



TO: District Assessment Coordinators
FROM: ACT Client Relations
DATE: July 16, 2013
RE: 2014 Spring District Choice in-School Testing Agreements

Thank you for your interest in participating in the ACT District Choice in-School Testing (DCST) program for Spring 2014. In order to participate, duplicate originals of the License and Services Agreement must be completed and executed by the person in your district authorized to enter into agreements.

Please send two copies of the executed agreement, including all appendices and exhibits, to the following address by August 9, 2013:



Contract Manager
Client Relations (#11)
ACT
500 ACT Drive
Iowa City, IA 52243

ACT will return a fully executed duplicate original to you for your records by first-class mail.

Note: Incomplete agreements cannot be processed by ACT. Please be certain to return all of the information requested.

If you have any questions regarding the agreement, please contact your Account Manager. If you do not know who your Account Manager is, please call the ACT Institutional Services group at 319.337.1309.

Thank you for your interest and we look forward to your participation in the Spring 2014 DCST program.

ACT[®]

License and Services Agreement

SECTION A: Customer/Institution details:

Customer/Institution Name _____

Customer Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-Mail _____

Person to Contact _____ Position _____

Direct Telephone _____ Direct Fax _____

SECTION B: Services: As set forth in Exhibit 1 (Statement of Work) attached to this Agreement and incorporated by reference and relating to the following program(s):

Test Option – please select only one	Test Date
<input type="checkbox"/> ACT [®]	<input type="checkbox"/> Tuesday March 18, 2014 (April 1, 2014 makeup)
<input type="checkbox"/> ACT [®] Plus Writing	<input type="checkbox"/> Wednesday April 23, 2014 (May 7, 2014 makeup)
Number of Schools in District	
Estimated Number of Testers	

SECTION C: Fees: As set forth in Exhibit 2 (Fees) attached to this Agreement.

SECTION D: Term: The term of this Agreement shall be from August 1, 2013 through August 31, 2014.

SECTION E: Terms and Conditions: This Agreement is subject to the attached Terms and Conditions, which are incorporated by reference.

SECTION F: Signatures: By signing below, the parties' authorized representatives hereby indicate their agreement to the terms and conditions of this Agreement.

ACT, Inc.

By: _____
Name: _____
Title: _____
Date: _____
By: _____
Name: _____
Title: _____
Date: _____

ENTER CUSTOMER NAME

By: _____
Name: _____
Title: _____
Date: _____

For Office Use Only Purchase Agreement Number: _____

Return In Full To:
 Contract Manager
 Client Relations
 ACT, Inc.
 500 ACT Drive
 Iowa City, IA 52243

TERMS AND CONDITIONS

ACT and the Customer agree as follows:

1. **Definitions.** As used in this Agreement, the following terms shall mean:
 - (i) "ACT" means ACT, Inc.
 - (ii) "Agreement" means this License and Services Agreement, including these TCs, and any exhibits thereto.
 - (iii) "Assessments and Services" means the assessments and services described in Exhibit 1 to this Agreement.
 - (iv) "Customer" means the party named in Section A of this Agreement.
 - (v) "TCs" means these terms and conditions.
2. **Term.** The term of this Agreement shall be as set forth in Section D of this Agreement ("Term"), subject to earlier termination, as set forth in Paragraph 11 of these TCs.
3. **Assessments and Services.** ACT agrees to provide, subject to the terms and conditions provided in this Agreement, the Assessments and Services.
4. **Payment Terms.** Customer agrees to pay ACT the amounts set forth in Exhibit 2 to this Agreement for the delivery of the Assessments and Services. Customer shall make all payments within thirty (30) days of receipt of an invoice from ACT, unless otherwise set forth in Exhibit 2. All invoices shall be sent to the Customer at the address listed in Section A of this Agreement unless otherwise specified herein.
5. **Ownership of Materials.** ACT owns the Assessments, including all testing materials, documentation, related materials, and all intellectual property rights therein (collectively, the "ACT Materials"). Customer does not acquire any right, title, or interest in or to the ACT Materials. Customer shall not copy, modify, enhance, reverse engineer, or make any addition to the ACT Materials. The ACT Materials are licensed, not sold. Customer may not sell or otherwise transfer the ACT Materials to any other person, provided however that Customer may provide the Assessments to authorized examinees and its personnel solely for testing and interpretation purposes.
6. **Confidentiality.** Customer agrees that neither it nor its employees shall at any time during or following the Term, either directly or indirectly, publish, display or otherwise disclose to any person, organization, or entity in any manner whatsoever any ACT Materials, except as strictly necessary for Customer to use the ACT Materials for their intended purpose under this Agreement. Customer shall protect the ACT Materials in accordance with ACT's procedures and using a standard of care appropriate for secure test materials. All ACT Materials shall be and remain the property of ACT notwithstanding the subsequent termination of this Agreement. The ACT Materials shall, within ten (10) days of ACT's written request, be returned to ACT (including any copies thereof).
7. **Testing Procedures.** For assessments not directly administered by ACT employees, Customer agrees to administer the Assessments in accordance with all policies and procedures provided by ACT. If applicable, Customer agrees that all ACT Materials will be returned in accordance with the policies and procedures provided by ACT, for scoring and processing. Customer agrees to fully cooperate with ACT, and cause those individuals involved in the administration of or preparation for the Assessments ("Administration Staff") to fully cooperate with ACT, in the event of a test security incident. Customer acknowledges that failure to maintain the confidentiality of the assessments will result in damages to ACT and may require ACT to develop a replacement form. Accordingly if through the fault of Customer or Administration Staff, the security of an assessment is compromised, Customer agrees to pay ACT the costs of developing a new form in addition to any other remedies under the law. ACT may, in its sole and absolute discretion, cancel scores in cases of testing irregularities, which may include without limitation, use of a compromised test form, falsification by an examinee of his/her identity, impersonation of another examinee (surrogate testing), unusual similarities in the answers of examinees at the same test center, or other indicators that the test scores may not accurately reflect the examinee's level of educational development.
8. **Data.** The parties acknowledge and agree that ACT may use and disclose the data collected from the administration of the Assessments, as set forth in ACT's data usage policies, as amended from time to time.
9. **Limitation on Damages.** ACT's liability for damages arising out of or in connection with this Agreement shall not exceed the amount Customer has paid

ACT during the Term. In no event shall ACT be liable to Customer for special, indirect, incidental, punitive, exemplary, or consequential damages.

10. Warranty and Limitations. ACT WARRANTS THAT THE ASSESSMENTS HAVE BEEN DEVELOPED IN ACCORDANCE WITH AND THE SERVICES WILL BE PERFORMED IN A MANNER CONSISTENT WITH INDUSTRY STANDARDS, EXCEPT AS SET FORTH IN THIS SECTION, ACT EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND OR NATURE, EXPRESS OR IMPLIED AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USE OF TRADE.

11. **Termination.** Either party may terminate this Agreement upon written notice to the other party in the event that other party breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach. This Agreement may also be terminated without cause at any time by either party giving thirty (30) days written notice to the other. Customer shall pay ACT for all Assessments and Services delivered through the date of termination. Upon the expiration or termination of this Agreement, the obligations set forth in Paragraphs 5, 6, 8, 9, 10 and 11 of these TCs shall survive.

12. **Relationship of the Parties.** The parties to this Agreement are independent contractors. Neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other.

13. **Force Majeure.** ACT shall not be liable to Customer for any delay or failure to perform, which delay or failure is due to causes or circumstances beyond its control, including, without limitation, national emergencies, fire, flood, epidemics, or catastrophe, acts of God, governmental authorities, or parties not under the control of ACT, insurrection, war, riots, or failure of transportation, communication, or power supply. ACT shall exercise commercially reasonable efforts to mitigate the extent of the excusable delay or failure and its adverse consequences; provided, however, that should any such delay or failure continue for more than sixty (60) days, the Agreement may be terminated by either the party upon notice to the other.

14. **Assignment; Subcontracts.** This Agreement may not be assigned by Customer without the express prior written consent of ACT. No permitted assignment shall relieve Customer hereto of its obligations prior to the assignment.

15. **Entire Agreement.** This Agreement (including all exhibits to this Agreement and agreements referenced herein) constitutes the entire agreement between the parties with respect to the subject matter hereunder and supersedes all other prior agreements and understandings, both written and oral. The terms and conditions contained in this Agreement are the only conditions applying to the delivery of the Assessments and Services. ACT expressly objects to and rejects any different or additional terms included in Customer's request for proposal, quotation, purchase order, acknowledgment form, or other documents that purport to bind the parties. Certain Assessments and Services may be subject to additional or different terms and conditions, which are set forth in separate license agreements. No waiver, consent, modification, or amendment to this Agreement shall be binding unless in writing and signed by both parties.

16. **Notices.** Notices under this Agreement shall be deemed to be adequate and sufficient notice if given in writing and delivered via (a) registered or certified mail, postage prepaid, in which case notice shall be deemed to have been received three business days following deposit to U.S. mail; or (b) a nationally recognized overnight air courier, next day delivery, prepaid, in which case such notice shall be deemed to have been received one business day following delivery to such nationally recognized overnight air courier. All notices shall be sent to ACT at the following address: ACT, Inc. 500 ACT Drive, P.O. Box 168, Iowa City, Iowa 52243-0168, Attention: CFO, Fax: 319-341-2760. All notices shall be sent to Customer at the address set forth in Section A of this Agreement.

17. **Authorization.** Each party represents and warrants (a) that it has the requisite authority to enter into this Agreement; and (b) that the individual(s) signing this Agreement on behalf of such party is(are) authorized to do so.



Exhibit 1

Statement of Work (SOW)

**District Choice State Testing
The ACT[®] College Readiness Assessment
2013-14 School Year**

FINAL

July 15, 2013

Executive Summary

ACT established a program to facilitate the administration of The ACT[®] college readiness assessment for 11th & 12th grade students to participate in a standardized, curriculum-based, achievement college entrance examination or a job skills assessment during a pre-determined test administration window. In accordance with the district's policy, this assessment opportunity is available to all schools and students deemed eligible by the district.

This Statement of Work (SOW) describes the State Testing services ACT will provide in support of the ACT or the ACT Plus Writing.

This SOW defines the expectations and responsibilities of all entities contributing to the successful implementation of 2013-14 District Choice State Testing Program.

For the 2013-14 testing year, the district must choose one of the two test date options below. All schools in the district must test on the same set of test dates (March or April) and or with the corresponding makeup test date. Test dates include:

March

Initial Test Date March 18, 2014
 Makeup Test Date April 1, 2014
 Accommodations March 18 – April 1, 2014

April

Initial Test Date April 23, 2014
 Makeup Test Date May 7, 2014
 Accommodations April 23 – May 7, 2014

For the 2013-14 testing year, the district must choose one of the two test options (the ACT or the ACT Plus Writing). All schools in the district must test the same test option.

Grade	Test	Description	Assessments	Number of Questions	Time
11 th Grade and/or 12 th Grade	The ACT -or- The ACT Plus Writing	Includes an Interest Inventory that provides valuable information for career and educational planning, and a Student Profile Section that provides a comprehensive profile of a student's work in high school and his/her future plans.	English Mathematics Reading Science Writing (optional)	75 items 60 items 40 items 40 items 1 Prompt (optional)	45 min. 60 min. 35 min. 35 min. 30 min (optional)

Areas of Responsibility

Global (ACT and DISTRICT)

- Provide (via secure transmission) documents and data files containing personally identifying information.

ACT

- Provide contract management services.
- Provide file format and layouts including supporting instructions and schedules.
- Facilitate the school Establishment / Renewal process to determine schools eligible for participation in District Choice State Testing Program.
- Communicate directly with school testing staff.
- Provide training opportunities
- Provide customer support service.
- Distribute test materials, pre-ID barcode labels (if applicable); answer documents, and supporting program materials to schools.
- Receive from participating schools completed answer documents within the published window / time frame for scanning, scoring, and reporting.
- Distribute student reports and aggregate score data as specified under the Reports section of this SOW.

DISTRICT

- Review and formally approve the SOW, as requested by ACT.
- Provide necessary data/files – per milestone schedule in ACT defined formats including but not limited to the following:
 - * Master School / District File, (See **Appendix E – School / District File Information (Draft)**)
 - * Barcode File (optional service)
- Communicate the DISTRICT's policy regarding participation in this program to the participating schools.

School

- Testing staff participate in Test Administrator Trainings.
- Provide preliminary and final student n-counts for Initial, Accommodated, and Makeup testing.
- Facilitate the test materials ordering process by submitting requests for ACT-Approved and materials orders for State-Allowed accommodations.
- Ensure eligible students participate in the weekday test administration.
- Conduct Spring State Testing in compliance with ACT's test administration Policies and Procedures as documented in the Supervisor's Manuals and training materials.
- Ensure that completed answer documents arrive at ACT by the deadline for standard answer document processing. Please note that answer documents that do not arrive at ACT by this deadline will not be scored.

Responsibilities for Key Testing Staff are outlined in **Appendix A – Summary of Requirements ACT State Testing**.

Staffing

- ACT shall name an Account Manager to oversee the contract.
- ACT will also name an Operation’s Project Manager who will serve as the primary operational contact at ACT and will coordinate all aspects of program delivery.
- ACT will provide adequate backup for all staffing levels for the contract.
- Working in support of the fulfillment of the contract will be additional team resources who will provide customer service, psychometric services, order fulfillment, delivery and pick-up, scanning, scoring, and reporting services (as applicable). These resources include but are not limited to the following:
 - * Research
 - * Development
 - * Communications
 - * Publications
 - * Test Administration and Accommodations
 - * Operational Units – Production, Distribution, Reporting

Project Communication

Item	Description	Frequency
Statement of Work (SOW)	<p>A supplement to the Purchase Agreement that serves as a summation of standard processes and deliverables required as part of the project. The SOW categorizes efforts by the following descriptors: base services, configurable options, conditions and implications.</p> <p>Formal acceptance of the SOW is given upon return of the purchase agreement.</p>	ACT shall update the SOW annually. The final SOW shall be delivered to the DISTRICT with the purchase agreement.
Project Schedule	Schedule with activities and milestones.	<p>Preliminary draft presented in the SOW.</p> <p>Subsequent distributions as changes are made posted to the District Choice State Testing Website.</p>

Scope / Change Control Management

- The DISTRICT cannot modify and/or supplement services offered by ACT under this agreement.

Test Administration Calendar for Weekday Administration

The weekday administration consists of:

- Initial Test Date
- Makeup Test Date
- Two-week Accommodations Test Window (commencing on the Initial and ending on the Makeup Test Date)

To promote security of test forms, the DISTRICT must select one of ACT’s established weekday administration dates. Modifications to these established dates are not possible.

The following test dates are applicable for the 2013-2014 District Choice State Testing Cycle:

March

Initial Test Date	March 18, 2014
Makeup Test Date	April 1, 2014
Accommodations	March 18 – April 1, 2014

April

Initial Test Date	April 23, 2014
Makeup Test Date	May 7, 2014
Accommodations	April 23 – May 7, 2014

ACT will make three secure forms available for district wide ACT testing each spring: one form for the Initial Test Date, a different form for the Makeup Test Date, and a different form for test accommodations such as Braille¹, large-type, reader’s script, etc. There are no makeup provisions for students who are unable to complete testing during the test accommodations window.

Establishing and Maintaining Weekday Test Sites

DISTRICT Defines Participating Schools

The DISTRICT will provide ACT a file of participating schools for 2014 including all schools and other institutions that will participate as test sites during the 2014 weekday test date. The DISTRICT must specify whether participation will be restricted to public schools, or if private schools may also participate. The DISTRICT must further define whether alternative schools, locked facilities, treatment facilities, hospital schools or other non-traditional schools will participate.

Confirmation of ACT High School Codes

All high schools and test sites (including alternative schools) must have active, ACT high school codes prior to being established as test sites.

¹ At ACT’s discretion, the Braille form may be different than the other accommodations form.

Districts and schools can log on to <http://www.actstudent.org/regist/lookuphs.html> to find their ACT high school codes. Users will be asked to select their country, state, and enter *either* the city or high school name.

Becoming an ACT Established Test Site: All schools that will administer the test during the 2014 weekday test date must be “established” as ACT test sites. Non-established schools will not be authorized to administer the ACT weekday test.

ACT shall not authorize schools that do not meet the establishment requirements to administer the test (See **Appendix A – Summary of Requirements ACT State Testing**).

Site Maintenance

During the course of the school year, school principals may update or change school information and ACT testing staff information by submitting an email request to ACT staff. All replacement / new staff will need to submit the profile forms and undergo training.

ACT will work with the DISTRICT to identify variation in school names between the files maintained by ACT and the DISTRICT. Where variations exist, ACT will support school name changes to the official ACT file following established procedures.

Sharing School Codes with the College Board

For purposes of college reporting, ACT shares the District’s ACT high schools codes with the College Board. Whenever a school file is updated, ACT submits the change to the College Board on the DISTRICT’s behalf.

Testing Requirements

All schools being established as a weekday test site must meet the testing requirements as stated in the most current “ACT Assessment Testing Requirements” document (See **Appendix A – Summary of Requirements ACT State Testing** and the “Supervisor’s Manual”. Schools that are unable to meet the requirements may conduct offsite testing following ACT published guidelines. ACT shall make available information about offsite testing in the establishment package and on the District Choice State Testing website. Schools will reference the sited documentation for a complete listing of requirements.

Customer Service

ACT will provide a Contact ACT Webpage and toll-free number for use in implementing and administering the ACT test. ACT shall staff the toll-free number Monday through Friday, from 7:00 a.m. to 5:00 p.m. Central Time. Phones will not be staffed on ACT holidays that may not coincide with DISTRICT holidays.

ACT Staff will be available via toll free telephone to assist testing staff on the initial and makeup test dates, from 6:00 a.m. to 5:30 p.m. Central Time. Accommodations staff are available 7:00 a.m. to 5:00 p.m. Central Time, during the two week accommodations window.

The Customer Service team shall handle questions related to:

- Testing procedures
- Tracking shipments of materials
- Ordering of additional test materials
- Administration, scoring, and reporting issues

Test Administration Training

ACT testing requirements and procedures typically are more stringent or different from other in-school administrations. To ensure the acceptance of state testing results as being comparable to national test date scores, ACT has assured colleges that training and directions for administration are coming directly from ACT. In addition, ACT has provided assurances to the NCAA that scores achieved through state testing are comparable for use in determining eligibility for Divisions I and II NCAA Initial-Eligibility. As such, ACT administered training helps to:

- Ensure consistent training across schools
- Support the “high stakes” nature of the ACT and “college reportable” scores
- Ensure the appropriate / consistent response to trainee questions
- Eliminate misinformation in training that may potentially lead to a misadministration
- Provide scores which colleges and the NCAA have been assured are comparable to national ACT scores.

Annual Testing Staff Training

All testing staff is strongly encouraged to take advantage of the training provided by ACT.

Test Accommodations Training

In advance of the Test Administration Training, ACT will make available via webcast a TAC Training Video. This Webcast covers in detail the accommodations process, documentation, and procedures for requesting ACT-Approved Accommodations. In those schools, that chose to support State-Allowed Accommodations the Video also covers the procedures TACs must follow to order this form of accommodations for their students.

It is critical to the successful administration of testing that all TACs view this webcast in advance of the Test Administration Training. The webcast runs approximately 40 minutes.

ACT will schedule a Q & A session for TACs during the fall of each cycle and in advance of the deadline for ACT Approved Accommodations Requests. TACs should have viewed the Test Accommodations Training webcast prior to the Q & A session.

Test Administration Training

Test Administration Training (via online webcast) will provide detailed instructions for all steps of the test administration, including initial planning, identification and training of room supervisors and proctors, receipt and check-in of secure materials, secure storage requirements, test day arrangements, documentation of required procedures, recognition of irregularities, accounting for and return of all materials, and plans for makeup testing.

Test Administration training is updated annually and available online in advance of the scheduled test dates and in time for testing staff to successfully complete all pretest responsibilities. Test Administration Training is provided by ACT staff.

ACT will schedule a Q & A session for TS, BU, and TACs in the January / February timeframe. TS, BU and TACs should have viewed the Test Administration Training webcast prior to the Q & A session.

Training of Room Supervisors and Proctors

Based on the number of students testing at a school, Test Supervisors and Test Accommodations Coordinators will need to identify and train additional school staff to support the test day administration and accommodations testing. Each testing room will require a Room Supervisor and depending on the number of students in each room may require additional proctors during the course of testing. It is required that prior to test day Test Supervisors and Test Accommodations Coordinators conduct (school-level) test administration training for all personnel involved in testing (e.g., Room Supervisors and Proctors.) In the Supervisor's Manual ACT provides a training outline that can be used by Test Supervisors and Test Accommodations Coordinators as a guide to training. In addition, ACT provides an online webcast which focuses on roles and responsibilities of Room Supervisors and Proctors. All Test Supervisors, Room Supervisor and Proctors are encouraged to watch the webcast.

Test Accommodations

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from State Testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when it is administered as part of state testing:

ACT-Approved Accommodations: result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for district testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved Accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Requests will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they

meet ACT's established eligibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.

State-Allowed Accommodations: that result in ACT scores used only for state testing purposes. English language learners who do not have a disability but receive accommodations in school should request state-allowed accommodations. The results earned are not college reportable.

The school's appointed Test Accommodations Coordinator (TAC) will submit individual requests for test accommodations to ACT.

Application for ACT-Approved Accommodations –This form will be used to request ACT's approval of test accommodations for students who meet ACT's established eligibility requirements for the weekday administration.

All batches of Applications for ACT-Approved Accommodations must be mailed to ACT under a *Test Accommodations Coordinator Header for the ACT for State Testing*. The TAC header may be photocopied if more than one batch is sent.

Online order for State-Allowed Accommodations – This process will be used to order test materials for students who will test with "State-Allowed" accommodations during the March or April weekday administration. This includes those students who do not meet ACT's eligibility requirements (e.g., English language learners with no disabilities) or whose applications for an ACT-Approved Accommodation have been denied.

ACT Review of Requests for Accommodations on the ACT

ACT will review requests for ACT-Approved Accommodations by applying the Americans with Disabilities Act (ADA) standards. Approval is contingent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student. ACT has sole authority to decide whether an Application for ACT-Approved Accommodations will be approved or denied.

The School / District should refer all inquiries regarding ACT's accommodations decisions received from schools or parents to ACT for response.

Students who do not meet ACT eligibility requirements (e.g., English language learners with no disabilities) or whose requested accommodations are denied by ACT may test under standard conditions or the school can order State-Allowed Accommodations materials.

Accommodations Calendar

(See **Appendix B – Milestone Dates**) which outlines key accommodations dates for 2013-2014.

Barcode Label File (Optional)

The DISTRICT shall provide a production version of a barcode label file containing records for all students taking the test no later than the dates specified in the milestone dates section of the SOW. ACT shall provide a file format and the DISTRICT shall submit the student information in the ACT-prescribed format.

Upon receipt of the file, ACT shall conduct a check that confirms data is in the correct format. There shall be no updates to the production file once ACT notifies the DISTRICT that the check is complete.

Students without barcode labels must have their state assigned ID number grid on the answer document. In all cases, students must grid demographic information on the answer document. Demographic information does NOT come from the barcode label. Once the file layout is finalized, the district assessment coordinator will receive an email with detailed instructions on how to complete and submit the file.

Electronic Score File

ACT will provide one scored student data file (fixed length format-see **Appendix D – File Layouts**) for students who test as part of state testing. The file will be delivered according to the date specified in the milestone dates (see **Appendix B – Milestone Dates**). The file will be delivered via CD to the DISTRICT.

ACT State Testing Materials

ACT test administration materials are divided into Standard Administration materials and Accommodation Administration materials. The Standard and Accommodated materials are then divided into non-secure and secure categories. The Milestone Schedule will include the dates for materials shipments.

Non-secure Materials Shipment for the Standard Administration

Approximately five to six weeks before the Initial Test Date, ACT will ship quantities of the “*Supervisor’s Manual State Testing*,” a standard ten-page (ACT Plus Writing) or six-page (ACT- No Writing) Assessment State Testing Answer Document and copies of the student booklet, *Taking the ACT for State Testing*. Schools must use these two publications to complete supervised in-school pre-test sessions prior to the test date.

During these sessions, students will complete their basic identifying information, respond to non-cognitive questions including the Interest Inventory and Student Profile Section, and indicate their college choices on the answer document. Students typically complete this activity in about one hour. The pre-test session must be completed prior to the test day.

Test Supervisors will collect the partially completed answer documents from the students for redistribution on the test date. Students retain the student booklet *Taking the ACT for State Testing*.

Secure Materials Shipments

There are three secure material shipments:

Name/Type	Distribution	Sent To	Other	Freight
Secure Test Booklets for the Initial State Test Date	Shipped to arrive the week prior to the Initial Test Date	TS	Includes all required administration forms and instructions for returning materials at the conclusion of testing. ACT will calculate and provide an overage based on the school's enrollment numbers	ACT pays outbound / inbound shipping by standard delivery (UPS Ground or FedEx) of materials orders and returns.
Secure Test Booklets for the Makeup test Date	Shipped to arrive the week prior to the makeup test Date	TS	Orders for Makeup test materials are based on school's orders for these materials and must be submitted to ACT <u>by close of business</u> the day following initial testing. Late makeup orders will not be filled.	
Secure Materials for Accommodated Testing	Shipped to arrive the week prior to the Initial Test Date	TAC	Includes as appropriate, individually packaged accommodations materials for each ACT – Approved student (e.g., Braille, large print, audio DVDs, and reader's script.) including test books, instructions, Supervisor Manuals, roster, and necessary instructions) Includes all required administration forms and instructions for returning materials at the conclusion of testing.	

Because the accommodations testing window covers a two-week period ACT expects that all students will test sometime during the window. Accordingly there is no makeup testing for students testing with accommodations.

Weekday Test Administration

Standardized Testing Process

Scores from the ACT are relied on by students, schools, districts, states, and colleges for making important decisions. ACT takes seriously the importance of valid test scores that permit valid state and national comparisons. Therefore, ACT reserves the right to cancel scores that it has reason to believe are not valid.

For these reasons, administration of the ACT must be in strict compliance with standardized procedures provided by ACT in its test administration materials and manuals. For example, ACT testing must be the first activity of the morning, and room supervisors must begin reading the Verbal Instructions for the timed tests **no later than 9:00 a.m.** Schools whose normal start time is later must adjust their schedules for the ACT tests.

As noted in the ACT *Supervisor's Manual for State Testing*, ACT's test administration procedures emphasize the responsibility of school personnel for continuous accounting for secure test materials from receipt to return, constant vigilance during the administration, precise timing of tests, and accurate documentation of all procedures

throughout the administration. Compliance with ACT's procedures is important to a secure, standardized administration of the ACT and resulting score validity.

Audits

Consistent with processes used for national ACT testing, unannounced observers from ACT may visit testing sites on the designated test dates.

Returning Test Materials

ACT will schedule and pay for all return materials shipments. The TS (or TAC, for accommodations materials) will be responsible for verifying counts of all secure materials, preparing and packaging materials (per ACT instructions) for return immediately at the conclusion of each testing session. Failure to return materials to ACT following ACT's return instructions by the following dates may result in the non-scoring of late Answer Documents:

- March Test Date – Schools are responsible to ensure all test materials have been shipped back to ACT no later than April 4, 2014.
- April Test Date – Schools are responsible to ensure all test materials have been shipped back to ACT no later than May 9, 2014.

Timely return of answer documents is critical. Late return of scorable materials or mispacking of materials can delay accurate aggregate reports from being delivered on time. For this reason, there is a cut-off date for receipt of answer documents at ACT (See **Appendix B – Milestone Dates**) ACT shall not process or score answer documents received after this date.

For those schools that turn in answer documents after the cut-off date,

- ACT will provide a roster of late Answer Documents to the District.
- ACT will notify the school Principal of "late arriving Answer Documents" so they can inform their students that their ACT answer document will not be scored.

All materials must be accounted for at all times. ACT shall track and audit all return materials to confirm that all items are returned. ACT staff will identify missing materials and will follow-up with the TS and/or TAC by telephone, email or fax to resolve any missing materials issues.

Test Administration Compliance and Discrepancy Resolution

Test Misadministrations

ACT takes steps that are intended to ensure a standardized administration of the ACT. If events occur that compromise the testing process or cause testing to be interrupted, or cancelled, ACT will examine the situation and determine whether action is warranted, including nonscoring of answer documents or cancellation of scores. Test misadministrations include, but are not limited to: missing test booklets; unauthorized

prior access to or knowledge of items by students or potential examinees; irregularities or other violations of ACT's standard testing requirements.

Reporting of Misadministrations

Misadministrations are reported either by the school or discovered during the post-test compliance review process.

- *School-Reported Misadministrations (Standard Time Testing)* – Schools who report misadministrations to ACT on the initial test day will have the option to reschedule all affected students for the makeup test. This includes mistimings of the test, disturbances and interruptions, or any other deviation from standard testing procedures. Students dismissed for prohibited behavior will not be allowed to test on the makeup test day. Note: There is no makeup testing provision for accommodated students or misadministrations reported on the makeup test day.
- *Post-Test Compliance Review* – ACT reviews test administration documentation submitted by testing staff immediately upon receipt. If necessary, ACT will contact the Test Supervisors about missing or unclear information. When an irregularity or other misadministration occurs at a test site, the testing staff and school officials must cooperate fully with ACT's investigation of the situation. At the conclusion of an investigation, ACT will determine if the situation will invalidate test scores for any one student, group of students (e.g., one test room), or any one facility.

Test Security Breaches and Investigations

In addition to ACT's normal post-test compliance activities, ACT also investigates incidents of testing process compromises, prohibited behavior, disclosure of test items, or other security issues or testing irregularities. Testing irregularities include but are not limited to: falsification of one's identity, impersonation of another examinee (surrogate testing), unusual similarities in the answers of examinees at the same test center, or other indicators that the test scores may not accurately reflect the examinee's own level of independent work or educational development. ACT reserves the right to cancel scores it has reason to believe are not valid.

Serious, systematic, or repeated misadministrations, security breaches, or testing irregularities at a particular school may result in an official notice from ACT to replace the Test Supervisor to Test Accommodations Coordinator with a different staff member who will follow documented procedures. ACT further reserves the right to not test at a school under situations ACT deems to be unacceptable based on incidents of misadministrations, security breaches, or testing irregularities. In that event, ACT will work with the DISTRICT to determine acceptable alternative testing arrangements.

All test booklets and completed answer documents must be treated as confidential and handled securely at all times. In addition, all documentation related to a State testing

administration (e.g., attendance roster, seating chart, and other administrative forms) is confidential and a school is not permitted to share copies of official test date documentation with persons outside the testing process. This applies to parents, students, and the media, as well as other school personnel who are not involved in the testing process.

Standard Reporting

ACT reporting will include a set of standard reports that are distributed at the student and high school levels. See **Appendix R** for a list of all custom reporting.

STANDARD ACT REPORTS			
Report	Description	Distribution	Delivery Date
ACT Student Report with <i>Using Your ACT Results</i> booklet.	Printed paper report containing College Reportable Scores	Mailed to the students at the addresses listed on the answer documents.	3-8 weeks following receipt of answer documents
ACT High School Report (Student Level Score Data)	Printed paper report containing College Reportable Scores	One (1) paper copy mailed to the Director of Counseling in batches until all reports are delivered.	3-8 weeks following receipt of answer documents
ACT Student Score Labels	Printed label for College Reportable scores	Two (2) printed labels per student sent to the Director of Counseling; used to place College Reportable test results on a student's high school transcript/permanent record.	3-8 weeks following receipt of answer documents Shipped with ACT High School Report (see above.)
ACT High School Check List Report	List of students for whom paper reports and score labels are included in the shipment of College Reportable Score Reports.	One (1) paper copy mailed to Director of Counseling, reflecting the order in which a group of reports is shipped, alphabetically within grade in school. Checklists are not cumulative.	3-8 weeks following receipt of answer documents Shipped with ACT High School Report (see above).
ACT Student College Report(s)	College Reportable Scores are reported to students' selected colleges (up to 4)	Colleges determine frequency and format of receiving scores (e.g., paper, CD, internet)	3-8 weeks following receipt of answer documents
ACT Student Online Scores	Web page containing College Reportable Scores	Student logs on to www.actstudent.org to access a variety of services through his/her ACT student web account. If a student needs to create a new account, the student must enter the ACT ID from the printed score report to view the state scores.	Scores will be available online about one week after the student receives the printed score report in the mail.



Appendix A

Summary of Requirements ACT State Testing

Overview

*This document is a summary of staff and facility requirements. It will help you choose the best school staff and testing environment for ACT State Testing. It is **not** all inclusive. All testing personnel are **required** to read the manual(s). Hard copies of the manual(s) will be provided to you prior to test administration training.*

Staff Qualifications (TS, BU, TAC)

Staff must protect the integrity of all secure test materials and ensure all students at their school are tested under the same conditions as students at every other school. Staff appointed as Test Supervisor (TS), Back-up Test Supervisor (BU), or Test Accommodations Coordinator (TAC), must meet all requirements listed below for each date of testing.

Relatives Testing	<p>If any staff member's relative or ward, at any school in the state, will be testing with ...</p> <ul style="list-style-type: none"> • Standard time, that staff member may not serve as TS or BU or have access to secure standard time test materials. • Accommodations, that staff member may not serve as TAC or have access to secure accommodations test materials. <p><i>Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.</i></p>
Conflict of Interest	<ul style="list-style-type: none"> • May not be engaged in test preparation activities for the ACT and/or ACT WorkKeys at any time during the current testing year (September 1 through August 31), except as specifically required by school contract. The normal duties of a counselor or teacher are not a conflict of interest, <i>provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.</i>
Experience	<ul style="list-style-type: none"> • Must be proficient in English. • Must be experienced in testing and measurement. • Must be a staff member of the school and meet any additional requirements of the state. • Must be fully capable of dealing with the responsibilities associated with the handling of secure assessment materials.
Availability	<ul style="list-style-type: none"> • May serve at only one school. Each school requires an appointed TS, BU, and TAC. • Must be available to serve in the appointed role the entire school year (e.g., do not appoint someone who is retiring mid-year). • Must be available to receive test materials shipments at the school when they are scheduled to be delivered according to the <i>Checklist of Dates</i>.
Training	<ul style="list-style-type: none"> • Must participate in all training activities provided by ACT and the designated state agency (if applicable).

In addition to the above, the TAC has these specific requirements:

Coaches	<ul style="list-style-type: none"> • May not serve as the TAC if a high school or college athletics coach <u>and</u> any student athlete is testing with accommodations. • May not supervise one-on-one testing for a student athlete. <p><i>These restrictions apply to all coaches whether head or assistant coaches, and apply to all sports whether they are in season or not. They do not apply to cheerleading coaches.</i></p>
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Appointed Staff Responsibilities (TS, BU, TAC)

Staff appointed as TS, BU, or TAC, are responsible for all tasks listed below.

Security	<ul style="list-style-type: none"> • Check in secure test materials within 24 hours of receipt at the school. • Ensure security of test materials from receipt until return. • Protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests. • Maintain control over locked, limited-access storage at the school to secure the test materials. • Ensure that the tests are administered in strict compliance with all policies and procedures as documented in the manual(s) and in any supplements.
Assigning Room Supervisors and Proctors	<ul style="list-style-type: none"> • Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. <ul style="list-style-type: none"> • In standard time rooms one room supervisor is required per room, plus one proctor for every 25 students in the room after the first 25. • In accommodations rooms one room supervisor is required per room, plus one proctor for every 10 students in the room after the first 10. • Conduct a local training session for all appointed assistants before the test dates, including a complete review of the manual(s).
Testing Activities	<ul style="list-style-type: none"> • Arrange for all students to complete pre-test sections of their answer documents in a supervised session at school, as described in the appropriate manual(s). If applicable, affix barcode labels to student answer documents prior to test day. • Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
Documentation	<ul style="list-style-type: none"> • Provide a timely response to requests from ACT when additional information is needed regarding your school or students. • Read the manual(s) and comply with all policies and procedures described therein and in any supplemental policy information provided. • Ensure room supervisors complete all required reports and forms during the administration. Verify and return all required reports, seating diagrams, forms, answer documents, and test booklets/alternate test formats immediately after testing as directed. • Document all irregularities and consult directly with ACT and the appropriate state agency, regarding actions to be taken. • Cooperate fully with ACT and the appropriate state agency, to investigate and resolve suspected or documented irregularities.

In addition to the above, the TS and BU have these specific responsibilities:

Enrollment Figures	<ul style="list-style-type: none"> • Ensure that the enrollment figure(s) for <u>all</u> students required to test at your school have been provided as directed during establishment.
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In addition to the above, the TAC has these specific responsibilities:

Requesting Accommodations	<ul style="list-style-type: none"> Consult with appropriate school personnel to determine which students need to test with accommodations. Follow the specific procedures to request accommodations test materials by the deadlines listed in the <i>Checklist of Dates</i>.
Security	<ul style="list-style-type: none"> Ensure that all students test within the designated accommodations testing window using only the authorized accommodations and materials assigned. ACT-Approved Accommodations are assigned to individual students.

Room Supervisor and Proctor Qualifications

The qualified assistants appointed as room supervisors and proctors must meet these requirements:

- Must be proficient in English.
- May not be involved in ACT and/or ACT WorkKeys test preparation outside of normal school duties.
- May not be enrolled in high school.
- May not assist in a room where a relative is testing.
- If an athletic coach, may not act as room supervisor in any one-on-one situation in which a student athlete is testing. However, an athletic coach may serve as a room supervisor if there is more than one student in the room.
- May not be anyone who intends to take the ACT within the next 12 months.
- May not be a volunteer.
- May not be a lower-division undergraduate.

Facility Requirements

As stated in the manual(s), it is expected that all test sites will comply with these basic requirements:

Test Room	<ul style="list-style-type: none"> Seating must be uncrowded—classrooms with 15-30 students are preferred (fewer for accommodations testing). There must be good lighting, a comfortable temperature, and a quiet atmosphere. Each room supervisor must have a complete copy of the manual(s) in the test room. Security must be manageable—no more than 100 students per room for standard time. Accommodations students must be assigned to test rooms with a room supervisor for each room, according to directions in the manual(s), separating students with different timing/administration codes.
Seating	<ul style="list-style-type: none"> Seats must be: <ul style="list-style-type: none"> Assigned by testing staff as students enter room. A minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder). A minimum of 3 feet apart front-to-back (measured head-to-head). All students must face the same direction.
Writing Surface	<ul style="list-style-type: none"> Lapboards are not permitted. The writing surface must accommodate both test booklet and answer document.
Freedom from Distraction	<ul style="list-style-type: none"> Only those involved directly in testing may be in the room. Examples of those who may not be present include media, parents, students who are not testing, school board members and district personnel (unless the district personnel have been

	<p>trained to serve as members of the testing staff).</p> <ul style="list-style-type: none"> • The school must provide an uninterrupted period for testing for each date of testing. • Test rooms must be separated from regular school activities. • Standard time only: Turn off audible signals that normally sound (e.g., bells, public address system, etc.).
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Test Day Requirements

As stated in the manual(s), it is expected that all testing staff will comply with these basic requirements on test day:

Timing of Test	<ul style="list-style-type: none"> • Use at least two timepieces in each room to ensure accurate timing. • Observe test times and break schedule exactly (accommodations schedules may vary). • Administer tests in the order prescribed in the manual(s). • Standard time only: Test all students on the designated test dates with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions no later than 9:00 a.m. Students whose schedules normally start earlier or later, including night school students, must adjust to meet this start time.
Documentation	<ul style="list-style-type: none"> • Return Staff List for each school with answer documents for each date of testing. • Return Roster, Seating Diagram, Test Booklet Count Form, and Testing Time Verification Form for each room, for each date of testing. • Complete header sheets (i.e., Supervisor’s Report Form, School Identification Sheet) accurately and place on top of answer documents returned for scoring/processing for each date of testing. • Return Irregularity Report(s) for each date of testing with any voided answer documents attached. • Consult directly with ACT and the appropriate state agency to handle administration irregularities.
Security	<ul style="list-style-type: none"> • Ensure the constant security of materials. • Receive, check-in, and verify test booklets by serial number. • Restrict access to secure test materials at all times, from the moment of receipt to return (documented “chain of custody”). • Properly identify students (photo ID or personal recognition by the room supervisor). • Do not return answer documents to students after test responses gridded. • Return all materials immediately.
Attentiveness	<ul style="list-style-type: none"> • Comply exactly with the manual(s), including reading Verbal Instructions verbatim. • Be attentive during testing. • Focus on monitoring tests—reading (except the manual(s) or supplements), grading papers, using a computer, and other personal work is not permitted. • Walk around the room frequently to monitor students. • Recognize the potential for prohibited behavior and take the appropriate action.



Appendix B

Milestone Dates ACT State Testing

Milestones – Key Dates 2013-2014

Milestone/Activity	March	April
Receipt of School / District Participating school file	8/9/13	8/9/13
Test Center Establishment Packets mailed to HS Principals	Week of 9/16/13	Week of 9/23/13
Window for ACT to receive required Establishment online profile forms from school.	9/23/13 – 10/18/13	9/30/13 – 10/25/13
Deadline to receive Principal, TS, Backup TS, TAC online Establishment Documents	10/18/13	10/25/13
Training Webcasts		
Test Accommodations Coordinators Webcast Available	9/3/13	9/3/13
TAC – Q & A session	TBD	TBD
Test Administration Training (TS, BU, TAC, RS/Proctor) Webcast Available	11/15/13	12/2/13
Test Admin. Q & A session	TBD	TBD
Offsite Proposals Due	12/13/13	12/13/13
Deadline ACT – Approved Accommodations	12/13/13	1/24/14
Enrollment Confirmations	1/6/14 – 1/10/14	2/3/14 – 2/7/14
Preliminary ACT-Approved Roster (week of)	2/3/14	3/10/14
Non-Secure Materials – ACT (week of)	2/3/14	3/10/14
Deadline ACT-Approved Exceptions (New to School, medical, etc.)	2/26/14	4/2/14
Deadline State-Allowed Accommodations online orders	2/26/14	4/2/14
State Allowed Accommodations Late Special Conditions - Start	2/27/14	4/3/14
State Allowed Accommodation Late Special Conditions - End	3/11/14	4/15/14
Early Secure Materials ACT (week of)	3/3/14	4/7/14
Secure Standard Materials ACT (week of)	3/10/14	4/14/14
Secure Accommodated Materials ACT (week of)	3/10/14	4/14/14
Initial Test Date	3/18/14	4/23/14
Initial Test Date – pickup	3/19/14	4/2/14
Makeup Test Date	4/1/14	5/7/14
Makeup Test Date – pickup	4/2/14	5/8/14
Last Ship Date	4/4/14	5/9/14
Late Cutoff Materials	4/11/14	5/16/14

Milestone/Activity	March	April
ACT Student Score Reports	3-8 weeks following testing	3-8 weeks following testing
State-Allowed Score Notification Letter	August 2014	August 2014
HS Profile Reports	See Appendix R	See Appendix R

Milestones – Barcode (Optional Services) - Draft

Milestone/Activity	Mid-March	April
Barcode Labels		
ACT Confirm File Layout	9/15/13	9/15/13
District Provide Complete Production File	No Later Than 12/13/13	No Later Than 1/21/14
ACT Communicate Issues from Test Run	Within 1 week of receipt of Test File	Within 1 week of receipt of Test File
District Provide Updated Production File	Within 1 week of receipt of issues communicated	Within 1 week of receipt of issues communicated



Appendix C

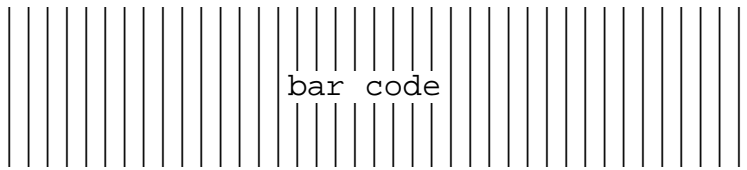
File Layouts ACT State Testing

State Barcode Student Label File Specifications

General Requirements

- Affixing a barcode label to the answer document provides an efficient method to electronically capture a State ID that can be included on electronic district output. The district sends ACT a barcode label file. ACT prints labels that are distributed to each test site in the non-secure mailing. Testing staff affix the labels to the answer documents as part of the process to collect the non-test information. When the answer documents are scanned, the barcode is read and translated back to the state ID which becomes part of the student's permanent record.
- If a label is unavailable, the state ID can be provided on the answer document.
- The district must provide ACT with a fixed-block file with one record per student (refer to the file layout below). The filename and record count should also be provided to ACT.
- Records must be sorted in ascending order by ACT HS Code. Labels will be printed in the same order as the records on the file. If, for example, you want labels printed in alphabetical student name order within high school, please ensure the file is sorted in that manner.

Label Layout

LAST NAME, FIRST NAME MI	
ACT HS CODE: 123456	HIGH SCHOOL NAME
DISTRICT CODE: 1234567890	SCHOOL DISTRICT NAME
	
01234567890-1	
GRADE: 11	DOB: MM/DD/YY
ID: 1234567890	

File Layout

Start	End	Length	Field	Data Specifications
1	6	6	ACT HS Code	Required.
7	18	12	Last Name	Required; Flush left; Uppercase
19	27	9	First Name	Required; Flush left; Uppercase
28	28	1	Middle Initial	Optional; Uppercase
29	30	2	Grade Level	Optional; Numeric (e.g., "11")
31	36	6	Date of Birth	Required; MMDDYY format
37	46	10	Student State ID	Required; Numeric; if not 10 digits, flush right and fill with lead zeros
47	66	20	School District Name	Optional; Flush left; Uppercase
67	86	20	High School Name	Required; Flush left; Uppercase
87	96	10	District Code	Optional; State or ACT value; Flush left



Appendix D

Student Data File ACT State Testing

Student Data File Record Description (790 byte file)

Position		Length	Field Name	Field Content
Start	End			
1	2	2	Reporting Year Identifier	13 = 2013-2014
3	154	152	Student Identifying Information	
3	27	25	Student Last Name	Special characters are - ' .
28	43	16	Student First Name	Special characters are - ' .
44	44	1	Student Middle Initial	
45	84	40	Street Address	Special characters are - ' . @ # % & () ; ; " /
85	86	2	Filler	
87	87	1	Gender (Numeric)	4 = Male; 6 = Female; ' - ' = Blank
88	88	1	Gender (Alpha)	M = Male; F = Female; ' - ' = Blank
89	90	2	Grade Level	11 (default) or 12
91	99	9	Social Security Number or ACT ID	ACT ID if SSN was blank. ACT ID has a dash (-) in position 91.
100	100	1	Telephone Type	1 = Home; 2 = Cell; 3 = Other
101	106	6	Date of Birth	Formatted as MMDDYY. If invalid or blank, zeros will appear.
107	116	10	Home Telephone Number	3-digit area code, 7-digit phone no.
117	141	25	Mail City	Special characters are - ' .
142	143	2	Mail State (Numeric)	State = ##
144	145	2	Mail State (Alpha)	State = XX
146	154	9	ZIP Code	ZIP + 4 if available
155	162	8	Filler	
163	178	16	ACT Writing Results	If not applicable, fields will appear as dashes (--).
163	164	2	Combined English/Writing Score	Range is 01-36. Score of '--' means Writing Test could not be scored, student did not receive score on English Test, or student did not take the Writing Test.
165	166	2	Writing Subscore	Range is 02-12. Subscore of '--' means Writing Test could not be scored, student did not receive score on English Test, or student did not take the Writing Test.
167	168	2	English/Writing Cumulative Percent	Based on recent high school students who took the ACT Writing Test. Range is 01-99. If score is '--', cumulative percent for that

				score is set to '--'.
169	170	2	Writing Cumulative Percent	Based on recent high school students who took the ACT Writing Test. Range is 01-99. If score is '--', cumulative percent for that score is set to '--'.
171	178	8	Comments on Essay	Two-digit codes for up to 4 comments on the student's essay if student took Writing Test. Range for each comment is 01-99; text associated with each comment code provided at www.act.org. Comment codes appear in this field from left to right; if fewer than 4 comment codes assigned, the unused trailing positions will be blank. All four comment codes set to '--' if student did not take the Writing Test.
179	204	26	Filler	
205	226	22	High School Information	
205	210	6	ACT H.S. Code	Will always be valid code for the state.
211	218	8	H.S. Grades	Numeric grades (on 4-point scale) with implied decimal and one decimal place. Numeric grades are based on High School Course/Grade Information (positions 661-683).
211	212	2	English	
213	214	2	Mathematics	
215	216	2	Social Studies	
217	218	2	Natural Sciences	
219	219	1	Filler	
220	222	3	H.S. Average	Numeric average (on 4-point scale) with implied decimal and two decimal places; Average based on High School Course/Grade Information (positions 661-683); '--' means too few H.S. Grades to calculate.
223	226	4	Year of H.S. Graduation	2014 (default) or 2013
227	232	6	Filler	
233	380	148	ACT Test Information	
233	236	4	Test Date (Month and Year)	Formatted as MMY (e.g., 0314 for March 2014, 0414 for April 2014)
237	248	12	Filler	
249	249	1	Test Location	S = State M = State-allowed accommodations Test location 'S' identifies college-reportable scores, unless a misadministration or prohibited behavior is indicated (State Use Question 10 = 'H' or 'L').
250	260	11	Filler	
261	270	10	ACT Scale Scores	Range for each score is 01-36. A score of '--' means that test was omitted by student or was not scored. If any score is '--', the

Composite score is set to '--'.				
261	262	2	English	
263	264	2	Mathematics	
265	266	2	Reading	
267	268	2	Science	
269	270	2	Composite	
271	271	1	Filler	
272	274	3	Sum of Scale Scores	Numeric sum of the 4 scale scores. If any score is '--', the sum is set to '---'.
275	278	4	Filler	
279	302	24	Interest Inventory Standard Scores	Standard score range is 20 to 80 or '--'. Absence of scores (--) means too few responses for valid score.
279	280	2	Filler	
281	282	2	Science	
283	284	2	Filler	
285	286	2	Arts	
287	288	2	Filler	
289	290	2	Social Service	
291	292	2	Filler	
293	294	2	Business Contact	
295	296	2	Filler	
297	298	2	Business Operations	
299	300	2	Filler	
301	302	2	Technical	
303	308	6	World-of-Work Map Regions	Up to 3 regions; based on Interest Inventory scores; range for each is 01-12, or 99 (scores inconclusive), or '--' (scores missing).
309	309	1	Barcode Indicator	<p>For states using both barcode labels and demographic overlay file: 0 = No label 1 = Valid label, barcode matches demographic overlay file 2 = Valid label, barcode does not match demographic overlay file 3 = Invalid or unreadable label 4 = Valid label, barcode matches demographic overlay file but name conflicts. Space for keyed (not scanned) records</p> <p>For states using barcode labels but not demographic overlay file: 0 = No label 2 = Valid label 3 = Invalid or unreadable label Space for keyed (not scanned) records</p> <p>For states using neither barcode labels</p>

				nor demographic overlay file: 0 = No label (not applicable for [Your State] State Testing) Space for keyed (not scanned) records
310	310	1	State Test Day Indicator	I = Initial test date M = Makeup test date A = Accommodations window
311	319	9	Filler	
320	333	14	ACT Scale Subscores	Range for each subscore is 01-18. A subscore of '--' means test was omitted by student or was not scored.
320	321	2	Usage/Mechanics	
322	323	2	Rhetorical Skills	
324	325	2	Elementary Algebra	
326	327	2	Algebra/Coordinate Geometry	
328	329	2	Plane Geometry/ Trigonometry	
330	331	2	Social Studies/Science	
332	333	2	Arts/Literature	
334	347	14	National Norms for ACT Scale Subscores (Cumulative Percent)	Based on recent high school graduates who took the ACT in grades 10-12. Range is 01-99. If subscore is '--', norm for that score is set to '--'.
348	368	21	Filler	
369	380	12	Interest Inventory Percentile Ranks	Range is 01-99. If Interest Inventory standard score is '--', percentile rank is also '--'.
369	370	2	Science	
371	372	2	Arts	
373	374	2	Social Service	
375	376	2	Business Contact	
377	378	2	Business Operations	
379	380	2	Technical	
381	390	10	Local ID Number	School-assigned ID number (used at state's discretion).
391	400	10	Filler	
401	550	150	Student Profile Section (SPS)	Refer to the <i>Student Information</i> booklet for SPS items and response values. Values in record follow values shown in booklet except: Y=1 and N=2.
401	405	5	SPS Items 1, 4 (1 byte per item)	Items not collected: 2, 3, 5.
406	406	1	SPS Item 6: Citizenship Status	Collected from block G on the answer document.
407	407	1	SPS Item 7: Legal Resident	Collected from block Q on the answer document.
408	410	3	Filler	SPS Items 8-10 are not collected.

411	413	3	SPS Item 11	
414	416	3	SPS Item 12	
417	419	3	Filler	SPS Item 13 is not collected.
420	470	51	SPS Items 14-64 (1 byte per item)	New items to be collected in 2011: 60 and 61 SPS Item 62 has been moved to positions 606-607. SPS Item 64 (pos. 470) is converted as follows: Y = 1; N = 2; O (I prefer not to respond) = 0 (zero). Items not collected: 17, 24-39, 45, 49, and 54.
471	471	1	SPS Item 65: Race/Ethnicity Background	Federal reporting value derived from student responses to Hispanic/Latino (position 608) and Race (positions 609-615) background.
472	473	2	SPS Items 66-67 (1 byte per item)	
474	475	2	SPS Item 68	Only one state included.
476	483	8	Filler	
484	550	67	SPS Items 69-135 (1 byte per item)	Items not collected: 80, 92, 93, 104, 108, 113, 115-135.
551	604	54	Filler	
605	605	1	EOS Release	1=Yes; 2=No
606	607	2	SPS Item 62: Religious Affiliation	
608	608	1	Race/Ethnicity Background: Hispanic/Latino	Collected from block F on the answer document. Y = Yes, N = No, 3 = Prefer not to respond
609	615	7	Race/Ethnicity Background: Race	Collected from block F on the answer document. More than one value possible. 1 = American Indian/Alaska Native 2 = Asian 3 = Black/African American 4 = Native Hawaiian/Other Pacific Islander 5 = White 6 = Prefer not to respond
616	630	15	State Use Questions 1-XX	Responses to state-specific questions 1-XX. State use question 10 (pos. 625) indicates: H = Misadministration L = Prohibited Behavior Multiple Choice Misadministration Indicator (pos. 771) also indicates the misadministration decision.
631	683	53	High School Course/Grade Information	
631	653	23	Courses Taken or Planned	Refer to the <i>Student Information</i> booklet for specific courses. 1 = Taken; 2 = Plan to take before graduation; 3 = Not taken and do not plan to take; Blank = No response or more than one response.

631	635	5	English Courses	
636	642	7	Mathematics Courses	
643	646	4	Natural Sciences Courses	
647	653	7	Social Studies Courses	
654	660	7	Filler	Languages and Arts are not collected.
661	683	23	Grades Earned	4 = A; 3 = B; 2 = C; 1 = D; 0 = F
661	665	5	English Grades	
666	672	7	Mathematics Grades	
673	676	4	Natural Sciences Grades	
677	683	7	Social Studies Grades	
684	690	7	Filler	Languages and Arts are not collected.
691	700	10	State-Assigned Student ID Number	
701	716	16	College Choices	Up to four ACT college codes in order of preference as gridded by student on answer document. College code look-up available at www.actstudent.org/scores/scodes.html . 1111 = considering college, do not want to report scores 5555 = currently do not plan to go to college
701	704	4	1st Choice	
705	708	4	2nd Choice	
709	712	4	3rd Choice	
713	716	4	4th Choice	
717	770	54	Filler	
771	771	1	Multiple Choice Misadministration Indicator	Misadministration decision regarding multiple choice portion of test administration N = No scores: Multiple choice scores unreportable R = Reinstate: Multiple choice scores made reportable after being unreportable
772	772	1	Writing Misadministration Indicator	Misadministration decision regarding writing portion of test administration N = No scores: Writing scores unreportable R = Reinstate: Writing scores made reportable after being unreportable
773	782	10	National Norms for ACT Scale Scores (Cumulative Percent)	Based on recent high school graduates who took the ACT in grades 10-12. Range is 01-99. If score is '--', norm for that score is set to '--'.
773	774	2	English	
775	776	2	Mathematics	
777	778	2	Reading	
779	780	2	Science	
781	782	2	Composite	
783	790	8	Filler	



Appendix E

School/District File Information ACT State Testing

Introduction

ACT needs to collect critical pieces of information at the school and district level to establish schools for testing. This document will help you provide this information via ACT's standard file formats. The information must be received timely, accurate, and completed in its entirety for school establishment, test administration, and school and district score reporting to flow smoothly.

Process Overview

To provide this data to ACT, you will make use of ACT's standard file:

- **Districts that did not test the previous year** *all school and district information is provided via this file.*
- **Districts under a continuing contract** will update a prepopulated file. ACT will pre-populate this file with the most up-to-date information from our systems.

School Establishment

The process below is used to establish schools and their districts for State Testing.

Stage	Who	Do(es) What
1	District	Provides ACT with school and district information.
2	ACT	Loads information to ACT systems.
3	ACT	Begins school establishment—ships materials to school and emails account information to principal.
4	Schools	Provide detailed school and staff information to ACT.

Instructions

To provide school and district information to ACT, simply provide the appropriate data in the file format shown in this document. Be sure to include all schools eligible for District Choice State Testing. Also, be sure that the file meets the File Guidelines specified. If the district has not previously participated the district will need to create the file.

If the district has previously participated in District Choice State Testing, ACT will provide this district contact with a list of schools that have previously participated.

Districts who have previously participated should:

1. Delete any schools that should not be testing during the upcoming year.
2. Review and update any pertinent information directly in the file:
 - Is the district data correct? (district name, code, contact, email, and shipping address)
 - Is the state school code correct?
3. If there are any new schools that ACT should invite to test for the upcoming year, provide this information.
4. Double-check that all eligible schools are contained in the file.
5. Be sure that the file meets the File Guidelines specified below.
6. Email the file(s) to ACT.

Note: No schools maybe added after the completed file is submitted!

Important!

Accurate principal names and email addresses are essential to the online establishment process.

File Guidelines

Any school/district files provided to ACT must meet the following requirements:

- All fields must have a place in the file provided to ACT and must be named as shown. However, optional fields do not need to contain data unless ACT informs you otherwise.
- Field lengths are provided in the table below. They must not exceed the length given.
- Characters in this file are limited to alpha (A), numeric (N), or alphanumeric (A/N). See the A/N column for acceptable character types. *Punctuation and special characters (e.g., -, &, #) are not allowed.*
- All alpha characters **must** be in UPPERCASE.
- ACT provides you with an Excel file template, use the template to complete the file.
- The file must meet all requirements in the table below before ACT can process them. You may need the assistance of your technical staff to produce the file.

File Layout

The school/district file layout is shown below. ACT will provide you with a header file with these field names included.

Field	Max Length	A/N	Required?	Description
District Name	50	A/N	Y	District name
State District Code	50	A/N	Y	Identifier assigned by the state to the district
District Physical Address 1	100	A/N	Y	Physical address of the district office. Generally not a PO box.
District Physical Address 2	100	A/N	N	
District City	50	A	Y	
District State	2	A	Y	
District ZIP	9	N	Y	
District Mailing Address 1	100	A/N	Y	
District Mailing Address 2	100	A/N	N	
District Mailing City	50	A	Y	
District Mailing State	2	A	Y	
District Mailing ZIP	9	N	Y	
District Superintendent First Name	50	A	Y	District Superintendent name
District Superintendent Last Name	50	A	Y	
District Superintendent Phone	10	N	N	District Superintendent information
District Superintendent Phone Extension	10	N	N	
District Superintendent Email	40	A/N	Y	
District Contact 2 First Name	50	A	Y	District contact 2 name - District Assessment Coordinator for ACT
District Contact 2 Last Name	50	A	Y	
District Contact 2 Phone	10	N	N	District contact 2 information
District Contact 2 Phone Extension	10	N	N	
District Contact 2 Email	40	A/N	Y	
School ACT-Assigned Identifier	6	N	Y, if known	6-digit ACT or WorkKeys high school/site code
School Name	50	A/N	Y	School name
State School Code	50	A/N	Y	Identifier assigned by the state to the school
School Physical Address 1	100	A/N	Y	Physical address of the school. Generally not a PO box.
School Physical Address 2	100	A/N	N	
School City	50	A	Y	
School State	2	A	Y	
School ZIP	9	N	Y	

School Mailing Address 1	100	A/N	Y	Mailing address of the school office. May be a PO box.
School Mailing Address 2	100	A/N	N	
School Mailing City	50	A	Y	
School Mailing State	2	A	Y	
School Mailing ZIP	9	N	Y	
School Principal First Name	50	A	Y	School Principal's name
School Principal Last Name	50	A	Y	
School Principal Phone	10	N	Y	School principal's contact information
School Principal Phone Extension	10	N	N	
School Principal Email	40	A/N	Y	
School Contact 2 First Name	50	A	N	Not used for ACT
School Contact 2 Last Name	50	A	N	
School Contact 2 Phone	10	N	N	Not used for ACT
School Contact 2 Phone Extension	10	N	N	
School Contact 2 Email	40	A/N	N	
District Local Type Code	2	A/N	N	ACT use only - District Local Type Code (IL Category Code, blank for everyone else)
District Entity Type	1	A/N	N	ACT use only - District Entity Type (used only in MI)
School Local Type Code	2	A/N	N	ACT use only - School Local Type Code (IL Category Code, OA for CO Onlines, blank for everyone else)
School Entity Type	1	A/N	N	ACT use only - School Entity Type (used only in MI)
Program	10	A	N	ACT use only (ACT)
Contract	15	A	N	ACT use only (WY, PSAE)
Purchase Order Number	25	A/N	N	This section is not required for state contracts; however it is for the district choice model.
District Billing Contact First Name	50	A	N	
District Billing Contact Last Name	50	A	N	
District Billing Contact Title	50	A	N	
District Bill to Mail Address	100	A/N	N	
District Bill to City	50	A	N	
District Bill to State	2	A	N	
District Bill to ZIP	9	N	N	
District Bill to Phone Number	10	N	N	
District Bill to Email Address	40	A/N	N	
District Bill to Notes	100	A/N	N	



Appendix R

2013-2014 Reporting and Data Deliverables District Choice ACT State Testing

DISTRICT CHOICE CONTRACT - SCHOOL LEVEL DELIVERABLES			
Deliverable	Description	Distribution	Delivery Date
ACT State-Allowed Score Notification Letter	Printed letters containing scores achieved using state-allowed accommodations. NOTE: These are not College Reportable Scores. One copy for the student and one copy for the High School.	Two (2) printed copies mailed to the High School Principal	No later than August 25, 2014

DISTRICT CHOICE CONTRACT - DISTRICT LEVEL DELIVERABLES			
Deliverable	Description	Distribution	Delivery Date
ACT Profile Report – High School	An aggregate report that provides trends and averages of the High School based on the district tested grade 11 student population. NOTE: This includes students who tested with State-Allowed accommodations.	One (1) copy per High School on CD mailed to the District Assessment Coordinator	No later than August 25, 2014
ACT Profile Report – District	An aggregate report that provides trends and averages of the District based on the district tested grade 11 student population. NOTE: This includes students who tested with State-Allowed accommodations.	One (1) copy on CD mailed to the District Assessment Coordinator	No later than August 25, 2014
ACT Student Level Data File – District	A Student Data File that includes all Scores for all students for whom ACT processed an answer document. NOTE: This includes students who tested with State-Allowed accommodations.	One (1) copy on CD mailed to the District Assessment Coordinator	No later than August 25, 2014

- If a school does not have an ACT reportable high school code, or the high school code is gridded incorrectly, the student will receive his or her score report, but ACT will not report the student score to the school and the student results will not be included in the ACT Profile Report.
- Reports are only generated if one or more students were tested.
- If a student from an alternative school tests at the main school, the alternative high school code must be manually gridded on the student's answer document in order for the student score to be reported to the alternative school. If the high

school code field is left blank on the alternative student's answer document, ACT will report the student's score to the main school. To ensure that the alternative student scores are reported to the alternative school only (and not the main school), all alternative schools should have an ACT high school code and the code must be manually gridded on the student answer document.

- Only schools affiliated with a district will be reflected in the district aggregate reports.
- Answer documents subject to ACT's Late Processing Guidelines will not be scored. Therefore, these records will not be included within student-level or aggregate reporting.

Exhibit 2: Spring 2014 DCST Fees, Cancellation Policy and Invoice Information

Assessment	Per Unit Fees
The ACT (Without Writing)	\$36.50
The ACT (With Writing)	\$52.50

Cancellation Policy

Districts cancelling after the execution of the agreement will be subject to the rates listed below:

Cancellation prior to August 30, 2013	\$500
September 1- December 31, 2013	ACT only fees for 5% of the estimated volume
After January 1, 2014	ACT only fees for 10% of the estimated volume

Invoice Information

In accord with Paragraph 4 of the Terms and Conditions which are part of this Agreement, the customer is to make payment to ACT within 30 days of receipt of an invoice from ACT. Typically, ACT prepares a single invoice after all of the answer documents submitted in accord with this Agreement have been processed. In most cases, and especially for those testing in April, invoices will be prepared after June 30, 2014.

ACT is able to produce a *Preliminary Invoice* for those districts who have a fiduciary need to settle the account prior to June 30, 2014, with the understanding that a *Final Invoice* will be prepared after all documents have been processed which could result in (1) an additional amount being due to ACT; (2) a credit being issued to the district by ACT; or, (3) no change in the amount charged to the district.

Please indicate below your understanding and preference of the billing process by initialing one of the options:

_____ I elect to receive a single, final invoice calculated on the total number of answer documents submitted in accord with this agreement. I understand that receipt of this invoice will most likely not occur until after June 30, 2014.

_____ I elect to receive a preliminary invoice no later than _____, 2014 with the understanding that I will receive a final invoice after the date which all answer documents submitted in accord with this agreement have been processed; most likely, the final invoice will not be sent until sometime after June 30, 2014.

Furthermore, I understand that if the number of answer documents processed by ACT is higher than the total on the preliminary invoice that my district may owe an additional sum of money to ACT. Conversely, should the number of answer documents processed be less than the number billed on the preliminary invoice then ACT will issue a credit to my account. It is also possible that the quantity billed on the preliminary invoice will equal the quantity billed on the final invoice, in which case no adjustment will be necessary by either party.

Name, Title

Date