# ACT Aspire

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We are proud to partner with ACT Aspire and to be the first state to administer ACT Aspire to all Alabama students in Grades 3-8. In this inaugural administration, Alabama’s students will have the opportunity to participate in Computer-Based Testing for the first time. In addition, LEAs will have the option to administer additional tests in English, writing, and science at no charge.

This inaugural addition of Alabama’s 2014 ACT Aspire Handbook includes alerts, procedures, security agreements, Alabama specific policies, definitions, websites/links, and materials needed to ensure a successful administration of ACT Aspire.

Thank you for all that you do! Have a great testing season!

Kanetra C. Germany
ACT Aspire Program Manager
ACT Aspire Alerts

The following “alerts” provide reminders of unique characteristics of this assessment and areas that require special attention.

Kanetra Germany, at the SDE, is your primary contact at (334) 242-8038. Although this entire document will be useful for the Test Coordinator/System Test Coordinator, specific pages are pertinent to the following positions:

- **Test Coordinator/Building Test Coordinator**
  - 3-10, 18-24, and 26-48
- **Room Supervisor (Paper-Based Testing)**
  - 3-10, 18, 22-24, 30-32, 35, and 37-42
- **Room Supervisor (Computer-Based Testing)**
  - 3-10, 18-24, 30-32, 36, 40, and 43-44

All staff, including but not limited to Test Coordinators (System Test Coordinators and Building Test Coordinators), Room Supervisors (Paper-Based Testing), Room Supervisors (Computer-Based Testing), and Proctors, must have a signed TEST SECURITY POLICY and a Security and Confidentiality Statement for the Administering and Reporting of Student Data on the Web site on file.

Test Delivery
1. Spring 2014 ACT Aspire test booklets, personalized answer documents, Test Coordinator Manuals, Room Supervisor Manuals (Paper-Based Testing and Computer-Based Testing), special format (large-print and braille) test materials, and ancillary materials will be delivered April 2-11, 2014. See Delivery Schedule on ACT Aspire-17.
2. ACT Aspire test booklets for Grades 3-8 are serialized (22 point print) in the top, left corner and boxed in shrink-wrapped packs that are in sequential order within each pack.
3. Special education students attending State-Supported/State-Operated schools will take the ACT Aspire. The LEA is responsible for providing testing materials. The LEA is also responsible for providing personnel for test administration except for State-Supported/State-Operated schools that have received permission from the SDE to administer the test. Specific directions were mailed to System Test Coordinators on March 17, 2014.
4. Testing materials are shrink wrapped by test session for paper-based testing. Changes (additions/deletions) to test sessions may require the Test Coordinator to disassemble the shrink-wrapped bundles of answer documents to add or remove documents needed for a particular session.
5. The deadline for ordering additional materials, including large print and braille, for testing is May 20, 2014. All additional orders must be placed by the System Test Coordinator.
6. There is one test booklet and one answer document for each paper-based test.
7. There are no reference sheets for ACT Aspire summative assessments.
8. There are no practice tests for any grades.

Test Administration
9. ACT Aspire will be administered in reading in Grades 3-8 and mathematics in Grades 3-8. English, science, and writing are optional assessments.
10. ACT Aspire will be administered during the window of April 28- May 23, 2014.
11. All directions and trainings related to the Portal are available on Avocet(\url{http://actaspire.avocet.pearson.com/}) or Training Management Site \url{http://actaspire.tms.pearson.com/}.
12. All students taking ACT Aspire must take the test in English.
13. All students participating in the ACT Aspire must take the test on the grade level for which they are enrolled. **No off-grade testing is allowed.**
14. Each paper-based answer document is pre-printed with Pre-ID information. Check the accuracy of the student’s name. No labels required.
15. For students without pre-coded personalized materials, the Room Supervisor will grid the System ID Number (generated by ACT Aspire) in Box E on the answer document and print the student’s name, teacher’s name, school, and district in Box A.
16. ACT Aspire will support both paper-based and computer-based testing **within a school**. For example, a principal may choose one Grade 5 English class to test via computer and another Grade 5 class across the hall to test via paper and pencil.
17. ACT Aspire will **not support** both paper-based and computer-based testing **within a single class/test session** (half provided paper-based testing and half provided computer-based testing).
18. **THE TEST COORDINATOR (Building Test Coordinator) IS THE ONLY PERSON WHO MAY HAVE ACCESS TO THE PORTAL DURING COMPUTER-BASED TEST SESSIONS. THE TEST COORDINATOR MUST HAVE ACCESS TO EACH COMPUTER-BASED TEST SESSION.**
19. Testing of multiple grades of students in the same room is **not** allowed without approval of the SDE. Please call Kanetra Germany at (334) 242-8038 for approval of exceptions.
20. Each student must be assigned to a Room Supervisor who will distribute and collect the student’s testing materials for paper-based testing. **Do not** distribute materials and then move students to a different testing location.
21. A **roster is required for each test session.**
22. A **seating chart is required for each test session.** See ACT Aspire-40.
23. Students should be seated a minimum of three feet apart shoulder to shoulder and a minimum of three feet apart front and back. All students should face the same direction.
24. Testing materials should be distributed for the exact number of students being tested in each setting.
25. A student has attempted ACT Aspire if the answer to at least one test question in a given test has been answered.
26. Any student testing via paper may write in his/her test booklet, but all answers must be placed in the answer document in order to be scored. Scratch paper is not allowed for paper-based testing.
27. **Room Supervisors may provide scratch paper to any student testing via computer.** The scratch paper may be plain paper or plain paper with lines (no graphic organizers or graph paper). The student must write his/her name at the top of the page and turn it in to the Room Supervisor at the end of the testing session.
28. Room Supervisors should follow the specified time and instructions that are given in the Room Supervisor Manual (pencil–based and computer-based testing). **Do not give Room Supervisors a schedule that has times or instructions that are different from the times or instructions in the Room Supervisor’s Manual (pencil-based and computer-based testing).**
29. Follow directions provided in the Room Supervisor’s Manual (paper-based and computer-based) in relation to beginning, ending, and time remaining.

30. **Room Supervisors may not read words and/or individual questions to a student.**

31. Students cannot bring a book or other materials into the testing room.

32. If a student has **exited or minimized the test and is using another application, do not restart or resume the test for him or her, but VOID his/her test and record an irregularity in the ACT Aspire Portal.**


34. Copy machines **must** be disabled or removed from all rooms being used for a testing session.

35. All printers that have scanning or copying capabilities must be disabled or removed from all rooms being used for a testing session.

36. Students in Grades 6-8 who use a calculator in their instructional program should be allowed to use a **calculator.** See page ACT Aspire-22. **Calculators cannot be used in Grades 3-5.**

37. **Make-up testing must be completed in a timely, secure manner during the testing window.**

38. **Prior to testing, Alabama will provide a separate document related to Large Print, Braille, and Recording Accommodations.**

**Packaging and Pick-up of Test Materials**

39. Building Test Coordinators will prepare used answer documents to be returned to the System Test Coordinator. See Directions for Packing Used Answer Documents on page ACT Aspire-45.

40. System Test Coordinators will prepare used answer documents for pick up by Lowry at individual LEAs. Since pick up of used answer document will vary by LEA, a **Pickup of Used Answer Documents Schedule is not included in this handbook.**

41. All other ACT Aspire testing materials (regular test booklets, large-print test booklets, braille test booklets, and unused answer documents) will be packaged for return to ACT Aspire. Lowry will pick up those materials at each LEA **June 2-13, 2014. Since pick up of non-scorable materials will vary by LEA, a Pick up of Non-Scorable Materials Schedule is not included in this handbook.**

**Reports**

42. Information related to ACT Aspire reports is forthcoming and will be available prior to the end of the testing window.
Repository of Information Related to ACT Aspire

ACT Aspire Support Team-  1-(888) 802-7502

- Email Communication
- Manuals and Documents
  - Test Coordinator Manual
  - Room Supervisor Manual (Paper-Based and Computer-Based Testing)
  - ACT Aspire Exemplar Test Items (PDF)
    - User’s Guide/Help Document/Keys
  - Link to CBT ACT Aspire Exemplar Test Items
    - Informational Document
    - Human Readers
    - Accessibility Features Crosswalk
    - Presentation
- Score Reporting
  - Summative Reporting Categories
- Training
  - Presentation
  - Communication Template

Avocet- http://actaspire.avocet.pearson.com/
- No log-in required
- Ancillaries, manuals, and program resources
- TestNav Hardware and Software Requirements
  http://actaspire.avocet.pearson.com/actaspire/Home#3988
- ACT Aspire Portal User Guide
  http://actaspire.avocet.pearson.com/actaspire/Home#4191
- SystemCheck for TestNav Overview (contains the tool itself)
  http://actaspire.avocet.pearson.com/actaspire/Home#4088
- Proctor Caching User Guide
  http://actaspire.avocet.pearson.com/actaspire/Home#4096

Training Management Site- http://actaspire.tms.pearson.com/
- No log-in required
- Self-paced training modules
TEST SECURITY POLICY

Failure to follow security procedures promulgated by the Alabama State Board of Education and published in the *Alabama State Board of Education, State Department of Education, Administrative Code* (290-040-020-.04), the *Student Assessment Handbook*, and the test administrator manuals may result in disciplinary action by the local board of education and/or revocation of the teaching certificate by the Alabama State Department of Education. The following list, although not exhaustive, has been provided to identify specific actions which are inappropriate and violate, in spirit and intent, the stated policy:

1. To photocopy or in any way reproduce or disclose secure test items (including pilot materials) or student responses before, during, or after administering the assessment.

2. To review, read, or look at test items or student responses before, during, or after administering the assessment, unless specifically permitted in the test administrator’s manuals.

3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment.

4. To alter student responses on answer documents.

5. To alter the test procedures stated in the test administrator’s manuals.

6. To allow students to use notes, references, or other aids unless the test administrator’s manual specifically allows.

7. To have in one’s personal possession secure test materials except during specified testing dates.

8. To allow students to view or practice secure test items before or after the scheduled testing times.

9. To make or have in one’s possession answer keys for secure tests.

10. To leave secure test materials in non-secure locations and/or unattended by professional staff.

11. To fail to report a test security violation.

By signing my name to this document, I certify that I have read the above policy and agree to abide by established test security procedures.

_________________________________  ___________________  _______________
NAME            POSITION            DATE

ACT Aspire-7
Security and Confidentiality Statement
for the Administering and Reporting
of Student Data on the Web site

The Alabama Department of Education provides educational data through the World Wide Web system as it relates to student assessment. This data system contains confidential information about students including test scores and other personal information. This system is password protected and requires a user ID and an assigned password for access. The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, system, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA).

An official as defined in the law is a person employed by the state, system, or school such as an administrator, supervisor, system test coordinator, Building Test Coordinator/Test Supervisor, or principal. It is a requirement that this person be a full-time employee and has a legitimate educational interest. This person has a legitimate educational interest if he/she needs to review an educational record in order to fulfill his or her professional responsibility. Curiosity does not qualify as a right to know.

School officials who are granted a password to this system must abide by FERPA law. Disclosure of passwords to anyone other than an authorized official(s) is prohibited and may result in disciplinary action.

For more information on FERPA, see the U.S. Department of Education’s Web page at http://www.ed.gov/offices/OM/fpco/ferpa/.

I hereby certify that I will maintain the confidentiality of student data accessed through this data system, and I will not share the password with unauthorized individuals.

If I leave the position that allowed me access to this data system, I will neither access nor disclose any data previously accessed through this system. To do so would be in violation of federal law and state directives.

Name (Typed or Printed)  System
__________________________________________

Signature  School
__________________________________________

Position/Title  Date
__________________________________________
Alabama State Department of Education Policy

Use of Digital Device During the Administration of a Secure Test

School Personnel Policy

School personnel involved in administration of state testing may not use digital devices (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) during test administration. Violation(s) may result in disciplinary action/certification revocation. Additional disciplinary action may be taken by the local education agency (LEA).

Student Policy

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. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

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.

LEA personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.
Alabama State Department of Education

Suggested Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test

Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified (verbally and in writing when at all possible) that: (1) the possession of a digital device is strictly prohibited during the administration of a secure test, (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search, and (3) if the device is used during the administration of a secure test, the student’s test will automatically be invalidated.

The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. “Smart phones” should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A “chain of custody” list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:
   a. Learn the facts regarding the seizure of the device from the test administrator; and
   b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system’s policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the school system’s policy.
8. If wrongful activity is discovered on the device regarding the test at issue or if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system’s policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a “smart phone,” the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system’s disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education’s student assessment handbook.
12. In any situation involving the search and seizure of a student’s property a school administrator should consult with his or her supervisor in accordance with the school system’s policy.

Revised May 18, 2011
Delivery of Materials

Paper-based testing materials will be delivered April 2-11, 2014. The process will include the following steps:

- Lowry will contact each authorized System Test Coordinator in Alabama by email and/or phone to schedule the date and time for delivery of the assessment materials for all schools within that system. They will obtain the name, title and address of the person(s) that have authority to accept delivery of the assessment materials for that system on the arranged date of delivery.
- A reminder email will be sent by Lowry to the STC to note the time and date of delivery one week and one day in advance of the scheduled delivery date.
- Lowry will unload and deliver the assessment materials for all schools within a system to the authorized individual identified by the STC, at the delivery date and time arranged with the STC and to the delivery location required by the STC.
- Assessment materials will not be left unattended at any time, and may not be delivered to a system unless the authorized agent or STC is present to confirm delivery in person by written signature.
- Upon acceptance of a delivery by an STC or other authorized school district agent, Lowry will require the STC or authorized agent to confirm delivery in writing. Confirmation of delivery will include (1) an itemized list of the materials/boxes delivered to the school district, (2) date and time of delivery, (3) name, title, and address of the school district official accepting delivery, (4) signature of the STC or authorized agent accepting delivery and (5) the signature of the Lowry employee making the delivery. A carbon copy of the written Proof of Delivery will be provided to the STC or authorized school district agent by Lowry at the time of delivery.
- Materials will be packed by school.
- Test booklets will be wrapped in packs of 20’s, 10’s, or 5’s.
- Answer Documents will be wrapped by test session.
- The Packing List will include school information, item description (answer documents, test booklets, manuals, and return labels), and quantities.
- There are no System or School Header sheets.
- The delivery will include a 5% overage of non-personalized materials.
- Additional orders may be obtained for new students or if there is a shortage of materials. **ALL ADDITIONAL ORDERS MUST BE SUBMITTED BY THE SYSTEM TEST COORDINATOR.** The window opens April 14, and no additional orders will be filled prior to this date.
  - Additional order forms are available on Avocet ([http://actaspire.avocet.pearson.com/](http://actaspire.avocet.pearson.com/)).
  - The order forms must be completed and emailed to Customer Support.
  - The additional orders will be shipped using UPS.
  - Lowry will NOT have overage materials.
  - The additional answer documents will not be personalized.
  - Be sure to add student(s) to the Portal. A warning message will appear if entered too late for Personalized Material.

ACT Aspire-11
For questions regarding delivery or pick up of test materials, including scheduling, content/quantity received, or ordering additional materials, please contact Customer Service at (888) 802-7502, 6:00 a.m.–7:30 p.m. Central Standard Time, Monday through Friday, or email actaspire_implementation@actaspire.org.
State of Alabama ACT Aspire Additional Materials Order Form

**Instruction:** Please fill in the information below to order additional materials. To order additional materials, include your contact information, quantities, and need by date. The **System Test Coordinator** may email the completed form to actaspire_implementation@actaspire.org. You may contact the Helpdesk with questions at 888-802-7502.

**Order Windows**

Test Material: 4/14/14 – 5/20/14  
Return Material: 4/14/14 – 6/30/14

**Additional Materials**

**Test Materials:**

1) Test Books  
2) Answer Documents  
3) Contracted Braille Kit  
4) Large Print Kit

**Return Materials:**

5) Green Tyvek Envelopes – For returning answer documents*  
6) White Polymailer Envelopes – To place Green Tyvek Envelopes in for returning answer documents**  
7) Yellow Generic Return Labels – For returning test books (one label per box of test books returned)  
8) Lavender Generic Return Labels – For returning answer documents (one label per Polymailer envelop for answer docs returned)  
9) 3-inch return material box – For returning Test Books  
10) 6-inch return material box – For returning Test Books  
11) 12-inch return material box – For returning Test Books

*Up to 50 answer documents may be included in each Tyvek envelop (i.e.: if you have 200 students, you will need to order 4 envelopes)  
**Up to three Tyvek envelopes may be included in each Polymailer (i.e.: if you have 200 students, you will need 2 Polymailer envelopes)

Additional Materials Available Online Only

(available in PDF format at: actaspire.avocet.pearson.com)

1) Test Coordinator Manual  
2) Room Supervisor Manual – CBT  
3) Room Supervisor Manual – PBT  
4) Accessibility & Accommodations Manual

This purchase is subject to the terms and conditions of the ACT Aspire Solutions Agreement between Customer and ACT Aspire, LLC
Additional Materials

Date: Click here to enter text.

System Test Coordinator Name: Click here to enter text.
Contact Email: Click here to enter text.
Contact Phone Number: Click here to enter text.

School/District Name: Click here to enter text.
Street Address: Click here to enter text.
City, State Zip: Click here to enter text.
Order Number: Click here to enter text.

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<th>Additional Material</th>
<th>Quantity</th>
<th>Additional Ordering Instruction</th>
<th>Need By Date i.e.: April 1, 2014</th>
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<tbody>
<tr>
<td>Green Tyvek Envelopes</td>
<td></td>
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<tr>
<td>White Polymailer Envelopes</td>
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</tr>
<tr>
<td>Yellow Generic Return Material Labels</td>
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<tr>
<td>Lavender Generic Return Material Labels</td>
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<td>N/A</td>
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<tr>
<td>Test Books</td>
<td></td>
<td>□ Please fill in the chart below to indicate quantity for this option</td>
<td></td>
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<tr>
<td>Answer Documents</td>
<td></td>
<td>□ Please fill in the chart below to indicate quantity for this option</td>
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<tr>
<td>Contracted Braille</td>
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<td>□ Please fill in the chart below to indicate quantity for this option</td>
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<tr>
<td>Large Print</td>
<td></td>
<td>□ Please fill in the chart below to indicate quantity for this option</td>
<td></td>
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<tr>
<td>3-inch return material box</td>
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<td>6-inch return material box</td>
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</tr>
<tr>
<td>12-inch return material box</td>
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</table>
For each additional material, fill in the subsequent table to identify the quantity for the specific grade and subject area. Enter the quantity in the coordinating cell, and then include the sum of rows by grade in the Total Quantity by Grade/Content Area cell. Mark each cell with the number of quantity you wish for that grade and subject (i.e.: Grade 3 English: 1)

### Test Books

<table>
<thead>
<tr>
<th>Grade/Content Area</th>
<th>English</th>
<th>Math</th>
<th>Reading</th>
<th>Science</th>
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</tr>
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<tbody>
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Total Quantity

### Answer Documents

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<th>Writing</th>
<th>Reading</th>
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Total Quantity
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## Large Print

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<th>Science</th>
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</table>
# Delivery Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>School Systems</th>
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</thead>
<tbody>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
</tr>
<tr>
<td>April 2</td>
<td>Cities: Birmingham&lt;br&gt; Counties: Baldwin, Jefferson, Mobile, Shelby</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
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</tr>
<tr>
<td>April 3</td>
<td>City: Huntsville, Tuscaloosa&lt;br&gt; Counties: Montgomery, Madison, Tuscaloosa</td>
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<tr>
<td><strong>Friday</strong></td>
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</tbody>
</table>
| April 4         | Cities: Alabaster, Bessemer, Brewton, Fairfield, Florence, Homewood, Hoover,  
|                 | Leeds, Midfield, Mountain Brook, Muscle Shoals, Selma, Sheffield, Trussville,
|                 | Tarrant, Vestavia<br> Counties: Colbert, Conecuh, Dallas, Escambia, Lauderdale,
|                 | Lowndes, Perry, Tuscalumbia<br> School: Alabama School of fine Arts        |
| **Monday**      |                                                                               |
| April 7         | City: Albertville, Arab, Boaz, Cullman, Eufaula, Guntersville, Phenix City,  
|                 | Thomasville<br> County: Barbour, Bullock, Clarke, Cullman, Marshall, Monroe,
|                 | Russell, Washington, Wilcox<br> School: DYS                                 |
| **Tuesday**     |                                                                               |
| April 8         | Cities: Alexander City, Chickasaw, Haleyville, Russellville, Saraland, Satsuma,
|                 | Sylacauga<br> Counties: Autauga, Chilton, Coosa, Elmore, Franklin, Lawrence,
|                 | Tallapoosa, Winston<br> School: ASMS                                        |
| **Wednesday**   |                                                                               |
| April 9         | Cities: Anniston, Athens, Attalla, Decatur, Gadsden, Hartselle, Jacksonville,
|                 | Madison, Oneonta, Oxford, Piedmont<br> Counties: Blount, Calhoun, Cherokee,
|                 | Etowah, Limestone, Morgan, St. Clair                                          |
| **Thursday**    |                                                                               |
| April 10        | Cities: Daleville, Demopolis, Dothan, Elba, Enterprise, Ft. Payne, Geneva,  
|                 | Jasper, Linden, Scottsboro, Winfield<br> Counties: Bibb, Choctaw, Coffee,
|                 | Dekalb, Fayette, Geneva, Greene, Hale, Houston, Jackson, Lamar, Marion, Marengo,
|                 | Pickens, Sumter, Walker                                                       |
| **Friday**      |                                                                               |
| April 11        | Cities: Andalusia, Auburn, Lanett, Pell City, Opelika, Opp, Ozark, Pell City, 
|                 | Talladega, Roanoke, Tallassee, Troy<br> Counties: Butler, Chambers, Clay, 
|                 | Cleburne, Covington, Crenshaw, Dale, Henry, Lee, Macon, Pike, Randolph, 
|                 | Talladega<br> School: AIDB                                                   |
Materials Used for This Assessment

The following materials are used for this assessment. Special format kits include the following:

- **Braille Kit (There is no Braille answer document.)**
  - Braille Test Booklet
  - Accommodated Test Booklet
  - Accessibility Guide

- **Large Print Kit (There is no Large Print Answer Document.)**
  - Large Print Test Booklet
  - Accommodated Test Booklet
  - Accessibility Guide

For Room Supervisor (Paper-Based Testing)
Room Supervisor Manual (Paper-and-Pencil Testing)
Test Booklets
Personalized Answer Documents
Calculators (optional, Grades 6-8 only)
Timer
No. 2 pencils (no mechanical pencils)
Seating Chart
Roster

For Room Supervisor (Computer-Based Testing)
Room Supervisor Manual (Online Testing)
Scratch Paper
Calculators (optional, Grades 6-8 only)
No. 2 pencils (no mechanical pencils)
Seating Chart
Rosters
Authorization Tickets

For Test Coordinator (Building Test Coordinator)
Test Coordinator Manual
Room Supervisor’s Receipt and Return of ACT Aspire Testing Paper-Based Materials
Room Supervisor’s Receipt and Return of ACT Aspire Testing Computer-Based Materials
Tyvek Envelopes

For System Test Coordinator
Test Coordinator Manual
Building Test Coordinator’s Receipt and Return of ACT Aspire Testing Materials
Tyvek Envelopes- Green – Will Hold Up to 50 Answer Documents
Lavender (Scorable) Return Labels
Yellow (Non-Scorable) Return Labels
Hardware and Software Requirements for TestNav 8.0.4
Updated 2/20/2014

TestNav 8.0.4 Hardware and Software Requirements

The minimum hardware requirements for all workstations used to access TestNav are listed on this page. You can find the version of TestNav that you are using by looking at the URL or at the bottom of the TestNav login screen in the browser.

Note: Please do not make any technology changes during an online testing administration, including applying software patches. We know that some dependency updates, like recent Java versions that were pushed by Oracle, are forced and that you may be unable to delay them. While these updates are beyond the control of Pearson, we will make updates to our software as soon as possible if a forced dependency update causes problems in our software.

As a general rule of thumb regarding optimal student experiences for online testing, any computer that takes noticeably long (for example, 10 seconds or more) to start and run applications should be avoided for use with online testing.

Hardware Requirements

<table>
<thead>
<tr>
<th>Hardware Requirements (Minimum) *</th>
<th>Windows</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>any</td>
<td>Only Intel-based™ Macs are supported</td>
</tr>
<tr>
<td>Memory</td>
<td>512 MB RAM</td>
<td>1 GB RAM</td>
</tr>
<tr>
<td>Screen size</td>
<td>any</td>
<td>any</td>
</tr>
<tr>
<td>Screen resolution</td>
<td>1024 x 768</td>
<td>1024 x 768</td>
</tr>
</tbody>
</table>

* These requirements do not supersede the minimum requirements of the supported operating systems. Refer to the minimum requirements for the operating system.

Software Requirements
You may use any combination that is marked with a ✓. A blank entry in the table means the option is not available or not supported. If a browser or operating system combination is not listed, it is not supported. This set of software requirements fits the needs of summative assessments, such as high-stakes assessments, that have strong security needs.

<table>
<thead>
<tr>
<th>Windows</th>
<th>IE 9.0</th>
<th>IE 10.0</th>
<th>IE 11.0</th>
<th>Chrome †</th>
<th>Firefox †</th>
</tr>
</thead>
<tbody>
<tr>
<td>XP (SP 3)</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Microsoft will end support on April 8, 2014, and will not provide security updates once support ends.</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Vista</td>
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<td>8.0 ‡</td>
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<td>8.1 ‡</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mac OS X</th>
<th>Safari 5.1</th>
<th>Safari 6.x</th>
<th>Safari 7.0</th>
<th>Firefox †</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>10.9</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

* The Chrome browser must be version 31 or higher.
† The Firefox browser must be version 25 or higher.
§ Windows RT is not supported.
- Java is required on Mac and Windows platforms. The version which is compatible with your system depends on your browser, operating system, and security settings. Pearson recommends you use the latest version with TestNav.
- Enable javaw.exe exception created in Windows Firewall
- Enable pop-ups for Pearson sites
- Enable Local File access to home directory
- Disable all accelerators for Internet Explorer

Firewall / Proxy Servers / Content Filtering

When using Proctor Caching, the following must be opened in any firewalls, proxy servers, or software that is used for internet content filtering:

<table>
<thead>
<tr>
<th>URL:Port</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your test delivery URL, for example:</td>
</tr>
<tr>
<td>* testnav.com:80</td>
</tr>
<tr>
<td>* testnav.com:443</td>
</tr>
<tr>
<td>s3.amazonaws.com</td>
</tr>
</tbody>
</table>

TestNav content is dynamically hosted in the cloud. No static IP addresses or ranges can be provided.

Note for Mac 10.6: In certain situations when the parental control is on and the user attempts to connect to SSL sites, the automatic Internet content filter on Mac 10.6 workstations may block your test delivery domain, for example, testnav.com. To resolve this, set the parental control to “Always Allow” your test delivery domain, for example, testnav.com.
Calculator Use for ACT Aspire

You may use a calculator on the ACT Mathematics Test but not on any of the other tests in the ACT. You are not required to use a calculator. **All problems on the Mathematics Test can be solved without a calculator.**

**WARNING:** You are responsible for knowing if your calculator is permitted. If testing staff find that you are using a prohibited calculator or are using a calculator on any test other than the Mathematics Test, you will be dismissed and your answer document will **not** be scored. If ACT determines later that you used a prohibited calculator or that you used a calculator on a test other than the Mathematics Test, your scores will be cancelled.

If you choose to use a calculator, you are responsible for bringing it to the test center and making sure it works properly. Testing staff will not provide backup calculators or batteries. You may not share a calculator with another examinee. You may bring a backup calculator, but you may have only one calculator on your desk or in operation at a time. If you need to use your backup calculator, it must first be checked by a member of the testing staff.

You may use your calculator only while you are working on the Mathematics Test. At all other times, it must be turned off and put away. You may use only the mathematics functions of your calculator—if your calculator has other functions (such as games) you may not use those functions. If you finish the Mathematics Test before time is called, and have rechecked your work on that test, you must turn your calculator off and wait quietly.

**Permitted Calculators**

You may use any four-function, scientific, or graphing calculator, unless it has features described in the **Prohibited Calculators** list. For models on the **Calculators Permitted with Modification** list, you will be required to modify some of the calculator’s features.

**Prohibited Calculators**

The following types of calculators are **prohibited:**

- Calculators with built-in computer algebra systems
  *Prohibited calculators in this category include*:
  - Texas Instruments:
    - All model numbers that begin with **TI-89** or **TI-92**
    - **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
  - Hewlett-Packard:
    - **HP Prime**
    - **HP 48GII**
• All model numbers that begin with **HP 40G**, **HP 49G**, or **HP 50G**

• Casio:
  • **fx-CP400 (ClassPad 400)**
  • **ClassPad 300**
  • **ClassPad 330**
  • **Algebra fx 2.0**
  • All model numbers that begin with **CFX-9970G**

• Handheld, tablet, or laptop computers, including PDAs.

• Electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.

• Calculators built into cell phones or any other electronic communication devices.

• Calculators with a typewriter keypad (letter keys in QWERTY format)—Note: Letter keys *not* in QWERTY format are permitted.

**Calculators Permitted with Modification**

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

• Calculators with paper tape—Remove the tape.

• Calculators that make noise—Turn off the sound.

• Calculators with an infrared data port—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/electrical cords.
**Schedule for Test Administration**

Since ACT Aspire is modular, the LEA must plan a schedule of test administration which is appropriate for the system. The standard times are listed below but **do not include** distributing materials. Specific directions regarding administration times can be found in the Room Supervisor’s Manual (paper-based and computer-based testing).

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Writing</th>
<th>Reading</th>
<th>Math</th>
<th>Science</th>
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<tbody>
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</tbody>
</table>
ACT Aspire Schedule for Test Administration

ACT Aspire must be administered during the testing window of April 28-May 23, 2014. Provide the testing dates and start times of the first testing session on any given day for each school.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Testing Dates</th>
<th>Daily Start Time</th>
<th>Indicate the GRADE SPAN of each school.</th>
<th>If a school will participate in any of the optional tests, place a ✓ in the column for the subject(s).</th>
<th>Place a ✓ in the column for the mode of assessment that will be used in the school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading and Math must be administered to all students in Grades 3-8.</td>
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*Computer Based Test (CBT) / Pencil Based Test (PBT)*

PLEASE RETURN THIS FORM no later than April 14 by email to Kanetra Germany (kgermany@alsde.edu) or mail/FAX to:

Student Assessment
Alabama State Department of Education
P.O. Box 302101, Montgomery, AL 36130
FAX (334) 242-7341
Alabama Specific Policies, New Procedures, and Definitions
Test Coordinator Manual

In addition to Alabama specific policies, new procedures, and definitions, the Test Coordinator (System Test Coordinator and Building Test Coordinator) should also follow the guidelines provided in the Test Coordinator’s Manual. Read, sign, copy, and file the Test Coordinator Testing Staff Manual Statement and Signature located in the Test Coordinator Manual.

Page 3
- Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under guardianship.
- In order to maintain security and protection of a System Test Coordinator or Building Test Coordinator who has a relative in his/her school or system, the LEA should identify a full-time certified/back-up person to assist with dissemination and retrieval of testing materials.

Page 7
- Adult School staff refers to Proctors. The use of Proctors is recommended, but not required.
  - No student or student intern may serve as a Proctor.
  - No Proctor may read any portion of a test to a student.
  - The Proctor must be an individual involved with the education of students.
  - All Proctors must be full-time employees.
- Room Supervisors should be full-time certified employees.

Page 8
- “Other school staff” refers to Proctors.
- If test rooms have more than 25 students, the use of Proctors is strongly recommended.

Page 9
- Thorough training should occur within two weeks of testing.

Page 11
- Students will follow Alabama’s Digital Device Policy. See ACT Aspire-9.
- NEW- Although considered an irregularity, students may question the accuracy or validity of an item. Room supervisors may not review/read the questionable content.
- Room Supervisors may not read words or questions to a student.
- All irregularity reports must be entered using the correct coding in the ACT Aspire Portal.

Page 15
- Each system will receive a 5% overage of materials.
- Each booklet will include one subject test.

Page 16
- All new students must be added to the Portal.
Lapboards may not be used.

Students should be seated a minimum of three feet apart shoulder to shoulder and a minimum of three feet apart front and back. All students should face the same direction.

Appropriate timepieces may be used.

Lowry will provide delivery and pick-up of materials.

THE TEST COORDINATOR (Building Test Coordinator) IS THE ONLY PERSON WHO MAY HAVE ACCESS TO THE PORTAL DURING COMPUTER-BASED TEST SESSIONS. THE TEST COORDINATOR MUST HAVE ACCESS TO EACH COMPUTER-BASED TEST SESSION.

If available, place privacy guard (dividers) on the sides of computer monitors to provide additional privacy.

Students’ names must be written on each piece of scratch paper (computer-based testing only).

TestNav 8 should be the only application running on the computer during testing. If a student has exited or minimized the test and is using another application, do not restart or resume the test for him or her, but void his/her test and record an irregularity in the ACT Aspire Portal.

It is the Test Coordinator’s (Building Test Coordinator) responsibility to log into the ACT Aspire Portal and check the status of each student’s test in the session just completed.
ACT Aspire Spring 2014

Test Coordinator Checklist

Before Testing

☐ Carefully read the Test Coordinator Manual, as well as any local directions you have been given, then sign the Testing Staff Manual Statement and Signature included on the front of the manual.

☐ Read and understand the Room Supervisor Manual (Paper-and-Pencil Testing and Online Testing), containing instructions for administering the tests.

☐ Review the ACT Aspire Portal User Guide for instructions related to computer-based testing.

☐ In addition to the manuals, visit actaspire.tms.pearson.com for training videos and actaspire.avocet.pearson.com for links to other training materials.

☐ Select and train all room supervisors and other testing staff, per guidelines in the manual. See Staff Training Sessions section of the manual for what should be included in your training sessions.

Paper-and-Pencil Testing

☐ Verify contents and quantity of testing materials received. Contact ACT Aspire Customer Service to report any discrepancies.

☐ Receive, check-in, and securely store test materials if your school is conducting paper-based testing.

☐ Maintain security and track counts of test materials distributed to each room. Utilize ACT Aspire Test Materials Tracking Log in the manual to track the distribution and return of test materials.

☐ Utilize the ACT Aspire Portal to register late students, assign them to test session, and generate a System ID number that can be used on a blank answer document for paper-and-pencil testing.

Computer-Based Testing

☐ Make sure your equipment and network meet the minimum technical requirements.

☐ Make sure your school successfully completes readiness activities including SystemCheck and Proctor Caching setup, if utilizing Proctor Caching.

☐ Train school staff on the use of the ACT Aspire Portal and TestNav 8.

☐ Prepare students for computer-based testing using exemplar items for the online version of the test.

☐ Provide pencils and scratch paper to students taking computer-based tests.

☐ See The Aspire Portal and TestNav 8 section of the manual for more instruction on enabling and administering student testing.

During Testing

☐ Follow instructions for starting and monitoring a test session in the ACT Aspire Portal User Guide for computer-based testing.
After Testing

☐ Indicate which accommodations were administered to each student on either the answer document (paper-and-pencil) or in the ACT Aspire Portal (computer-based), or ensure that room supervisors have done so.

☐ Document all irregularities in testing administration using the ACT Aspire Portal, as reported by your room supervisors.

☐ Maintain security and track counts of test materials returned from each room.

☐ Prepare, package, and return test materials, per timelines and processes outlined in the manual.

☐ For computer-based testing, ensure the appropriate status of each student's test after testing.
Guidelines for Reporting Testing Irregularities

The Irregularity Report should be completed by school personnel if unusual circumstances have occurred (e.g., misconduct of student, illness of student, suspicion of cheating, interruption of testing). Immediately report any irregularity that occurs. When the report is completed, it should be given to the Building Test Coordinator/Test Supervisor. The Building Test Coordinator/Test Supervisor should submit all reports to the System Test Coordinator.

The Irregularity Report is to be given to the System Test Coordinator to be filed locally. In cases of unusual circumstances (e.g., bomb threats or cheating), the System Test Coordinator must notify the SDE and submit an Irregularity Report to the SDE.

Additional instructions are provided for reporting certain irregularities to ACT Aspire. See pages 11-13 of the Test Coordinator Manual, pages 8-9, 27(ACT Aspire Testing Irregularity Report) of the Room Supervisor Manual (Paper-Based Testing), and pages 8-10 of the Room Supervisor Manual (Computer-Based Testing).
IRREGULARITY REPORT

System__________________________________      School_____________________________

Test____________________________________       Test Date___________________________

Subject Tested___________________________

Test Administrator/Room Supervisor                Proctor____________________________

_______________________________       ________________________            _____________
Signature of Person         Position of Person         Date

Reporting Irregularity                              Reporting Irregularity

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.) This report should be completed only if unusual circumstances have occurred. If the report is completed, it should be given to the Building Test Coordinator/Test Supervisor. The Building Test Coordinator/Test Supervisor must submit all reports to the System Test Coordinator immediately.
Directions for Completing Distribution and Collection Forms

The Building Test Coordinator’s Receipt and Return of ACT Aspire Testing Materials, Room Supervisor’s Receipt and Return of ACT Aspire Testing Paper-Pencil Materials, and Room Supervisor’s Receipt and Return of ACT Aspire Testing Computer-Based Materials are provided for ACT Aspire so that the assignment of testing materials can be documented. Copies of these forms must be retained for your records.

The Test Coordinator (System Test Coordinator and Building Test Coordinator) must count and sign for all testing materials when they are issued to the school, and the Test Coordinator (System Test Coordinator and Building Coordinator) must count and sign for all testing materials when they are returned to the Central Office. The Test Coordinator (Building Test Coordinator) and Room Supervisor (paper-based and computer-based) must count and sign for all testing materials daily when they are issued for administration, and the Test Coordinator (Building Test Coordinator) and Room Supervisor (paper-based and computer-based) must count and sign for all testing materials daily when they are returned immediately following all test administrations.
BUILDING TEST COORDINATOR’S RECEIPT AND RETURN OF ACT ASPIRE TESTING MATERIALS

DIRECTIONS: This form accompanies testing materials which are delivered to schools and returned to the central office. Answer documents to be scored are returned to the STC in the envelopes provided by ACT Aspire. All other materials are returned to the STC to be shipped back to ACT Aspire. No materials will remain in the school or school system. This form is to be filed in the LEA by the STC.

School: ________________________________

Building Test Coordinator: ________________________________

Materials Received by Building Test Coordinator

I have checked materials shipped for my school against the Itemized List of Materials (copy attached). I understand that I must return all items listed on the Itemized List of Materials. No materials may be left in the school after testing.

Signature of Building Test Coordinator: ________________________________  Date Received: ________________________________

Signature of System Test Coordinator: ________________________________  Date Distributed: ________________________________

Materials Returned to System Test Coordinator

I have checked materials listed on the Itemized List of Materials (attached). Any discrepancy in test materials returned must be reported to ALSDE immediately.

☐ All Materials Returned

☐ Discrepancy

Print the number of used answer documents to be scored for each applicable subject and grade. Used answer documents must be placed in Tyvek envelopes.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Reading</th>
<th>Math</th>
<th>English</th>
<th>Writing</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
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<td>5</td>
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<td>6</td>
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<tr>
<td>7</td>
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</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACT Aspire-33
<table>
<thead>
<tr>
<th>Building-Level Distribution Forms</th>
<th>Seating charts</th>
<th>Rosters</th>
<th>Irregularity Reports</th>
</tr>
</thead>
</table>

All testing materials, except used answer documents, will be shipped back to ACT Aspire in the original boxes. Please note that copies of the following items must be submitted to the System Test Coordinator and retained in the LEA.
# ROOM SUPERVISOR’S RECEIPT AND RETURN OF ACT ASPIRE TESTING PAPER-PENCIL 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 Test Coordinator.

Name of School: __________________________________________

Name of Room Supervisor: __________________________________

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>BEFORE TEST</th>
<th>AFTER TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Reading</td>
<td></td>
<td>Quantity Received</td>
<td>Serial Numbers on Materials</td>
</tr>
<tr>
<td>□ Math</td>
<td></td>
<td>□ Grade 3</td>
<td>□ Grade 4</td>
</tr>
<tr>
<td>□ English</td>
<td></td>
<td>□ Grade 5</td>
<td>□ Grade 6</td>
</tr>
<tr>
<td>□ Writing</td>
<td></td>
<td>□ Grade 7</td>
<td>□ Grade 8</td>
</tr>
<tr>
<td>□ Science</td>
<td></td>
<td>□ Grade 3</td>
<td>□ Grade 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Grade 5</td>
<td>□ Grade 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Grade 7</td>
<td>□ Grade 8</td>
</tr>
</tbody>
</table>

| Standard Test Booklets | □ □ | __________ to __________ | □ □ |
| Large-Type Test Booklets | □ □ | __________ to __________ | □ □ |
| Braille Test Booklets | □ □ | __________ to __________ | □ □ |
| Answer Documents* | □ □ | __________ to __________ | □ □ |
| Room Supervisor’s Manual(s) | □ □ | __________ to __________ | □ □ |
| Seating Chart | □ | N/A | □ | N/A |
| Roster | □ | N/A | □ | N/A |

VERIFICATION OF DELIVERY AND RETURN OF MATERIALS

Date | Signature of Room Supervisor | Date | Signature of Building Test Coordinator
Delivery | ______ | __________________________ | ______ | __________________________
Return | ______ | __________________________ | ______ | __________________________

ACT Aspire- 35
ROOM SUPERVISOR’S RECEIPT AND RETURN OF
ACT ASPIRE TESTING COMPUTER-BASED 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 Test Coordinator.

Name of School: __________________________________________________________

Name of Room Supervisor: ______________________________________________

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>BEFORE TEST</th>
<th>AFTER TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td></td>
<td>Quantity Received</td>
<td>Serial Numbers on Materials</td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Grade 3</td>
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<tr>
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<tr>
<td>Grade 5</td>
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<tr>
<td>Grade 6</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Grade 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Room Supervisor's Manual(s) _________ to _________

Scratch Paper (1 sheet per student) □ N/A □ N/A

Roster □ N/A □ N/A

Seating Chart □ N/A □ N/A

Student Authorization Tickets □ N/A □ N/A

VERIFICATION OF DELIVERY AND RETURN OF MATERIALS

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Room Supervisor</th>
<th>Date</th>
<th>Signature of Building Test Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery</td>
<td>______________________</td>
<td>Return</td>
<td>______________________</td>
</tr>
</tbody>
</table>

ACT Aspire- 36
Alabama Specific Policies, New Procedures, and Definitions
Room Supervisor (Paper-Based Testing)

In addition to Alabama specific policies, new procedures, and definitions, the Room Supervisor-Paper-Based Testing should also follow the guidelines provided in the Room Supervisor’s Manual Paper-Based Testing. **Read, sign, and copy the Room Supervisor Paper-Based Testing Staff Manual Statement and Signature located in the Room Supervisor Manual Paper-Based Testing. Give the original copy to the Test Coordinator.**

**Page 3**
- A Room Supervisor may not test his/her relative or ward. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under guardianship.

**Page 5**
- The use of notes or any English dictionary is not permitted.
- **Scratch paper is not provided. Work should be written in the test booklet, if needed.**

**Page 6**
- **Take a break after each test to collect test booklets and answer documents for the test just completed.**
- Make a verbal announcement of time remaining five minutes before the end of each test.
- You may post Start and Stop times on the board.
- **You may not stop a timed test to pause for lunch.**
- **Scores cannot be adjusted to compensate for mistiming.**

**Page 7**
- Only one student may leave the testing room at a time **without being accompanied by a school staff member.**
- Students who leave the room during the timed portion of the test **may not** make up lost time.
- Such absences should be recorded in the Test Irregularity Report.
- Refer to Alabama’s Digital Device Policy. See ACT Aspire-9.
- Using pen for any of the responses (including constructed response items) will result in those items not being scored.
- If students note **typographical errors or ambiguities in particular test items,** instruct them to do the best that they can and then include an explanation of their comments and the test form number(s) on a copy of the Testing Irregularity Report.

**Page 8**
- If a student becomes ill or engages in prohibited behavior, you must dismiss the student and void the answer document by writing “**VOID**” on the front cover of the document. **The student should be informed that the answer document is voided and an entry should be made on the Test Irregularity Report.**
Page 9
- Attach any voided answer documents or defective materials to the Testing Irregularity Reports before returning to the Test Coordinator.

Page 10
- If a student’s answer document does not have a System ID entered, contact the test coordinator to retrieve an ID number that you will enter before the test.
- **No one except the student should be allowed to examine the contents of any test booklet or answer document, except in cases of noting defective materials.**

Pages 11-24
- Become familiar with the Verbal Instruction before administering the test. **Read directions verbatim.**

Page 25
- For any students who tested with accessibility tools or accommodations, bubble the appropriate codes on their documents in Block D according to the key found in the *ACT Aspire Accessibility Manual* (page 39).
Room Supervisor Checklist - Paper-and-Pencil Testing

Before Testing
☐ Carefully read the Room Supervisor Manual, Paper-and-Pencil Testing, as well as any local directions you have been given, then sign the Testing Staff Manual Statement and Signature included on the front of the manual.
☐ In addition to the manual, visit actaspire.tms.pearson.com for training videos and actaspire.avocet.pearson.com for links to other training materials.
☐ Resolve any questions you might have with your school testing coordinator.
☐ Protect the security of test materials as described in the manual.
☐ Verify you have test materials for the students in your room, contact your test coordinator with any discrepancies.
☐ Review the Verbal Instructions section of the manual prior to test day.
☐ Obtain a System ID number for any student who does not have a pre-printed answer document.
☐ Confirm that all calculators used by students are approved before testing.
☐ Remind students that cell phones, tablets, or any electronic communication devices are prohibited.
☐ Make sure that all students have a No. 2 pencil to record their responses in their answer document.

During Testing
☐ Verify that students have grided the test form number on their answer document in Section B.
☐ Verify that students have signed their names on the front cover of the test booklet after agreeing to the statement.
☐ Follow the appropriate instructions, in the Verbal Instructions section of the manual, for the subject test being administered in your room.
☐ Announce time remaining five minutes before the end of each test, post start and stop times and/or time allowed for each test.

After Testing
☐ Assemble and check completed answer documents carefully, per instructions in the After All Testing section of the manual.
☐ Record accessibility tools or accommodations used on the answer documents appropriately.
☐ For students who tested with large print or braille materials, transcribe responses onto a normal answer document.
☐ Document irregularities in testing administration, using the ACT Aspire Testing Irregularity Report provided in the manual, and forward to your test coordinator.
☐ Return all test materials to your test coordinator.
SAMPLE SEATING CHART

Room Supervisor’s Desk
Room Number: 
Room Supervisor: 
Roster: 

Test Date: 

- 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.
Demographic Information

If no personalized answer document is available for a student, upload the student data and assign the student to a paper test session. The Portal will generate a 10-digit System ID Number that can be used with a blank answer document. The Room Supervisor will grid the System ID Number (generated by ACT Aspire) in Box E on the answer document and print the student’s name, teacher’s name, school, and district in Box A. Failure to populate the System ID in Box E and printing the information in Box A may cause delay in scoring.
Sample Test Booklet (Paper-Based Testing)

The test booklet is highly secure and should be treated accordingly. Once received, a student must write his/her name in the appropriate place on the test booklet. All test booklets must be returned to the Test Coordinator (System Test Coordinator)
Alabama Specific Policies, New Procedures, and Definitions
Room Supervisor (Computer-Based Testing)

In addition to Alabama specific policies, new procedures, and definitions, the Room Supervisor-Computer-Based Testing should also follow the guidelines provided in the Room Supervisor Manual Computer-Based Testing. Read, sign, and copy the Room Supervisor Computer-Based Testing Staff Manual Statement and Signature located in the Room Supervisor Manual Computer-Based Testing. Give the original copy to the Test Coordinator.

- **THE TEST COORDINATOR (Building Test Coordinator) IS THE ONLY PERSON WHO MAY HAVE ACCESS TO THE PORTAL DURING COMPUTER-BASED TEST SESSIONS. THE TEST COORDINATOR MUST HAVE ACCESS TO EACH COMPUTER-BASED TEST SESSION.**

Page 3
- A Room Supervisor may not test his/her relative or ward. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under guardianship.

Page 4
- Student scores and other information provided to ACT through the online testing platform are governed by ACT Aspire data use policy.

Page 5
- Each student may be given one sheet of scratch paper for use during each testing session. Instruct students to write their name at the top of their sheets before testing begins; this ensures the accurate matching of all testing materials after the session. All scratch paper, along with the roster, should be returned to the Test Coordinator.
- Students are allowed to use **No. 2 pencils** with the scratch paper. They may bring their own, but you must also provide a supply in each room along with a pencil sharpener.

Page 6
- If two or more tests are administered in a single setting, you will need to take a break between each test to collect materials for the test completed.

Page 11
- To minimize distractions during testing, all students in a room must take the same subject tests.

***According to page 23 of the Test Coordinator’s Manual, “If a student has exited or minimized the test and is using another application, do not restart or resume the test for him or her, but void his/her test and record an irregularity in the ACT Aspire Portal.”***
Room Supervisor Checklist - Online Testing

Before Testing
☐ Carefully read the Room Supervisor Manual, Online Testing, as well as any local directions you have been given, then sign the Testing Staff Manual Statement and Signature included on the front of the manual.
☐ Review the ACT Aspire Portal User Guide for instructions related to computer-based testing.
☐ In addition to the manual, visit actaspire.tms.pearson.com for training videos and actaspire.avocet.pearson.com for links to other training materials.
☐ Resolve any questions you might have with your school testing coordinator.
☐ Review the Verbal Instructions section of the manual prior to test day.
☐ Print student authorization tickets for each test session, or obtain them from your test coordinator.
☐ Remind students that cell phones, tablets, or any electronic communication devices are prohibited.
☐ Confirm that all calculators used by students are approved before testing.
☐ Provide each student with one sheet of scratch paper to use during each testing session, ensuring students write their names at the top of each sheet before testing.
☐ Ensure computers being used for testing are turned on and that the TestNav 8 URL is launched. Student login screen should be visible.

During Testing
☐ Securely distribute authorization tickets to all students in the test session.
☐ Follow the appropriate instructions, in the Verbal Instructions section of the manual, for the subject test being administered in your room.
☐ Monitor the time and begin to watch for the expiration of time toward the end of the allowed time. Log start and stop times for each test session.
☐ Assist students in ending and submitting their test if necessary, per the End-of-Testing Instructions for All Tests section of the manual.

After Testing
☐ Collect authorization tickets and scratch paper from each student, counting to ensure you have them all before allowing students to leave room, and return them to your test coordinator.
☐ Note any students who tested with accommodations in the ACT Aspire Portal.
☐ Report irregularities in testing administration using the ACT Aspire Portal, per instructions in the ACT Aspire Portal User Guide. Also notify your test coordinator of any irregularities.
☐ Ensure all computers used for testing are logged out of TestNav 8.
Directions for Packing Used Answer Documents

The Test Coordinator/Building Test Coordinator will follow these directions for packaging used answer documents and returning materials to the Test Coordinator/System Test Coordinator.

- Separate used answer documents from test booklets and unused answer documents.
- Separate the used answer documents by grade.
- **Ensure that each answer document has either personalized information or hand-gridded/printed with student demographic information.**
- Ensure that the appropriate Special Codes have been completed on all answer documents.
- Place all used answer documents from a single school and grade in the white envelope(s) provided. If all answer documents for a grade will not fit into one envelope, use as many envelopes as needed. Do not place more than one grade (or school) in a single envelope.
- Place the appropriate (by grade and school) “Answer Documents for Scoring (Scorable)” return label on each envelope.
- Number the envelopes containing the answer documents consecutively. (School Envelope: _1_ of ____, School Envelope: _2_ of _____, etc.) The name of the school and school system are pre-printed on the labels.
- Return all testing materials to the Test Coordinator/System Test Coordinator.
Pick up of Used Answer Documents

STCs are responsible for packaging and labeling return material. Answer documents and test books should be packaged for return in accordance with instructions in the ACT Aspire Test Coordinator Manual. Answer documents should be packaged in green Tyvek envelopes, which are then placed into Polymailer bags. Used and unused test books should be returned using the same box(es) in which you received materials.

The process includes the following steps:

- Lowry will coordinate and communicate with each STC to arrange the pick-up date that corresponds with the School Districts testing schedule.
- If your system has a testing schedule change and the prearranged pickup date no longer works, you should contact Lowry at 205-837-4875 within 24 hours of testing to arrange for a different pickup time.
- Upon retrieval of the Answer Documents, Lowry will obtain written confirmation of the transfer of the documents from the STC to Lowry, including the following data: (1) name of School District; (2) name and signature of the STC; (3) number of Answer Documents retrieved, by school, grade, and subject; (4) date of pick-up.
- A carbon copy of the written receipt will be provided to the STC at the time of pick-up.

Scorable Return Label (lavender)

For questions regarding delivery or pick up of test materials, including scheduling, content/quantity received, or ordering additional materials, please contact Customer Service at (888) 802-7502, 6:00 a.m.–7:30 p.m. Central Standard Time, Monday through Friday, or email actaspire_implementation@actaspire.org.
Pick up of Non-Scorable Materials

Follow these specific directions and the sequence of packing all non-scorable testing materials.

- Put all ACT Aspire regular test booklets in sequential order by grade.
- Use the boxes that you received your materials in to return materials to ACT Aspire.
- Pack regular ACT Aspire test booklets by grade in sequential order from the highest grade tested within the system in the bottom of the box to the lowest grade tested in the top of the box.
- Pack unused answer documents on the top of the test booklets. For larger systems, test booklets may fill several boxes, with unused answer documents filling a separate box.
- Pack ACT Aspire large-print test booklets and ACT Aspire braille test booklets in the separate box(es). **An extra box will be provided upon request.**

The process includes the following steps:

- Lowry shall travel to each School District that has completed testing to retrieve the used and unused Test Books, beginning June 2, 2014.
- Lowry will coordinate and communicate with each STC to arrange the Test Book pick-up date that corresponds with the School Districts testing schedule.
- Test Books will be picked up on a separate schedule from Answer Documents.
- Upon retrieval of the Test Books, Lowry will obtain written confirmation of the transfer of the documents from the STC to Lowry, including the following data: (1) name of School District; (2) name and signature of the STC; (3) number of used Test Books retrieved, by school, grade, and subject; (4) number of unused Test Books retrieved by school, grade, and subject; (5) date of pick-up.
- A carbon copy of the written receipt will be provided to the STC at the time of pick-up.

Non-Scorable Return Label (yellow)
Directions for Storage and Destruction of Testing Materials

Prior to testing, all materials should be stored in a secure central location in the LEA. After test administration, these guidelines should be followed:

- ACT Aspire regular test booklets, ACT Aspire large-print test booklets, ACT Aspire braille test booklets, and unused answer documents must be shipped to ACT Aspire (via Lowry).
- ACT Aspire manuals (Test Coordinator, Room Supervisor Paper-Based Testing, and Room Supervisor Computer-Based Testing) should be destroyed according to the individual school system’s Test Security Plan after reports are made available.