

Step-by-Step PreACT Administration Guide

Order

GOAL: ENSURE THE NEEDED TESTING MATERIALS ARRIVE AT LEAST ONE WEEK BEFORE TESTING

1. Select test date.
2. Set up account, if needed, and sign into the online ordering system.
3. Select the PreACT National program, unless your state or district contract is specifically listed.
4. Choose the number of testing materials you need, including accommodations.

See Ordering Quick Start Guide for more information, if needed.



Prepare

GOAL: BUILD TEST AWARENESS, PLAN TEST DAY LOGISTICS, AND TRAIN TESTING STAFF

1. Communicate with students, parents, and staff, using the provided overview PowerPoint presentation.
2. Secure testing rooms and plan seating arrangements.
3. Select and train room supervisors and proctors, using the provided training PowerPoint presentation. Include plans for accommodated testing, if needed.

See Administration Manual for more information about testing room set-up and testing staff requirements.

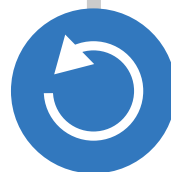


Administer

GOAL: ENSURE A COMMON TESTING EXPERIENCE FOR ALL STUDENTS

1. Distribute test materials and provide instructions.
2. Time the test.
3. Monitor the testing rooms.
4. Document any testing irregularities.
5. Check answer folders.
6. Count answer folders and test booklets before dismissing students.
7. Return all materials to the test coordinator.

See Administration Manual for more details on administering the PreACT.



Receive and Check

GOAL: CONFIRM ALL MATERIALS ARRIVED AND SECURE THEM UNTIL TEST DAY

1. Within 24 hours of receipt, check your shipment against the packing list.
2. Call ACT if materials are damaged or missing.
3. Secure the testing materials prior to administration.

See Administration Manual for more guidance on securing materials.

Return

GOAL: RETURN ANSWER FOLDERS AND ASSOCIATED MATERIALS THE DAY AFTER TESTING

1. Complete the School Header.
2. Place School Header, any irregularity reports (with associated answer folders), and comment forms, followed by all answer folders into white Tyvek scoring service envelopes.
3. If more than one, label each one 1 of 3, 2 of 3, etc. in permanent marker.
4. Place the Tyvek envelopes into the prepaid, preaddressed plastic polymailer(s). Label the outside of each.
5. Ship polymailer(s) and packages of unused test materials via FedEx.
6. Securely store student test booklets to be returned with their score reports.

See Administration Manual for more information, if needed.

www.act.org/preact

PreACT™

Questions or comments? Contact us at 877.789.2925 or email customerservices@act.org

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