Training for Room Supervisors and Proctors Administering QualityCore End-of-Course Paper/Pencil Assessments Spring 2013

Rebecca Mims
Education Administrator
Student Assessment
Alabama State Department of Education
rmims@alsde.edu or 334-242-8038
Room Supervisors
(Not in Manual)

• Typically, teachers serve as Room Supervisors and will administer the QualityCore End-of-Course Assessment (QC EOC), to their students during a regular class period.

• Proctors should be assigned when testing groups are not in a classroom setting.

• Everyone involved in test administration must have a copy of the ACT QualityCore Room Supervisor’s Manual Contract (Room Supervisor’s Manual) prior to testing and be familiar with its contents.

• As is the case for all state assessments, the Room Supervisor must be a certificated full-time employee with the school system.

• Proctors must be full-time employees who work with students in the instructional setting.

• No relative of a student who is taking the test may serve as a Room Supervisor or Proctor for that student.

• No student or student teacher may serve as a Room Supervisor or Proctor.
Preparing Test Rooms
(Not in Manual)

• Testing rooms, including classrooms, must offer adequate testing conditions.
• 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 the table or facing other students.
• Writing surfaces must be adequate. Lapboards are not permitted.
• All instructional materials related to the subject being tested must be removed or covered prior to testing.
• Prior to the scheduled test administration, the Room Supervisor will complete a seating chart from the Test Roster. Students’ names must be recorded on the seating chart.
• 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.
• After materials are distributed, booklet numbers must be recorded in the boxes with students’ names on the seating chart.
• If section 1 and section 2 of a test are administered on separate days, the Room Supervisor must complete a new seating chart on the second day.
Manual Statement and Signature

1. Read the following Statement: I understand ACT owns these test materials, including this Manual, and the test questions and responses in the test booklets. By opening this Manual, I agree to keep the test materials confidential and only use the test materials in connection with the administration of the test to authorized examinees. I further agree that I will not share ACT questions and responses with anyone by any form of communication—other than with authorized examinees at test time—and understand that violating this agreement may result in legal penalties.

2. Sign your name as you would any official document and enter today’s date.

________________________________________  ______________________________
Your Signature                                     Today's Date
Dear Educator:

This manual contains the instructions for administering the ACT QualityCore® End-of-Course Assessments, and it includes information applicable to the user roles of Test Supervisor and Room Supervisor. The Test Supervisor is the main ACT contact at your school for the End-of-Course Assessments and is responsible for the distribution and collection of test materials. You, the Room Supervisor, will actually administer the tests to students according to the procedures in this manual.

If you have any questions, please discuss them with your school's Test Supervisor, who can determine whether it is necessary to contact ACT for resolution.

If you have any concerns about testing irregularities and/or prohibited behaviors, please complete your Contract Testing Irregularity Report and return it to your Test Supervisor. If you would like to report any concerns anonymously, you may do so at http://act.alertline.com/gcs/welcome or by calling 877.777.7296.
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Policies and Procedures

General Information
A secure uniform administration of the ACT QualityCore® End-of-Course (EOC) Assessment is essential for successful measurement of students' academic skills. It is critical that the procedures you employ at your school be identical to those at other schools.

This manual provides detailed directions about:

- Selecting facilities and staff
- Ensuring test security
- Administering tests in a standardized manner

All testing personnel are required to read the materials provided by ACT. You can help create a fair testing environment by strictly adhering to ACT policies and procedures.

If you have any questions that are not addressed in this manual, contact ACT QualityCore Customer Services at 866.764.7228.

Equal Treatment
All staff are required to administer and supervise the ACT QualityCore End-of-Course Assessment in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

Fair Testing Practices
ACT endorses the Code of Fair Testing Practices in Education and the Code of Professional Responsibilities in Educational Measurement. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each of these codes. A copy of each code may be obtained free of charge from ACT Customer Services (68), P.O. Box 1008, Iowa City, IA 52243-1008, 800.553.6244, extension 1429.

Investigations
All staff are obligated to report suspected or documented irregularities to ACT, cooperate fully with ACT in subsequent investigations, and respond to ACT's requests for information in a timely manner.
Receipt of Test Materials from BTC
(Not in Manual)

• To ensure the security of the test, the Room Supervisor’s Receipt and Return of Testing Materials form accompanies testing materials which are delivered to Room Supervisors and returned to the BTC at the conclusion of testing each day.

• Both the Room Supervisor and BTC must count and sign for all testing materials when they are issued for administration and when they are returned immediately following testing.

• Testing materials should be distributed for the exact number of students being tested in each setting.

• The Room Supervisor must never leave the testing room and materials unattended.
ROOM SUPERVISOR'S RECEIPT AND RETURN OF QUALITYCORE END-OF-COURSE TESTING MATERIALS

DIRECTIONS: This form accompanies testing materials which are delivered to the Room Supervisor and returned to the Building Test Coordinator each day. All materials must be returned to secure storage each day. This form is to be filed in the LEA by the System Coordinator.

Name of School: ____________________________

Name of Room Supervisor: ________________________________

<table>
<thead>
<tr>
<th></th>
<th>BEFORE TEST</th>
<th>AFTER TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quantity Received</td>
<td>Serial Numbers on Materials</td>
</tr>
<tr>
<td>English 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geometry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Test Booklets</td>
<td>_____ to _____</td>
<td></td>
</tr>
<tr>
<td>Large-Type Test Booklets</td>
<td>_____ to _____</td>
<td></td>
</tr>
<tr>
<td>Braille Test Booklets</td>
<td>_____ to _____</td>
<td></td>
</tr>
<tr>
<td>Answer Documents*</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Room Supervisor's Manual(s)</td>
<td>_____</td>
<td>N/A</td>
</tr>
<tr>
<td>Reference Sheets*</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Since answer documents and reference sheets are included as tear-out pages within the test booklets, the quantity returned will equal the number of used test booklets returned.

VERIFICATION OF DELIVERY AND RETURN OF MATERIALS

Date | Signature of Room Supervisor/Test Administrator | Date | Signature of Building Test Coordinator

Delivery: ____________ ____________ ____________ ____________ ____________
Return: ____________ ____________ ____________ ____________ ____________
End-of-Course (EOC) Assessment

Test Materials

General Information

Your Test Supervisor will provide you with the following materials:

- Personalized ACT QualityCore multiple-choice test booklets with embedded answer document and reference sheet (for Chemistry, Physics, and any mathematics test)
- ACT QualityCore Room Supervisor's Manual: Contract—this manual (one for the Room Supervisor and one for each proctor who will be assisting in the testing room)
- ACT QualityCore Group Header(s) (one for each Test Assignment Roster)

Group Headers

Group Headers (see sample on page 17) are used to divide student multiple-choice answer documents into the Test Assignment Rosters created on the ACT QualityCore website. Test Assignment Rosters must be built online before you administer the test. Consult with your school Test Supervisor to ensure this step has been completed correctly. Once Test Assignment Rosters have been built, reference the website for the six-digit Vantage Test Assignment Roster ID to enter in Block D of the Group Header. (Instructions for completing the Group Headers appear on page 16 of this manual.)
Use of Calculators on the ACT QualityCore End-of-Course Assessment

Students are allowed, but not required, to use an approved calculator on the following End-of-Course Assessments:

- Algebra I
- Precalculus
- Geometry
- Algebra II
- Chemistry
- Physics

Permitted Calculators

Students may use any calculator, unless it has features described in the Prohibited Calculators list. Models on the Calculators Permitted with Modification list may be used only if the Room Supervisor modifies them as indicated. A minimum of a scientific calculator is recommended, as students may not be able to solve some problems without one.

Prohibited Calculators

These types of calculators are prohibited:

- Texas Instruments: All model numbers that begin with TI-89 or TI-92, and TI-Nspire CAS (standard TI-Nspire allowed)
- Hewlett-Packard: HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
- Casio: Algebra fx 2.0, ClassPad 300, ClassPad 330, and all model numbers that begin with CFX-9970G
- Calculators with built-in computer algebra systems
- Handheld, tablet, or laptop computers, including smartphones and PDAs
- Electronic writing pads or pen-input devices (The Sharp EL 9600 is permitted.)
- Calculators built into cell phones or any other electronic communication devices
- Calculators with keys in QWERTY format. Calculators with letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification

These types of calculators are permitted, but only after they have been modified as noted:

- Calculators with paper tape—Remove the tape.
- Calculators that make noise—Turn off the sound.
- Calculators that can communicate wirelessly with other calculators—Completely cover the infrared data port with heavy opaque material, such as duct tape or electrician's tape (includes Hewlett-Packard HP-38G series, HP-39G series, and HP-48G).
- Calculators that have power cords—Remove all power cords.
On Test Day

Unless a calculator is provided by the school, each student is responsible for bringing his/her calculator to the test and making sure it works properly. Students may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Students are not allowed to share calculators during testing.

Test Administration

Test Format

The contract ACT QualityCore End-of-Course Assessment consists of two multiple-choice sections.

You may select any day or days during your testing window to administer the test. Multiple sections of the same course must test on the same day(s) within the window. Each section of the End-of-Course Assessment requires 45 minutes of testing time. You may choose to administer the sections of the test in one session or in separate sessions.

Answer Documents without Preprinted Registration Information

If you do not have personalized test booklets, the Test Supervisor will need to grid Block D on the answer documents with the students’ QualityCore ID numbers after the test.

To find the students’ QualityCore ID numbers, you or the Test Supervisor should log in to the ACT QualityCore website and access the Test Assignment Roster for the class being tested. If the roster does NOT include all students who are to be tested, tell your Test Supervisor. The Test Supervisor will need to add the student(s) to the Test Assignment Roster.

**NOTE:** ACT cannot score an answer document unless the student has a valid QualityCore ID and is registered in a valid Test Assignment Roster.

Accessing the QualityCore ID Numbers for a Test Assignment Roster

To access the QualityCore ID number:

1. Go to [www.act.org/qualitycore](http://www.act.org/qualitycore) and log in using your user ID and password.
2. Click on Test Rosters.
3. Click on the desired class.

4. To find a student roster with QualityCore ID numbers, click on the box that says Login Info.

5. A screen will appear containing all of the student information. Click on the box in the upper right corner to print this screen.

Other Guidelines

No. 2 Pencil

Students must use a No. 2 pencil. Using fountain pens, ballpoint pens, mechanical pencils, or colored pencils will result in the test not being scored.

Unauthorized Testing Aids

Using scratch paper, notes, any foreign-language or English dictionary, a cell phone, or an alarm on a wristwatch or cell phone is not permitted. Scratch work is to be done in the test booklet. The use of any electronic device is not permitted. Use of any of these unauthorized testing aids is prohibited and should be noted in the Contract Testing Irregularity Report (page 19).

Guessing on Multiple-Choice Items

Specific instructions about guessing on multiple-choice items are printed inside the multiple-choice test booklet on the page preceding each multiple-choice section. If students ask you about guessing, refer them to these instructions. Do not comment on or add to the printed directions or items in any way.

Student Questions about Test Items

Do 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.*

If students note typographical errors or ambiguities in particular test items, Room Supervisors should instruct students to do the best they can, and then include an explanation of the student’s question or comment and the test form number(s) on a copy of the Contract Testing Irregularity Report (page 19). Return the Contract Testing Irregularity Report to the Test Supervisor along with any test booklets and/or answer documents affected by irregularities.
Prohibited Behaviors and Irregularities

The following student behaviors are prohibited. These behaviors should be documented using the Contract Testing Irregularity Report on page 19. It is possible that they may lead to a student’s test not being scored or to a reported score being cancelled.

- Filling in or altering ovals on a test after time has been called on that test
- Looking back at a test on which time has already been called
- Opening and looking in a test booklet before being instructed to do so
- Looking at another student’s test booklet or answer document
- Giving or receiving assistance
- Using a prohibited calculator
- Using a calculator on any test other than a Chemistry test, a Physics test, or any mathematics test
- Sharing a calculator with another student
- Using any device to share or exchange information at any time during testing or during the break. *(All electronic devices, including cell phones, must be turned off from the time testing begins until the student is dismissed after testing concludes.)*
- Attempting to remove test materials, including questions or answers, from the test room by any means
- Using dictionaries or other aids
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room

You should confiscate and retain indefinitely any electronic device, including a cell phone, used in violation of this list of prohibited behaviors and contact ACT immediately for further instruction.
Testing Irregularity Report
Alabama QualityCore End-of-Course Assessments

School personnel should complete this report if unusual circumstances have occurred (e.g., misconduct of student, illness of student, suspicion of cheating, interruption of testing).

The Building Test Coordinator should submit all reports to the System Test Coordinator for delivery to ACT. If applicable, affected answer document(s) and/or test booklet(s) should be attached to the original form and packaged behind the School Header in the Tyvek envelopes containing used answer documents to be sent to ACT. One copy of this form should be sent to the ALSDE, and one copy should be retained in the LEA.

<table>
<thead>
<tr>
<th>School Name</th>
<th>System Name</th>
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<table>
<thead>
<tr>
<th>Room Supervisor</th>
<th>Test Roster Name/Assignment ID</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Course (e.g., English 10)</th>
<th>Test Date</th>
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</table>

<table>
<thead>
<tr>
<th>Student Name*</th>
<th>Student QualityCore ID*</th>
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</tbody>
</table>

Description of Prohibited Behavior or Irregularity:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Action Taken:

__________________________________________________________________________

Answer Document(s) Attached: [ ] Yes [ ] No

Group Irregularity: [ ] Yes [ ] No

Name of Person Reporting Irregularity

Signature of Person Reporting Irregularity

Date Reported

Name of System Test Coordinator

Signature of System Test Coordinator

Date Received

*List names and QualityCore IDs of students affected by group irregularity on back of this form.
Prohibited Behaviors by Staff

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, and may also lead to consequences for testing staff, including reporting of test security concerns to appropriate school or legal authorities.

- Allowing students to fill in or alter ovals on a test after time has been called on that test
- Allowing students to look back at a test on which time has already been called
- Allowing students to open a test booklet before they are instructed to do so

- Allowing third parties, including but not limited to staff, to access, open, copy, reproduce, or review test materials
- Developing and/or sharing answer keys or responses to test items
- Allowing a student to look at another student's test booklet or answer document or otherwise share responses
- Giving or receiving assistance to students in responding to test items
- Tampering with student responses
- Allowing students to use a testing aid or electronic device during testing
- Removing or attempting to remove test items from the test room without approval, or allowing others to remove test materials from the room
- Allowing students to use a prohibited calculator or to use a calculator on any test other than a Chemistry test, a Physics test, or any mathematics test
- Allowing students to share a calculator with another student
Use of Digital Devices by Staff
(Not in Manual)

• 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.

• When administering paper/pencil tests, all electronic devices belonging to school personnel, 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. (Students may not bring electronic devices into the testing room.)

• All printers that have scanning or copying capability and all copy machines must either be disabled or removed from all rooms being used for a testing section.
Verbal Instructions

Before the Test

Study these instructions before the test day. Read aloud all instructions in the highlighted sections; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

Part 1: Initial Instructions

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

You are about to take the ACT QualityCore [name of course] End-of-Course Assessment.

If you will be administering the two sections of the test in one session, say:

There are two 45-minute sections in this test. At the end of the first section, you will be allowed a [specify 10- or 15-minute] break before the second section begins.

If you will be administering the two sections of the test on separate days, say:

There are two 45-minute sections in this test. After you complete the first section today, I (we) will collect your test booklets and answer documents. They will be redistributed before the second section is administered.
Please clear your desks of everything except your pencil. You may use a calculator if you are taking a Chemistry test, a Physics test, or any mathematics test. I (we) will now distribute test booklets. Do not open them until I tell you to do so. These booklets are the property of ACT and must be returned upon completion of the test. When you receive your test booklet, read the directions printed on the back cover. After you have read them, please look up...

Distribute one test booklet to each student. Be sure to hand each test booklet to the student whose name appears on the cover. Individually distribute a blank test booklet to any student who does not have a personalized test booklet. As Room Supervisor, you must follow up with the Test Supervisor to ensure that the correct Quality Core ID is gridded in Block D of the student’s answer document before returning all answer documents to ACT.

Raise your hand if you need more time to read the directions...

Turn the book to the front cover. Look at the name on the front cover of your test booklet. Raise your hand if this is not your name...

Review any discrepancies to determine if the cover names the correct student.

The following student behaviors are prohibited and may lead to your test not being scored or to a reported score being cancelled.

- Filling in or altering ovals on a test after time has been called on that test
- Looking back at a test on which time has already been called
- Opening and looking in a test booklet or answer document before being instructed to do so
- Looking at another student's test booklet or answer document
- Giving or receiving assistance
- Using a prohibited calculator
- Using a calculator on any test other than a Chemistry test, a Physics test, or any mathematics test
- Sharing a calculator with another student
- Using any device to share or exchange information at any time during testing or during the break. All electronic devices, including cell phones, must be turned off. If you have not yet turned off your cell phone, please do so now...
- Attempting to remove test materials, including questions or answers, from the test room by any means
- Using dictionaries or other aids
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room
The use of scratch paper, notes, any foreign-language or English dictionary, a cell phone, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done in your test booklet.

Read the examinee statement on the front cover of your test booklet. Sign and date on the specified line. Print your name on the line below . . .

Break the seal and open your test booklet. Carefully tear out the perforated answer document: run your finger along the inside edge and then tear out the answer document by pulling it away from the booklet, from the top down. If there is a reference sheet immediately behind the answer document, remove it from the test booklet in the same way. Close the test booklet and do not open it again until you are instructed to do so.

After these steps have been completed, say:

Use only a No. 2 pencil. Do not use a fountain pen, ballpoint pen, mechanical pencil, or colored pencil. Your test may not be scored if you use anything other than a No. 2 pencil. Fill in the appropriate ovals completely, but do not extend your pencil marks outside the ovals. Make all marks heavy and dark. Do not make stray marks or smudges. Erase all errors carefully and completely. Turn your answer document so that Side 1 faces you.

If student names are printed on the answer documents, say:

In Block J, fill in the oval that corresponds to the grade you received in the previous course in this subject area . . .

If student information is not printed on the answer documents, say:

In Block A, print your full name and the name of our school . . .

In Block B, print your last name, first name, and middle initial, and fill in the corresponding ovals below . . .

In Block C, enter your state-assigned student ID number (if applicable).

Do not make any marks in Block D.

Block D must be gridded by the Test Supervisor. See page 16 of this manual for details.

When it appears that all students have finished, say:

In Block J, fill in the oval that corresponds to the grade you received in the previous course in this subject area . . .

Turn to Side 2 of your answer document. Refer to the signature block in the bottom-left corner of Side 2 of your answer document. Please read the statement in the block, and then sign your name and write the date in the blanks provided . . .
Part 1 of your answer document has spaces for responding to 40 questions, although you may not have 40 questions in your test booklet. Use only the spaces you need to respond to the number of questions in your test booklet. Be sure the number of the response on your answer document matches the number of the question you are answering. Mark only one answer to each question.

**Part 1: Multiple-Choice Test Administration**

You will have 45 minutes to complete the first multiple-choice section. If you finish the first multiple-choice section before time is called, recheck your work, and then place your answer document and reference sheet, if applicable, inside your test booklet and close the booklet. Do not go on to the next section.

Set your stopwatch or interval timer to 45 minutes.

You are now ready to begin the test. Open your test booklets to the first test, read the directions, and begin work . . .

![Stopwatch](45:00)

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<table>
<thead>
<tr>
<th>START</th>
<th>5 minutes remaining</th>
<th>STOP</th>
</tr>
</thead>
</table>

Begin timing. When your watch or timer indicates exactly 40 minutes have passed, say:

You have 5 minutes remaining.

When your watch or timer indicates exactly 45 minutes have passed, say:

Stop. Put down your pencil.

If you have not done so, place your answer document and reference sheet (if applicable) in your test booklet and close it.

If you are administering the second section of the test in the same test session, announce the duration of the break (10 or 15 minutes):

You will now have a [specify 10- or 15-minute] break before we begin the second section of the test.

If you would like to use the restroom, you may do so, but testing materials must not leave this room. Your [specify 10- or 15-minute] break begins now.
Part 2: Multiple-Choice Test Administration

Set your stopwatch or interval timer to 45 minutes.

You are now ready to begin the test. Open your test booklet to Part 2, read the directions, and begin work...

Begin timing. When your watch or timer indicates exactly 40 minutes have passed, say:

You have 5 minutes remaining.

When your watch or timer indicates exactly 45 minutes have passed, say:

Stop. Put down your pencil and close your test booklet...

I (we) will now collect your answer document and reference sheet (as applicable), and then your test booklet. Do not put your answer document or reference sheet in your test booklet.

Collect the answer documents and reference sheets (as applicable), and then collect the test booklets individually, checking to be sure each student has marked the test form code on the answer document and his/her name on the test booklet. Do not allow the answer documents and test booklets to be passed to the front, side, or back of the row. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

Check the names on test booklets and answer documents to verify that you have collected materials from all students. Once you have confirmed that all testing materials are accounted for, you may dismiss the students.
Accommodated Testing
(Not in Manual)

• A student with an IEP/504/I-ELP who cannot complete the QualityCore assessments under standard conditions may be tested with accommodations or accommodated testing materials (large-type or braille format).

• The Room Supervisor must ensure that accommodations provided are those indicated in the student’s IEP/504/I-ELP.

• A student with an IEP/504/I-ELP receiving the accommodations of large-type, braille or read-aloud **MUST** test using a paper/pencil format.

• Students receiving other accommodations may also require the use of paper and pencil format.

• A Room Supervisor providing read-aloud accommodations **MUST** use a reader’s script. A Room Supervisor is **NOT** permitted to read from a test booklet.
After the Test

Completing the QualityCore ID Number Block

If student information is not printed on the answer documents, the QualityCore ID Number (Block D) must be gridded by a member of the school staff so the student can receive his/her score in a timely manner. Failure to grid Block D may delay scores. Check with your Test Supervisor if you are unsure about who will complete this step.

NOTE: The QualityCore ID number is NOT a state or local student ID number. The QualityCore ID number is a unique number that is generated for each student taking an ACT QualityCore End-of-Course Assessment.

To find the students' QualityCore ID numbers on the website, see the instructions for Accessing the QualityCore ID Numbers on page 7.

Completing the Group Headers

A Group Header must be completed for each Test Assignment Roster you created on the QualityCore website.

Please note:

- The Test Roster Name gridded on the Group Header MUST match the roster name assigned on the QualityCore website.
- The Vantage Assignment Roster ID gridded on the Group Header MUST match the assignment ID for that group on the QualityCore website.

To find the Test Roster Name and Vantage Assignment Roster ID:

1. Log in to the ACT QualityCore website and click Test Rosters from the ACT QualityCore Main Menu.
2. The Test Roster screen will list the rosters created by your school. Find the desired class. Make note of the Test Roster Name and the Vantage Test Assignment Roster ID. Copy this information onto the Group Header.
3. In Block B on the Group Header, titled TEST ROSTER NAME, grid the Test Roster Name exactly as it appears on the Test Roster screen.
4. In Block C on the Group Header, titled COURSE, grid the oval next to the appropriate course name.
5. In Block D on the Group Header, grid the Vantage Test Assignment Roster ID exactly as it appears on the Test Roster screen.
6. Complete Blocks E though I following the directions printed on the Group Header.
**DIRECTIONS**

Use this Group Header for Constructed-Response (CR) tests. Do not combine Multiple Choice and CR documents behind the same Group Header.

Block A: Enter the information requested.

Block B: Starting in the far left column, enter the name of the test master and fill in the appropriate one beneath each test. Fill in the circles one below each answer.

Block C: Mark the content area of the test that was administered to this group.

Block D: Enter the Vantage Test Assignment (Rating 10) associated with this Test Master on the QualicyCore website. Consult your year supervisor’s manual for instruction on how to locate the CR & CR Group Header to be completed. Test Header Instructions are available on the QualicyCore website.

Block E: Enter the month, day, and year of the administration.

Block F: Enter the month, day, and year of the administration of each section. If you did not administer a constructed-response section, leave this blank.

Block G: Mark all choices that apply to the level of this group.

Block H: Enter the number of answer documents to be scored under this group name. If the number is less than 500, upgrade it with zeros to make three digits (e.g., 005).

**INSTRUCTIONS:** Use a soft lead No. 2 pencil only. Do not use mechanical pencil, ink, or ballpoint pen. Enter the information requested and fill in the appropriate circles. Mark any errors completely.
Returning Materials to BTC (Not in Manual)

• Using the Room Supervisor’s Receipt and Return of QualityCore End-of-Course Testing Materials form, the BTC will check to ensure that all materials are returned immediately after testing each day.

• Materials that must be returned to the Building Test Coordinator include the following:
  – Room Supervisor’s Manual (signed and dated on the front cover)
  – Test Booklets
  – Answer Documents
  – Class Roster
  – Seating Chart
  – Math Reference Sheets (if applicable)
  – Irregularity Forms (if applicable)

• In a school that is testing on 2 separate days, materials must be distributed prior to testing and returned at the conclusion of testing each day.

• The BTC will store all materials in the school’s secure (locked) location until testing is complete. No materials may be left in a classroom.
Return Materials Checklist

To ensure that each student’s answer document can be processed quickly and accurately, each Room Supervisor should assemble and check the test booklets and answer documents carefully.

☐ Turn all answer documents in the same direction with the same side up; do not alphabetize

☐ Make sure there is one answer document for each student who took a test

☐ Confirm that each answer document has either:
  a) Preprinted registration information
  b) A QualityCore ID number entered and gridded in Block D

☐ Use a Group Header for each group of students tested. Place each Group Header on top of the completed answer documents for that group

☐ Turn all used test booklets in the same direction with the front cover facing up; do not alphabetize

☐ Keep unused test booklets separate from used test booklets

☐ Use the Contract Testing Irregularity Report to describe any deviations from the testing procedures described in this manual. Attach appropriate supporting materials.

☐ Return all materials to your Test Supervisor

If you have reason to suspect that prohibited behavior(s) occurred during the administration of an ACT QualityCore End-of-Course Assessment and would prefer to share your concerns anonymously, please contact ACT’s anonymous hotline at 877.777.7296 or by using an anonymous reporting website (http://act.alertline.com/gcs/welcome).