

# **2016 ACT Aspire**

## **Alerts for Room Supervisors and Proctors Administering Online Summative Tests**

### **General Alerts**

1. All Room Supervisors and Proctors **must** be familiar with the alerts contained in the *ACT Aspire Assessments: Alerts for Room Supervisors and Proctors Administering Online Summative Tests*. Hereafter, this training document will be referred to as Alerts for Online Room Supervisors and Proctors.
2. Room Supervisors administering online tests must be familiar with *ACT Aspire Room Supervisor's Manual: Online Summative Testing*. Hereafter, the document will be referred to as *Online Room Supervisor's Manual*.
3. No relative of a student who is taking the test may serve as a Room Supervisor or Proctor for that student.
4. No student or student teacher may serve as a Room Supervisor or Proctor.
5. **All Room Supervisors and Proctors must read and be familiar with the *Room Supervisor's Manual* prior to testing.**
6. The ***Room Supervisor Manual: Online Summative Testing*** and **ACT Aspire Assessments Alerts for Room Supervisors and Proctors Administering Online Summative Tests** work together, not as two separate pieces.

### **Policies and Procedures (Pages 2-3)**

7. The following **staff** behaviors are prohibited. These behaviors may lead to a student's test not being scored or to a reported score being cancelled. In addition, these behaviors may lead to consequences for testing staff, including reporting of test security concerns to appropriate school or legal authorities.
  - Accessing or obtaining a test booklet or test questions prior to the test for any reason.
  - Photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items. (An exception is provided for students who need to utilize digital scanning magnification for test items. See the *ACT Aspire Accessibility User Guide*.)
  - Taking notes about test questions or paraphrasing 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 or document incidents of prohibited behavior involving students, staff, and others.
  - Allowing students to test longer than the permitted time.
  - Failing to return and account for all testing materials after the test session has ended.

### **Possession of Prohibited Items by Testing Staff (Not Listed in *Room Supervisor's Manual*)**

8. School personnel involved in administration of state testing may not use **digital devices** (including but not limited to telephones, cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) during test administration. Violations may result in disciplinary action/certification revocation. Additional disciplinary action may be taken by the LEA.
9. All electronic devices, including computers located in the testing room, must be turned **off** before testing materials are brought into the room, and they must remain off until testing materials are removed from the room.
10. All copiers, scanners, printers, telephones and other electronic devices must be disabled or removed from the testing room before test materials are brought into the room.

### **Computer Workstation for ACT Aspire Online Version (Not Listed in *Room Supervisor's Manual*)**

11. Each online testing room must have a separate computer workstation the Room Supervisor will use to access the Platform, begin and close the test session, and monitor testing progress.
12. The workstation **must pass** the System Check and be located in an area where the Room Supervisor can see all examinees in the room.
13. Whether a desktop or a laptop is used as the workstation, the computer must remain stationary on a table or a desk throughout the test session.
14. The room supervisor may not exit the program and enter any other site on the computer during the test session.
15. No cell phones, tablets, or other electronic devices may be used in the test room.

### **Guidelines for Administering the Tests (Pages 4-10)**

#### **Calculators (Page 4)**

16. Students taking the Grades 3-5 Mathematics subject tests **cannot** use a calculator. All problems can be solved without the use of a calculator.
17. Students in Grades 6-8 and 10 are allowed, but not required, to use an approved calculator on *ACT Aspire Mathematics (only)* tests. A list of permitted and prohibited calculator models can be found on Avocet ([Avocet/Calculators/Calculator FAQ](#)).
18. Unless a calculator is provided by the school, each student is responsible for bringing his/her calculator and making sure it works properly.
19. Although students may bring backup calculators, a student may have only one calculator on his or her desk at a time.
20. Students are **NOT** allowed to share calculators.

#### **Scratch Paper (Page 4)**

21. Students need to do scratch work in their test booklets, but students are allowed additional scratch paper if they request it. The following information must be written at the top of each sheet of scratch paper: first and last name, school name, subject they are currently testing, and school grade.
22. The scratch paper must be collected and returned to the Test Coordinator.
23. **The Test Coordinator (STC) should destroy all scratch paper using the system's Test Security Plan.**
24. **All Authorization Tickets used as scratch paper should be securely stored by the Test Coordinator (STC) until scores are received. Once scores are received, the Authorization Tickets/scratch paper should be destroyed using the system's Test Security Plan.**

### **Test Format (Page 5)**

25. *ACT Aspire* assessments consist of selected-response questions (English, Reading, Mathematics, and Science) and constructed response questions (Writing, Reading, Mathematics, and Science). Time requirements vary by grade and subject. See page 6.
26. For **2016**, *ACT Aspire* made the following enhancements: multiple-choice items will **increase** for English Grades 3, 4, and 5 by item type; multiple-choice items will increase for Mathematics Grades 3, 4, and 5; and constructed-response items will **decrease** by a single item.
27. The online testing system will display a countdown timer set to the appropriate amount of time for the subject test the student is taking.
28. The subject test automatically ends when time runs out, displaying a "Time Expired" message.
29. **English Text Audio for Sighted and English Audio for Blind when selected in the Personal Needs Profile (PNP) will automatically launch at 300% of the standard test time.**
30. The online system will display a countdown timer set to the appropriate amount of time for the subject test the student is taking.
31. **When five minutes are remaining on the test, an ORANGE message will briefly be displayed in the upper right-hand corner, next to the timer.**
32. The subject test automatically ends when time runs out, displaying a "Time Expired" message. The system then directs the student to submit the test.
33. **Although *ACT Aspire* provides an opportunity for extend time for online test sessions through the Proctor Teacher Password, the ALSDE is the only authority to provide permission for extended time: therefore, this button/process may not be used.**

### **Bathroom Breaks (Not Listed in *Test Room Supervisor's Manual*)**

34. Students will need to complete a test in a single sitting. Please allow time for restroom breaks and material handling prior to each test session. Unauthorized breaks will be handled the same for *ACT Aspire* as they are for all other standardized assessments. Examinees who leave the room during a timed test to go to the restroom may **NOT** make up lost time. The Room Supervisor should record on the ALSDE irregularity form the time that the student left the room and the time the student returned. **For online testing, the timer should not be stopped.**
35. Before the examinee leaves the room, the Room Supervisor must collect the examinee's test booklet and answer document; the materials must be returned to the examinee when he or she is readmitted.

### **Illness during Test Administration (Not Listed in *Test Coordinator's Manual*)**

36. When a student becomes sick and must leave the room, the Room Supervisor will note the time and reason the student left the room. The hall monitor should ensure that the student does not interact with other students while he or she is out of the room; the student may not have access to any materials or unauthorized devices during the time out of the room. If the student remains in school and is able to continue testing on the original test date, the Building Test Coordinator may arrange for a make-up session. The Room Supervisor assigned to administer the make-up session will allow the student the documented time remaining to finish the test.

### **Specific *ACT Aspire* Policies (Pages 7)**

37. Students are not allowed to have cell phones, tablets, or any electronic communication devices on their person.
38. Students will **NOT** be allowed to bring calculator watches, watches with timers or alarms, unapproved calculators, foreign language or other dictionaries, textbooks, backpacks, or other bags into the room. No tablets or iPads are allowed in the pencil and paper testing room.

### **Prohibited Items for Students (ALSDE Policy)**

39. The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited** during the administration of a secure test. School personnel will collect such devices before students can enter the testing room. If a student is observed in **possession** of a digital device during the administration of a secure test, the **device will be confiscated**.
40. If a student is observed **using** a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's **test will be invalidated**. Additional disciplinary action may be taken by the LEA.

### **Prohibited Behaviors (Page 7)**

41. Specific instructions about guessing on multiple-choice items are included in the verbal instructions of each test. If students ask about guessing, staff must refer them to these instructions.
42. Neither the Room Supervisor nor Proctor may comment on or add to the printed directions or items in any way.
43. Staff may **NOT** answer questions regarding individual test items. All staff in the room during an administration should respond to questions with, "Do the best you can."
44. Room Supervisors and Proctors **must** be familiar with the following list of prohibited student behaviors printed on **pages 7-8** of the *Room Supervisor's Manual*:
  - 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 Grades 6-Early High School 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.
  - Sharing a calculator with another student
  - Using any device to share or exchange information at any time during testing or during the break.
  - Attempting to remove or send test questions or answers from the test room by any means
  - Exhibiting confrontational, threatening, or unruly behavior
  - Creating a disturbance or allowing an alarm or phone to sound in the test session
45. 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 continue to observe the student closely.
46. If you **OBSERVE** any of these behaviors, collect the student's answer documents and test booklet. Inform the student that his or her test will be voided.

### **Reporting Irregularities in Testing Administration (Page 8)**

47. Room Supervisors and/or Proctors will report all irregularities that involve prohibited behaviors of students or circumstances that may affect the scoring of a student's test on the ACT Aspire Testing Irregularity Form printed on **page 9** of these Alerts for Online Room Supervisors and Proctors. This form may be completed via the ACT Aspire Portal.

48. The standard Alabama irregularity form on **page 8** of this document will be used for all test irregularities, including those involving staff that are reported to the ALSDE. These may be submitted directly to the System Test Coordinator rather than the Building Test Coordinator if preferred.
49. Document any of the following occurrences during administration of the tests:
  - A student engages in any instances of prohibited behavior as above.
  - A student becomes ill and 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 response).
  - 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 technical issue that interrupts testing.
50. Recording an irregularity is not the same as voiding a student's test and dismissing the student for the prohibited behavior.
51. **All irregularity reports must also be entered using the correct coding by the Test Coordinator in the online ACT Aspire Portal for each session.**
52. Failure to report any irregularity is a test security violation.
53. The **ALSDE** must determine if a test should be voided. Do not bubble "**VOID**" on any test without **ALSDE permission**.

#### **Accessibility and Accommodations for ACT Aspire (Pages 9)**

54. For questions related accessibility features, special populations, and special formats, please refer to the Special Populations Manual, Student Assessment Handbook, and the *ACT Aspire Accessibility User's Guide*, <http://actaspire.avocet.pearson.com/actaspire/home#4673>.
55. A student with an IEP/504/I-ELP who cannot complete an *ACT Aspire Assessment* under standard conditions may be tested with accommodations or accommodated testing materials (large-type or braille).
56. Large print and braille materials are ordered through the ACT Aspire Portal.

#### **Desirable Testing Conditions (Page 10)**

57. Testing rooms, including classrooms, must offer adequate writing surfaces, ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction.
58. The writing surface should be large enough to accommodate a test booklet and answer document side-by-side. **Lapboards must not be used.**
59. As in the administration of all standardized tests, **seats must be arranged so that all students face the Room Supervisor**. If tables are used, students must be seated on the side of the table facing the test administrator. No students may be seated at ends of tables or facing other students. Distance between students must be three feet apart shoulder to shoulder and a minimum of three feet apart front and back. A sample seating chart has been provided on **page 10 of these alerts**. Refer to **page 18 of the Test Coordinator Manual** to view acceptable and unacceptable seating arrangements.
60. Remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested.

#### **Test Administration Procedures (Pages 11-12)**

61. All computers to be used for testing should be turned on, and the TestNav 8 URL or TestNav Desktop application should be launched so the student sign-in screen is visible.

62. If any students are testing with accommodations, know and mark well in advance those accommodations that will be administered. If you will be administering an audio test, **be sure to have students test and adjust the volume before logging in.**
63. **All students receiving a computer-based read aloud MUST use headphones.**
64. Check students' calculators in Grades 6-8 and 10 via ACT calculator policy for the mathematics test.
65. Students should not be able to do other work or look at any materials if they finish the test early.
66. **All students in a room must test with the same subject, same grade, same timing, and same format (paper or online).**

#### **Test Administration Policies (Not Listed in *Room Supervisor's Manual*)**

67. Prior to the scheduled test administration, the Room Supervisor **will complete** a seating chart from the Test Assignment Roster. Students' names **must be recorded** on the seating chart, and students must be seated according to the seating chart. Students should not be allowed to select their own seats.
68. Once students are checked in, the Room Supervisor will write **ABSENT** in the box on the seating chart for any student who is not present for testing. See **page 10** of this document.
69. At no time may the Room Supervisor leave the room unattended.
70. The Room Supervisor may **NOT** admit anyone to the testing room once the timed tests have begun. (The Building Test Coordinator will determine how makeup exams will be handled for late arrivals.)

#### **Student Authorization Tickets (Page 11-12)**

71. Ahead of test day, print the student authorization tickets for each subject test to be administered and familiarize yourself with the format of the authorization ticket.
72. If all of the authorization tickets were printed at the same time for all students, ensure with your Test Coordinator that you received only the tickets for your students and sessions. Keep these tickets secure at all times, and do not distribute them to students until testing.
73. **You must start the test session in the Portal before students can sign in to TestNav to start testing.**
74. Once the test session has been started and students are admitted to the room and seated, securely distribute the student authorization tickets. Hand the authorization tickets to each student; do not pass them down aisles. Each student must have his or her authorization ticket before logging into the test.
75. Students should not have access to their login credentials before testing.
76. **Authorization Tickets may serve as scratch paper.**

#### **Verbal Instructions (Pages 14-53)**

77. Verbal Instructions for administration of the *ACT Aspire* tests are found on **pages 14-53** of the *Room Supervisor's Manual*. Verbal instructions must be read **verbatim**.
  - **Color-coded By Subject/ By Grade Guide —page 13**
  - **Directions by Subject- pages 14-53**
78. The directions are written by subject and by grade. **English, Mathematics, and Writing have grade/grade span specific directions.**
79. **All Room Supervisors must log their start/stop times for each assessment.**
  - **English- Grades 3-7 page 16 and Grades 8 and 10 page 19**
  - **Mathematics- Grades 3-5 page 22, Grades 6-8 and 10 page 25**
  - **Reading- All grades page 29**
  - **Science- All grades page 32**

- **Writing- Grade 3 page 35, Grade 4 page 38, Grade 5 page 41, Grade 6 page 44, Grade 7 page 47, Grade 8 page 50, and Grade 10 page 53**
80. **Failure to properly log start/stop times could result in invalidations.**

**After All Testing Session (Page 55)**

81. Account for all authorization tickets and sheets of scratch paper.
82. Finish recording any testing irregularities in the ACT Aspire Portal prior to closing test session.
83. Ensure that all computers used for testing are logged out of TestNav.
84. Return all authorization tickets and scratch paper to your Test Coordinator.
85. Once all steps are complete, close the test session.
86. All materials must be inventoried and returned with the *Room Supervisor's Receipt and Return of ACT Aspire Testing Materials* form to the Building Test Coordinator. Materials that must be returned to the Building Test Coordinator include the following:
  - *Room Supervisor's Manual*
  - Class Roster
  - Seating Chart
  - Authorization Tickets
  - Scratch Paper
  - Irregularity Forms (if applicable)





**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 Changed, Reverse Sheet Below		
Name:	Bar Code #: Form#:										<input type="checkbox"/> Void <input type="checkbox"/> Not Void
	Explanation:										
Name:	Bar Code #: Form#:										<input type="checkbox"/> Void <input type="checkbox"/> Not Void
	Explanation:										
Name:	Bar Code #: Form#:										<input type="checkbox"/> Void <input type="checkbox"/> Not Void
	Explanation:										

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**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 \_\_\_\_\_

## SAMPLE SEATING CHART


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

Room Supervisor's Desk

Room Number: _____
Room Supervisor: _____
Roster: _____

- **All students' desks must face the Room Supervisor.**
- Prior to the test, record students' names in the boxes on the seating chart, making sure the seating chart mirrors the actual room set-up.
- After test booklets are distributed, record each student's booklet number in the appropriate box on the chart,
- If a student is absent, write ABSENT in the appropriate box on the chart.
- After testing, check the roster and seating chart to make sure you have an answer document for each student.

