



End-of-Course Assessments

Instructions for Accommodated Testing

Dear Educator:

This manual contains the instructions for coordinating ACT QualityCore® End-of-Course Assessments for examinees requiring accommodations. It is intended as a supplement to the ACT QualityCore *Administration Manual* and the ACT QualityCore *Teacher Manual*. Please refer to those manuals for instructions on distributing materials to each teacher, following general administration procedures, reporting irregularities, and packaging materials for return to ACT.

If you or your faculty have any questions about test administration or the ACT QualityCore program, contact ACT QualityCore Support toll-free at 866.764.7228 or e-mail QualityCoreSupport@act.org. If you have any concerns about testing irregularities and/or prohibited behaviors, please complete your ACT QualityCore Testing Irregularity Report and return it to ACT. In exceptional situations, testing staff may wish to file an anonymous report about concerns that the ACT QualityCore tests may have been compromised. If you wish to report such concerns anonymously, you may do so by reporting it at act.ethicspoint.com or by calling 855.382.2645.

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Security Agreement

For District and School Officials

1. Read the following statement:

I understand ACT owns these test materials, including this manual, and the test questions and responses in the online system. By opening this manual, I agree to keep all 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. Complete the information below, and sign and date as you would any official document. Fax the form to 831.333.1632.

Your name	District name
Position of job title	School name (for school users only)
Your e-mail address	State office/section (for state users only)
Telephone number	Your supervisor's name
Signature	Date

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Accommodated Testing—General Information

Recommended Eligibility Requirements for ACT QualityCore® Accommodated Testing

Examinees with disabilities first need to determine whether they can test under standard conditions, which means within the standard time limits using a standard test booklet and answer document. Examinees with disabilities who cannot complete the ACT QualityCore End-of-Course Assessments in the standard time limits using standard test materials may be tested under special conditions and/or using accommodated testing materials available from ACT.

Administration of accommodated testing for ACT QualityCore is entirely at the discretion of school personnel. Examinees and parents should understand that, although examinees may receive accommodations on the ACT QualityCore End-of-Course Assessments, they will not necessarily be eligible for accommodations on the ACT® college readiness assessment.

Testing Arrangements

Accommodated testing may be administered at a time mutually convenient for the examinee and teacher and as close as possible to the date the ACT QualityCore End-of-Course Assessments are administered to other examinees.

Examinees receiving extended time or any type of assistance from a reader or transcriber should be tested in a separate room. Tests are to be administered at the school and not in the examinee's home or other location unless the examinee is currently confined to the home or is receiving homebound instruction.

Class Rosters

All examinees must be registered in a Class Roster in the ACT QualityCore system at www.qualitycore.act.org. If you have examinees who will need testing accommodations, they must be registered and have their accommodations assigned in the QualityCore system. ACT ships enough standard test materials for all examinees and will supplement those materials with braille books, audio CDs, large-type books, or reader scripts when an accommodated testing materials order is submitted.

Ordering Accommodated Testing Materials

ACT QualityCore test forms are offered in braille and 18-point large-type, on audio CD, and as reader scripts. Large-type answer sheets also are available for students with motor or vision impairments to mark responses to multiple-choice questions.

Accommodated testing materials can be ordered in the online system or by contacting ACT QualityCore Support at 866.764.7228. Accommodated testing materials must be ordered no later than 4 weeks prior to the test administration date to ensure delivery.

Materials Provided by ACT

Your standard ACT QualityCore test shipment should include enough standard test booklets, answer documents, and reference sheets to cover all students—including those students receiving accommodations. These materials are preprinted with examinee information for all examinees in Student Rosters and include necessary School Headers and Group Headers to use when returning used answer documents.

Your supplemental accommodated testing materials shipment has been shipped in a box with “ACCOMMODATIONS” stamped on the side.

Your accommodated testing materials shipment may include:

- *Instructions for Accommodated Testing* (this manual)
- Accommodated test booklets—large-type (18-point) or braille
- Audio CDs
- Reader scripts
- Accommodated reference sheets—large-type or braille—for Algebra I, Geometry, Algebra II, Precalculus, Chemistry, and Physics
- Large-type answer documents
- Legal statement insert

Other Materials

Tell examinees to bring soft-lead (No. 2) pencils with good erasers to the testing session. Examinees should also bring any of the following devices they specifically need to complete the test:

- Abacus
- Braille stylus
- Magnifying glass
- Color overlays
- Permitted calculator for use on all mathematics tests and Physics and Chemistry tests (See the ACT QualityCore *Administration Manual* for a list of permitted calculators.)

The teacher or test administrator is responsible for providing the following items:

- A supply of soft-lead (No. 2) pencils to lend to students who do not bring them
- A pencil sharpener
- If the audio CD version of the test is being used, a CD player with earphones (if the examinee cannot supply one)

Testing More than One Examinee at a Time

ACT normally encourages group administrations for examinees with similar accommodations.

An examinee testing with a reader must test individually. Readers may not read the tests to a group of examinees. An examinee who is responding orally to the questions must also test individually. Examinees using CDs may test as a group provided they all use individual earphones and can control the progress of their own CD players.

Accommodated Testing Options

Examinees who are blind or who have visual impairments may use an audio CD, use a large-type or braille test booklet, have the test read aloud, have assistance marking their responses, use a large-type answer document, and/or receive extended time. The ACT QualityCore test booklet is available in 18-point large-type and braille editions. With large-type booklets, ACT provides a large-type answer document that can be used by examinees who cannot mark responses on the standard answer document.

Testing via audio CD is available. ACT will provide a reader script for the tests to be read aloud, if requested.

Examinees with hearing impairments whose hearing loss has caused a reading disability may receive extended time. A sign language interpreter may assist with the pretest information and instructions but not with the test items.

Examinees with learning disabilities may be eligible for extended time and/or a large-type test booklet or reader, consistent with testing accommodations currently provided at the school.

Examinees with motor disabilities that affect their ability to mark the answer document are eligible for extended time, use of a large-type answer document, or assistance in marking responses.

For examinees who use a large-type answer document, item responses must be carefully transferred by school personnel to a standard ACT QualityCore answer document for scoring. ACT will not score a large-type answer document or transfer responses to a standard answer document.

If you have any questions about test materials available for examinees with disabilities, call ACT QualityCore Support at 866.764.7228 or e-mail QualityCoreSupport@act.org.

Accommodated Testing Administration

Examinees with disabilities who take an ACT QualityCore End-of-Course Assessment may listen to an audio CD version, have the test read aloud from a script, use a large-type (18-point) or braille test booklet, and/or use a large-type answer document. The large-type answer document, which ACT provides with the large-type test booklets, may be requested by any examinee who cannot mark responses on the standard ACT QualityCore answer document.

The verbal instructions contained in this section are meant to supplement the instructions in the ACT QualityCore *Teacher Manual*. Please consult that manual for comprehensive test administration instructions. Legal statement inserts have been provided for all accommodated students. If the student is able to read the legal statement, provide it to the student prior to starting testing. Otherwise, use the legal statement insert as a script to read to the student during the time he or she would normally be reading it.

Braille Administration

For each requested Braille ACT QualityCore End-of-Course Assessment, ACT has shipped the following materials in addition to the standard materials:

- Braille versions of test booklets
- Braille versions of reference sheets, as applicable
- Legal statement insert

Multiple-Choice Section(s)

All examinee responses to the multiple-choice section of the End-of-Course Assessments must be gridded on the standard answer document by school personnel.

Constructed-Response Section

Computers, computer voice-activated software, or brailers:

NOTE: Examinee response(s) to constructed-response prompts that are brailled, typed, or printed using voice-activated software must be returned to ACT for scoring, along with the corresponding transcribed answer documents. See page 14 for additional information.

- The grammar check feature must be turned off.
- Transfer (transcribe) the response(s) to the answer document.
- Students using computers or brailers may test as a group. Students using voice-activated software must test individually in a separate room.
- The student’s name and QualityCore ID must appear at the top of each page.
- The response(s) must be printed in 12-point type on standard 8.5-by-11-inch paper with the following margins:

Top of page 2 inches
Bottom of page 1.5 inches
Left and right margins 1 inch

Transcribers:

- You must record on the constructed-response pages of the answer document exactly what the examinee dictates, even if there is an error.
- You can transcribe for only one examinee in a separate room.
- You must write or print legibly using a soft-lead (No. 2) pencil.
- You are not to organize or paraphrase the examinee's thoughts into a final draft. If the examinee requests you to write down any notes or outlines, please do so in the space in the test booklet or on scratch paper, but the final response(s) must be written in the constructed-response section of the answer document. The examinee is responsible for indicating what is and is not part of the final response(s).
- Do not make any corrections not dictated to you by the examinee or comment in any way on what the examinee dictates. If you are not clear on what the examinee wants you to write, you may ask him/her to repeat or clarify, but you must not point out or correct any errors.
- The examinee must provide all information, including spelling of difficult words, spelling of words that can be spelled more than one way (e.g., *two*, *to*, and *too*), punctuation, grammar, paragraphing, etc.
- You are authorized to read the response aloud, but you must read it verbatim with no changes of inflection or pauses that would alert the examinee to mistakes.

Large-Type Administration

For each requested large-type ACT QualityCore End-of-Course Assessment, ACT has shipped the following materials in addition to the standard materials:

- Large-type version of test booklets
- Large-type version of reference sheets, as applicable
- Large-type answer document
- Large-type legal statement insert

Large-Type Answer Documents

The ACT QualityCore large-type answer document is intended to help examinees complete the test under standardized conditions. This document cannot be scored by ACT. At the conclusion of the test administration session, the teacher or other school personnel must transfer the examinee's answers from the large-type answer document to the standard answer document. Examinee demographic information must also be entered on the standard answer document.

NOTE: The large-type answer document is used only for multiple-choice sections of the test. An examinee with a visual impairment who is taking a multiple-choice section and a constructed-response section should mark the multiple-choice answers on the large-type answer document. The constructed-response section should be completed on the standard answer document. Then the multiple-choice responses should be transferred to the same answer document in which the examinee answered the constructed-response section of the test.

Examinees may do scratch work in the test booklet, as needed, to determine the correct answers to items. However, answers must be transferred to the answer document. Responses marked only in the test booklet will not be scored.

Audio CD Administration

For each requested audio CD version of the ACT QualityCore End-of-Course Assessments, ACT has shipped the following materials:

- Audio CDs: one multiple-choice and one constructed-response or two multiple-choice CDs
- Legal statement insert
- Large-type testing materials, if requested

CD players should have the capability to move forward or backward by track. The first track of the CD contains the directions for the test. The remaining tracks contain the test items and alternative responses. Examinees must be allowed time to replay any portion of the test being worked on as many times as necessary.

Examinees may do scratch work in the test booklet, as needed, to determine the correct answers to items. However, answers marked only in the test booklet will not be scored.

For examinees who use a large-type answer document, item responses must be carefully transferred by school personnel to a standard ACT QualityCore answer document for scoring. ACT cannot score a large-type answer document or transfer responses to a standard answer document.

The teacher must not read tests to students who are using the audio CD version.

Verbal Instructions (abbreviated)

You are about to take the ACT QualityCore [name of course] End-of-Course Assessment. You have been given audio CDs and a test booklet. You may use a calculator if you are taking a Chemistry test, Physics test, or any mathematics test.

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

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

There are two parts of this test. When you finish the first part, you will be allowed a [specify 10- or 15- minute] break before beginning the second part.

There are two parts of this test. After you complete the first part today, I will collect your audio CDs, test booklet, and answer document. The audio CDs, test booklet, and the answer document will be redistributed before the second part is administered.

The first track of each CD contains the directions for the test. The remaining tracks contain the test items and alternative responses. You may replay any portion of the test questions at any time and as many times as you wish. Once you complete the test, you may return to any portion of the test to check your answer(s).

You may now begin listening to the CD.

Reader Script Administration

For each requested reader script of the ACT QualityCore End-of-Course Assessments, ACT has shipped the following materials:

- Reader script: one multiple-choice and one constructed-response booklet or two multiple-choice booklets
- Legal statement insert
- Large-type version of test booklets, if requested
- Large-type version of reference sheets, if requested
- Large-type answer document, if requested

Readers may read the contents of a table presented with an item to the examinee if asked to do so. Readers may not read or explain figures to examinees.

Examinees may do scratch work in the test booklet, as needed, to determine the correct answers to items. However, answers marked only in the test booklet will not be scored unless transferred to the answer document.

For examinees who use a large-type answer document, item responses must be carefully transferred by school personnel to a standard ACT QualityCore answer document for scoring. ACT cannot score a large-type answer document or transfer responses to a standard answer document.

Verbal Instructions (abbreviated)

You are about to take the ACT QualityCore [name of course] End-of-Course Assessment. You have been given a test booklet. Remember that you may use a permitted calculator on any mathematics test and on the Chemistry and Physics tests.

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

If you will be administering each section of the test on separate days, say:

There are two parts of this test. When you finish the first part, you will be allowed a [specify 10- or 15-minute] break before beginning the second part.

There are two parts of this test. After you complete the first part today, I will collect your test booklet and answer document. The test booklet and the answer document will be redistributed before the administration of the second part.

I will read, verbatim, the script of the ACT QualityCore [insert name of test]. You may stop me at any time and ask me to reread any portion of the question and/or answers. Once you complete the test, you may ask me to reread any portion of the test to check your answers. I will not read the contents of tables, unless requested, nor will I describe any figures. You should refer to the tables and/or figures in your test booklet.

I will begin now by reading the instructions.

Please consult the *Teacher Manual* for comprehensive test administration instructions.

Returning Test Materials

General Information

After testing, all materials must be stored in a locked, secure place until they are shipped. All accommodated testing materials, test booklets, manuals, and other testing materials provided by ACT must be returned within two days after testing is completed. **Please note the two different couriers, return addresses, and the materials that must be shipped to each address.**

The accommodated testing materials listed below must be returned to ACT via **FedEx** for inventory and storage at this address:

**ACT Services
McCarrel Center
2727 Scott Blvd. PO Box 4059
Iowa City, IA 52243-4059**

- Large-type test booklets (used and unused)
- Large-type reference/formula sheets and periodic tables
- Audio CDs
- Reader scripts (used and unused)
- Braille test booklets and reference sheets
- Completed Test Booklet Tracking Log

The materials listed below must be returned via **UPS** to ACT for scoring at this address:

**QualityCore Processing Center
50 Education Way
Dover, NH 03820**

- All used and unused standard test booklets and related testing materials
- All materials containing student responses, including brailled, large-type, typed, or computer-generated responses
- All scannable answer documents, completed by students or transcribed

Group Headers

ACT can score tests only for examinees who have a valid QualityCore ID, are in a valid roster in the ACT QualityCore system, and whose responses are recorded on a standard answer document. Please consult the *Administration Manual* for detailed instructions on registering examinees in Class Rosters and on completing the Group Headers.

Packaging Answer Documents for Scoring

Your standard test material shipment included the ACT Scoring Services envelopes and Return Used Answer Documents (RUAD) boxes needed to return documents for scoring. This shipment should also have included sufficient Group Headers to use for any examinee(s) receiving accommodations.

NOTE: All additional examinee response material must be returned to ACT with the used answer documents in the ACT Scoring Services envelopes. This includes large-type answer documents and materials used to produce responses for the braille test administrations. Make sure to pack these materials behind the answer document for the examinee who used them.

Refer to pages 20-21 of the *Administration Manual* for detailed information on packaging answer documents for return to ACT.

Packing Boxes for Return Shipping

Preaddressed shipping labels are provided. These should be used to ship nonscorable accommodated testing materials via FedEx to ACT. The labels are scannable; take care not to damage or alter them. These labels cannot be photocopied.

Confirm that all remaining test materials (other than used answer documents) have been packaged for return by checking the items and quantities packed against the information shown on your Packing List. Fill your original boxes in reverse order (see figure 4). For example, if your shipment includes four boxes, you will begin packing test booklets first in the original shipping box identified as box 4 of 4, then box 3 of 4, etc.

Pack used and unused test booklets in the boxes in which they were delivered. Contents should be placed in the following order, bottom to top, as illustrated below:

- Large-type test booklets (used and unused)
- Large-type reference/formula sheets and periodic tables
- Audio CDs
- Reader scripts (used and unused)
- Braille test booklets and reference sheets
- Completed Test Booklet Tracking Log

Place your original Pack/Return Slip on top of the envelopes. Record the box numbers (“Box 1 of 4,” etc.) onto the flaps containing the ARS labels. Seal each box securely with the clear packing tape.

Using Authorized Return Service for Accommodated Testing Materials

If FedEx regularly picks up or delivers packages at a supervised area at your school, place the sealed packages there. A supervised mail room or central office is acceptable.

The next time FedEx stops at your location, the driver will pick up the packages. Do not call FedEx to arrange pickup; you may incur a service charge that cannot be paid by ACT.

If your normal pickup area is not supervised, or you do not expect a FedEx driver to come within 24 hours, you must take the packages to a FedEx service location. Do not leave the packages unattended in a location such as a hallway, common area, or loading dock.

If you do not have regular FedEx pickup at your school (at least every other day), you should take your sealed packages to any staffed site that provides FedEx drop-off service. As long as the shipping labels are clearly visible, the site will accept the packages for shipment without additional paperwork. Please make a record of where and when you dropped the packages for shipment. Do not leave packages at an unattended drop-off location.

NOTE: Please refer to "Returning Test Materials" on page 17 of the *Administration Manual* for information on the two different couriers and return addresses, and the materials that must be shipped to each address.

Additional Resources

The following resources are available in your ACT QualityCore *Administration Manual*. Copies of this manual were sent with your shipment of standard testing materials. The manual is also available for download from the ACT QualityCore system at www.qualitycore.act.org.

- Testing Irregularity Report
- Test Booklet Tracking Log
- Information on the use of calculators for the End-of-Course Assessments
- School Test Coordinator’s Checklist, for your reference

Copy and use these materials as needed.

If you or your staff have any questions about the information contained in this manual or the ACT QualityCore program, contact ACT QualityCore Support toll-free at 866.764.7228 or by e-mail at QualityCoreSupport@act.org.

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are “secure by design.”
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker’s own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

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