code ; Flush left



**Milestones – Student Barcode Labels (Optional Services)**

Dates applicable to Districts using these services.

<b>Milestones</b>	<b>March Testing</b>	<b>April Testing</b>
BARCODE LABELS:		
ACT Confirm File Layout	Mid September 2012	Mid September 2012
District Provides Complete Production File – in ACT format.	January 8, 2013	Febraury 12, 2013

Files received that do not meet ACT file layout specifications cannot be processed.

## **Exhibit 2 Fees**

Districts will be invoiced for each answer document processed.

ACT                                 \$35.00

ACT Plus Writing                 \$51.00

### **Cancellation Policy**

Districts cancelling after the execution of the agreement will be subject to the rates listed below:

Cancellation prior to August 30, 2013                 \$500

September 1- December 31, 2012                         ACT only fees for 5% of the estimated volume

After January 1, 2013   ACT only fees for 10% of the estimated volume