College Admissions Exam

Fall 2020 State Administration

Guidance Document

with Frequently Asked Questions

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SECTION 1: OVERVIEW

ACT, Inc. was selected as the college admissions examination vendor for 2018-2019 and 2019-2020 and has been renewed for an additional two years.

During the Spring 2020 Administration of the ACT, the COVID-19 pandemic forced Kentucky schools and the country to shut down. The Kentucky Department of Education (KDE) worked closely with representatives from ACT to provide additional options for state funded ACT testing. KDE was able to secure ACT test dates in the fall of 2020 for the 2019-2020 juniors who did not test on March 10, 2020 (spring 2020 Initial Test Date) and accommodated students who were unable to complete testing due to absence or school closure. .

Although Senate Bill 1(2017), mandates that grade 10 and 11 students take a college admissions examination, grade 10 participation in the state-required college admissions examination has been contingent on available funds. Additional funding was not provided to the KDE needed to test sophomores during spring 2020. Therefore, 2019-2020 grade 10 students did not take the state administration of the ACT during spring 2020 and will not be included in the fall administration. KDE will continue to seek funding for future years' administrations in order to comply with Senate Bill 1.

Note: The fall administration option is only available to the 2019-2020 juniors who did not participate in the spring 2020 testing windows. This is not an opportunity to retest.

SECTION 2: TESTING DATES

For districts and schools that were not able to test on March 10

If districts or schools were not able to administer the statewide ACT on March 10, fall dates for initial testing and makeup testing are listed in the tables below.

SCHOOLS THAT DID NOT TEST MARCH 10 INITIAL TESTING WINDOW	
Administration	**Dates**
The ACT Standard Time Initial Test Date (paper only)	**Sept. 22, 2020**

The ACT Accommodations Testing Window (paper only)	Sept. 22, 23, 24, 25 and 28, 29, 30, Oct. 1 and 2, 2020

SCHOOLS THAT DID NOT TEST MARCH 10 MAKEUP TESTING WINDOW	
Administration	**Dates**
The ACT Standard Time Test Date (paper only)	Oct. 6, 2020
The ACT Accommodations Testing Window (paper)	Oct. 6, 7, 8, 9, and 12, 2020

For Schools that Tested on March 10

If schools were able to administer the statewide ACT, March 10 was the school's initial ACT test date. Only one additional date is needed for makeup testing. The school's initial test date was March 10, and the makeup date is September 22. Therefore, it is required for schools/districts under this scenario to select the initial testing window as their makeup window. If a school/district is not in session during the initial testing window, please contact Shara Savage at KDE for guidance.

SCHOOLS THAT TESTED MARCH 10 MAKEUP TESTING WINDOW	
Administration	**Dates**
The ACT Standard Time Test Date (paper only)	Sept. 22, 2020
The ACT Accommodations Testing Window (paper only)	Sept. 22, 23, 24, 25 and 28, 29, 30, Oct. 1 and 2, 2020

SECTION 3: WHO SHOULD TEST?

The fall administration option is only available to the 2019-2020 juniors who did not participate in the Spring 2020 testing windows. **This is not an opportunity for students to retest.**

This summer the Office of Assessment and Accountability (OAA) sought assistance from District Assessment Coordinators (DACs) to identify students who are eligible for ACT state testing in the fall of 2020. OAA opened the ACT 2020 Fall State Administration Student Review for 2019-2020 juniors who missed their opportunity to take the ACT during the spring administration of the ACT. This process allowed districts to request changes in who is eligible for the fall state administration of the ACT.

ACT provided the data file of students with scores to KDE. OAA reviewed the students who had scores and compared it to the students enrolled within Infinite Campus (IC) in March. Lists were created for DACs to review of students who tested and students who did not test or were unable to complete testing. DACs had the opportunity to request to add or delete students who may be eligible for fall ACT testing

KDE will compile the feedback from DACs and deliver the eligible student information to ACT via a Student Data Upload (SDU) file. ACT will then take that SDU file and load it into PearsonAccess[next] (PAN). Student records will be available for review and verification in August. Please note that the verification of student enrollment must be completed by August 21 (see Schedule of Events) to ensure the barcode labels and materials ACT distributes for the September 22 Initial test date are complete and accurate. If a school/district needs to add a student after the July 22 date, please contact Shara Savage by Aug. 17.

Frequently Asked Questions

Students who are exempted from the state administration of the ACT include:

Alternate Assessment students take the Transition Attainment Record (TAR) instead.

First Year English Learner (EL) students are not required to participate in the ACT. If these students are planning to enroll in college and this might be their only opportunity to

take the ACT at no cost to them, they may take the exam. If they choose to participate, they must have been a junior during 2019-2020 school year.

Students who are homebound or hospitalized are not necessarily exempt from testing; however, the medical condition or disability will determine how the situation is handled. Please ensure to follow all COVID-19 guidelines.

Are foreign exchange students required to take the ACT?

Yes; per the federal Every Student Succeeds Act (ESSA), foreign exchange students who are in grade 11 should participate in the state administration of the ACT. Therefore, if they were juniors during the 2019-2020 school year and unable to complete ACT testing, they would test this fall.

A student transferred/enrolled after initial test day but before makeup test day and did not take the ACT at the previous school. Does that student need to test?

Yes; if the student missed his/her opportunity to test in the spring and enrolls prior to the deadline for ordering makeup materials (see Schedule of Events), check with the previous District Assessment Coordinator (DAC) to see if the student took the test on initial test day in that district.

If a student was a junior during the testing window and did not test, then the student was retained, is the student eligible for the fall administration?

Juniors in 2019-2020,

1. If the student **did not** get a chance to test as a junior in 2019-2020, the student has the opportunity to take the fall assessment.

2. If the student **did** get the chance to test as a junior in 2019-2020, the student is not eligible to take the fall ACT assessment.

   Note: If he/she is still a junior in spring 2020-2021, the student will take the spring ACT, per the Administration Code for Kentucky's Educational Assessment Program (703) KAR 5:080) regulation.

Are students who are expelled but still receive services required to take the ACT?

Yes; students who receive educational services should also participate in state-required assessments, including the ACT. If necessary, the student may test offsite. (See offsite section of the Test Administration Manual, page #11.) For unique circumstances, contact Shara Savage at KDE.

SECTION 4: ACT OPTIONS (PAPER and ONLINE)

The fall administration of the ACT is only available as a paper-based administration.

SECTION 5: TASKS - SCHEDULE OF EVENTS

The ACT Schedule of Events outlines the various tasks that must be completed during the testing cycle. Tasks will vary depending on which type of administration is being managed (standard time paper or accommodated).

Schedule of Events

SECTION 6: PEARSONACCESS^next (PAN) FOR ACT and TEST ACCESSIBILITY and ACCOMMODATIONS (TAA) SYSTEMS

PAN is used for managing user accounts and contacts, managing participation, verifying enrollment, ordering materials, managing examinee information, and running reports. TAA is the system used for requesting accommodations, EL supports and submitting accompanying documentation.

Why were contacts from the spring 2020 administration removed from PAN?

When new Organization files are uploaded into PAN, one user at the school and district level is retained and therefore the additional users must be created. Due to the unique nature of the fall 2020 administration a new Organization file is required. Existing DACs and Test Coordinators (TCs) are able to create users in PAN.

Who creates an account in PAN for ACT?

DACs should contact Shara Savage by email or phone (502) 564-4394 to set up a new account. BACs should contact the DAC. He/she will be able to create an account for you.

If access to an account in PAN for ACT is denied, what are the steps to correct the issue?

First, make sure you are using the correct URL address: https://testadmin.act.org/customer/index.action

If the URL address is correct, try clicking "Forgot Username" or "Forgot Password," whichever applies. If those steps do not lead to access, contact ACT Customer Support at ACT General: 800.553.6244, ext. 2800
contact form

Accommodations 800.553.6244, ext. 1788

ACTStateAccoms@act.org

How is a Test Accommodations Coordinator (TAC) assigned access to the Test Accessibility and Accommodations (TAA) system?

The Test Coordinator (TC) can invite the TAC to access the TAA User Guide or the TAC herself/himself can request access and role permissions through the TAA system. If the TAC requests access, a notification is sent to the TC requesting approval of the TAC. If a TC does not approve a TAC, the TAC will not receive access, no matter how long the delay is.

Directions for these processes begin on page 14 of the TAA User Guide.

How is a Test Coordinator changed in PAN?

This should be completed by the District Test Coordinator (the DAC).

Directions for changing a Test Coordinator start on page #15 of : PANext User Guide

SECTION 7: MANAGE PARTICIPATION

Manage participation **is a required step in PAN.** Submitting participation information is important because it verifies the following information for the school: The Paper Initial Standard Test Date, the Paper Initial Accommodations Test Window Start Date, the materials receipt date, and a reason if the school is not participating.

When can a school/district begin the manage participation process?

Schools/districts may begin the manage participation task on Aug. 3. This task must be completed by Aug. 21. **If manage participation is not completed, paper materials will not be sent for students.**

Why are the 'materials receipt date' options available in PAN in the same week?

During a typical spring administration, there is an opportunity to select from multiple materials delivery options which allow for earlier or later materials receipt dates. Due to PAN system limitations two dates must be provided. Regardless of the date selected materials will arrive the week of Sept. 7.

What happens if manage participation isn't completed?

Manage participation is a required step in PAN. **Failure to indicate participation could mean students will not receive testing materials. Failure to complete this step also**

means that the school will no longer receive administration communications from ACT for the current school year.

How should alternative schools manage participation?

- Alternative schools that will be testing students on site should indicate participation and select materials receipt date. Otherwise, students will not receive paper materials.
- Alternative schools with primary enrolled students that intend to test students at the student's A1 school should indicate participation and select a materials receipt date. Enrolled students will receive their materials at the alternative school. These students will be considered testing offsite at the A1 school. See off testing section page #11.
- Alternative schools whose students will likely not test (for example some psychiatric units) should indicate that they are not participating and provide the reason from the dropdown menu in PAN. Students enrolled at this school will not receive materials.

SECTION 8: REQUEST ACCOMMODATIONS

ACT provides access to the exam through appropriate accommodations based on the examinee's diagnosis and needs. Students may test with ACT-authorized accommodations, supports for English Learners (ELs), or non-college reportable accommodations. Examinees who had accommodations approved for the spring 2020 administration can have those previously approved requests moved to the fall 2020 administration. To move previously approved accommodations from spring to fall please see the Instructions for Retesting with Accommodations document that is posted under the Verification section on the ACT hosted webpage. The ordering of ACT authorized materials will be auto filled by the ACT Accommodations team. Non-College Reportable (NCR) materials need to be ordered in PAN as an additional order. For more information contact ACT Accommodations, email ACTStateAccoms@ACT.org or phone 1.800.553.6244 x1788.

Can previously approved spring 2020 accommodations requests be moved to the fall?

Yes. Previously approved accommodations can be moved from spring to fall. To make this move please see the Instructions for Retesting with Accommodations document that posted under the Verification section on the ACT hosted webpage.

An eligible examinee has a newly diagnosed disability. How can accommodations/supports for this examinee be requested?

Requests for accommodations can be submitted in TAA. Additional information about requesting accommodations may be found in the Verification stage of the ACT hosted state testing website. This is a good place to get started if unfamiliar with requesting accommodations and supports.

SECTION 9: STUDENT DATA UPLOAD FILE and PREPRINTED BARCODE LABELS

The Student Data Upload (SDU) will be entered in PAN for ACT in August. Based on the information in this file, schools will receive pre-printed barcode labels. The enrollment counts for initial orders will also be based on the counts in the SDU. Test Coordinators (TCs) must verify student counts (from SDU) and make any updates, including adding new students once the upload is complete. Students entered in the system after the upload will not receive pre-printed bar code labels in the initial shipment. Directions for verifying enrollment counts begin on page #11 of the PearsonAccess^next User Guide for the ACT® Test. DACs should be careful to check enrollment at alternative schools and verify that student enrollment is correct. This is often overlooked and can cause issues with students receiving materials.

Should students eligible for taking the ACT be showing up in PAN yet? If not, when will they be uploaded and available for verification?

The Student Data Upload (SDU) file will be loaded in PAN during the month of August 10. ACT will email TCs and DACs when it is time to verify the accuracy enrollment and student demographic information.

Will KDE upload another SDU file closer to the initial test date?

No; new students should not be added to PAN without the consent of Shara Savage at KDE. Any students who transfer schools or districts after the initial data file is uploaded will need to be added manually by following the enroll/unenroll process. If these students are added after the Verify Enrollment deadline, they will not receive a preprinted barcode label; their answer documents will need to be gridded with demographic information.

An eligible examinee transferred into/out of a school. What needs to be done to ensure the examinee has the opportunity to test?

If an eligible examinee leaves the school, complete the unenroll process. Similarly, if an eligible examinee transfers into the district that student must be enrolled at the institution. Additional information about the enroll/unenroll process can be found under the Configuration step on the Kentucky ACT website.

Am I allowed to test my alternative school at the A1 school?

> The materials for the students will be delivered to the school that they are associated with when student data is uploaded in PAN. If a student was enrolled at an alternative school, the materials will be delivered to the alternative school. However, if the student will be testing at the A1 school, offsite testing procedures should be followed. The policies around transporting materials and other offsite policies should be followed. (see Offsite Testing)

SECTION 10: VERIFY ENROLLMENT

Test Coordinators (TCs) must verify student counts (from SDU) and make any updates, including enrolling new students, **once the SDU file is uploaded. KDE expects the SDU upload to occur no later than Aug. 10 and ACT will send an email to DACs and TCs when the enroll/unenroll process can begin.** It is important that TCs complete this activity no later than the Aug. 21 deadline to ensure the materials, including barcode labels, that ACT distributes prior to the initial test date are as complete and accurate as possible. If a student is enrolling in or un-enrolling from school before the test administration, submit a request for ACT staff to complete enrolling or un-enrolling for the school. Refer to "How to Enroll or Un-enroll an Examinee" in The PearsonAccess^next User Guide for the ACT® Test. (page 14). Schools will only receive materials for the students who are enrolled.

SECTION 11: TRAINING REQUIREMENTS

Anyone administering a state required assessment, must be trained annually in the Administration Code for Kentucky's Educational Assessment Program (703 KAR5:080). Anyone providing accommodations must also be trained annually in the Inclusion of Special Populations in the State Required Assessment and Accountability Program (703 KAR5:070). In addition to KDE required training, ACT also has training requirements. Note: Anyone who participated in trainings on the Administration Code for Kentucky's Educational Assessment Program (703 KAR5:080) and the Inclusion of Special Populations in the State Required Assessment and Accountability Program (703 KAR5:070) since September of the 2019-2020 academic school year has been trained and does not need to repeat these trainings. Anyone new to testing or trained in August or September of the 2019-2020 academic school year will need to be trained prior to fall testing.

Near the end of the ACT Test Administration Manuals (standard time and accommodations) is a section titled "Training Session Outline and Topics for Discussion." Subjects include *Security of Test Materials, Room Preparation, Pretest Activities, Test Day* and *After the Test*.

During a training session, the TC is expected to discuss the topics described in each section with testing staff. The TAC must also attend and share any relevant topics with accommodations staff in a separate training session.

The following resources are available for training:

KDE requires - [Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability Programs](#)

ACT requires - Appropriate Administration Manuals

[ACT Administration Manual for State and District Testing](#) (Standard Time, Paper)

[The ACT Administration Manual for State and District Testing](#) (Accommodations, Paper)

[ACT Administration Manual for State and District Testing](#) (Non-College Reportable, Paper)

[Test Day Overview for Room Supervisors (video)](#)

[ACT Calculator Policy](#)

[Test Coordinator Information Manual](#)

Suggested trainings:

- KDE/ACT virtual training – July 30, 2020 @1:00 p.m. EST
- Test Administration Webinar- August 4, 2020 @ 10:00 a.m. EST
- Accommodations Webinar–August 6, 2020 @ 11:00 a.m. EST

Recording of the trainings will be posted to the [Kentucky ACT website.](#)

SECTION 12: OFFSITE TESTING AND HOME/HOSPITAL SETTING

Offsite testing is available for homebound or hospitalized students due to diagnosed disability (e.g., diabetic). DACs may apply through the Test Accessibility and Accommodations (TAA) online system. Directions for requesting to test a student with an Individual Education Program (IEP) or 504 Plan at home or in a hospital setting begin on page 22 of the [TAA User guide.](#)

During the COVID-19 pandemic, home or hospital testing may not be advisable or allowed. Health and safety of students, test administrator, and proctors should be the first priority. If eligible students are unable to be tested at home or the hospital due to health and safety concerns, they will have the opportunity to take the spring 2021 ACT administration.

If a student needs to test at home or in the hospital due to a medical emergency, the student may use offsite testing. No application is required in TAA. For more information on offsite testing, including test security precautions and facility requirements, see Offsite Testing procedures page # 1.

The ACT may be administered in students' homes on a case by case basis. There are no requirements that homebound or hospitalized students must be tested if test coordinators are uncomfortable entering a student's home. Any homebound or hospitalized student who is eligible but not tested in the fall, may take the spring 2021 ACT assessment.

What procedures should be followed for students at an alternative school who are going to take the ACT at their home high school.

> If the A1 school orders materials for the students, there is no action required. If the students were enrolled in PAN and the alternative school received materials for the student, the students may test at their home high school using offsite testing.

A student who was expelled but receives services is not allowed on campus. How does the school provide student services?

The student may participate with offsite testing as long as staff is not put in an unsafe situation. DACs should use their discretion. Please ensure to follow all COVID-19 guidelines.

What guidelines should be followed to request off-site testing?

Students are expected to test at the high school where they attend when possible. If you have unique circumstances and must test students at an off-site location, ACT will assess a plan for approval for off-site testing.

Please submit a detailed plan to Shara Savage with the following details:

- Does school have adequate staff members at the off-site location?

- Confirm students who will be tested and school.

- Confirm there is a designated secure storage area for testing materials separate from the other testing materials.

- If transporting materials, provide detailed plan on how those materials are being transported. This information should include; by who will be transporting and have access, how/where will the materials be during transport, and any additional details they are able to provide about the transportation.

SECTION 13: SCORE REPORTING

During a typical spring administration, ACT has 3-8 weeks after receipt of materials to provide students with a score report and schools with student score labels. However, examinees who test on Sept. 22 will not have their student score reports, or student score labels, available until approximately 5-10 weeks after the receipt of materials for scoring. If the student(s) who tested on Sept. 22 has not received scores after the full ten weeks has elapsed, call ACT at 800.553.6244, ext. 2800. All examinees who test on the Oct. 6 makeup date will have their scores, and corresponding score labels, distributed on the traditional 3-8-week post receipt timeline.

Will student scores from the fall administration be available in ACT's Online Reporting system?

> Yes. Student scores will be available electronically as they are scored and released by ACT. Students can login or create an account on the [ACT Online Reporting](#) to access the score reports.

Most of the students have received their score reports, but a few students have not received anything from ACT. When is it necessary to contact ACT?

> Student answer documents are scored in batches and students in the same school might not necessarily receive their scores at the same time. Also, if there was an irregularity report involving a student, the score report could be delayed while ACT resolves the situation. If the student tested with non-college reportable accommodations, he/she will not receive an official score report.

The school received preliminary scores for the grade 11 ACT test held in March. May the information be shared with teachers?

> Yes; the scores are not embargoed.

The school did not receive the high school profile report CD. When should it be expected?

> Several years ago, ACT discontinued the CD and printed copy reporting. Once available (according to the Score Report Schedule), score data can be accessed in

PAN under *Published Reports*. ACT will send out a reminder email prior to access to scores being removed from PAN.

The BAC has received students' individual ACT score reports. When can the report be distributed?

Distribute reports when received. Most students should have received a copy of their score report at their home address.

How can students' ACT scores from a previous year be reviewed?

Score data from the spring 2020 administration can be accessed in PAN under *Published Reports*. Scores will be available in PAN until mid-October.

SECTION 14: SDRR and PUBLIC REPORTING

Districts will be given the opportunity to complete an ACT data review process in Student Data Review and Rosters (SDRR) data prior to public reporting. The timeline for the data review will be provided to District Assessment Coordinators (DACs) in a DAC email after KDE receives the data from ACT and prepares the data for review. The SDRR data review process will include all ACT data from spring and fall testing for a final review before results are reported in the School Report Card.

SECTION 15: NON-PARTICIPATION

All eligible students are expected to participate in state-required assessments unless the student experienced an acute medical issue or an extraordinary circumstance. Non-participation reasons should be documented locally during testing and then submitted in SDRR during the data review period prior to public reporting.

Examples for non-participation include; not attending in-person sessions during the pandemic, absent on test date and makeup date, participates in Alternate Assessment, extraordinary circumstance, First Year EL, medical, expelled without services, and withdrawn after the testing window began.

Note: All eligible students not attending in-person sessions in the fall during the national emergency will have the opportunity to take the spring 2021 ACT assessment.

SECTION 16: TESTING INTERRUPTED

During the COVID-19 outbreak during spring 2019-2020, KDE monitored all options regarding federal assessment and accountability requirements. The situation changed daily. OAA actively worked with local, state and national partners to be informed of the latest events. Due to the

daily/hourly changes, ACT/OAA were given the direction to halt all ACT testing. Likewise, if there is an outbreak during the fall administration of the ACT, KDE will provide guidance as the situation warrants communication.

If students are participating fully or partially in Non-Traditional Instruction (NTI) during the fall ACT administration dates for regular and accommodated students, may students enter the school building in-person to take the ACT?

The decision to bring students into the building for administration of the ACT should be made in conjunction with the high school administration, central office staff, and local health department. These decisions should be made in accordance with local health department and state government guidelines at the time of testing. Safety expectations provided in the document, COVID-19 Considerations for Reopening Schools should be followed during administration.

Note: If students are unable to attend in-person sessions during fall testing, eligible students will have the opportunity to take the state-provided ACT assessment during the spring 2021 administration.

School is closing today; what should be done with the testing materials?

All secure test materials from the initial test date should be returned to ACT, before closing school, if it can be accomplished safely. Please note, if materials from the initial test date have not been returned to ACT, the DAC or BAC should not schedule the FedEx pickup. Call ACT Customer Care at 800-553-6244 ext. 2800 to schedule a FedEx pickup. If it is convenient, you may transport the materials from the initial test date to FedEx directly. If materials are dropped off, please ensure to obtain a receipt before you depart the facility.

Some accommodations students tested; others did not start. What is advised?

For those students who completed testing, if able, please return all testing materials.

For those students who did not test, please return their testing materials with the non-scorable materials. Test coordinators may keep unused answer document(s) and manuals for makeup testing.

If unable to return materials because school is closed, contact Shara Savage (see contact information below) within 48 hours. The materials must remain under lock and key and then be immediately returned once the school has re-opened.

What is advised for students who started testing with accommodations but were unable to complete.

If a student began testing but did not finish testing during the initial paper and/or accommodations window, the test must be voided and returned to ACT with the unsoarable shipment. Please file an irregularity report.

SECTION 17: FALL TESTING COVID-19 GUIDANCE

Safety expectations were written with input from the Education Continuation Task Force as well as the Governor's Office, Department for Public Health, Kentucky Department of Education, the Cabinet of Education and Workforce Development and the Cabinet for Health and Family Services. Throughout this process, stakeholders from all areas of education were engaged to provide input and expertise. KDE strongly recommend all schools and districts to adhere to all school related guidance, including during testing sessions.

COVID-19 is transmitted mostly through direct contact with respiratory droplets from an infected individual. The infected individual may have no symptoms or have symptoms of a fever (greater than 100.4), a cough, gastrointestinal symptoms (diarrhea or vomiting), a new rash or new loss of sense of taste/smell. These symptoms are not unlike other infectious viruses, yet it is difficult without testing to develop a plan that is able to meet all circumstances. The goal of the Kentucky Department for Public Health is to establish safety expectations based upon the core measures to mitigate transmission.

Staff should follow local and state safety expectations and best practice guidelines when administering the ACT to students.

These include:

- Social Distancing

- Screening, School Exclusion and Contact Tracing

- Personal Protective Equipment, including Cloth Face Masks

- Sanitation, Environmental and Industrial Factors

- Increase space between students by rearranging seating to maximize space between students to be 6 feet or greater.

- If the physical space in the school does not allow for spacing students' desks 6 feet apart, space desks as far away as possible and require masks at all times in that classroom for students and staff. All desks should be arranged so students' seats face the same direction.

- Model creating space between students/staff and avoid unnecessary contact or movement within the personal space of 6 feet.

- Place markings on floor as a reminder of areas that are 6 feet apart for instruction.

- Reduce class sizes to allow for smaller cohorts of students to decrease potential need for contact tracing.

"Because of concern that infectious viral particles can land on surfaces with coughing, sneezing, talking and laughing, safety expectations for schools during this public health emergency should include safety expectations implemented by schools as determined by the Kentucky Department for Public Health.

- Encourage proper hand and respiratory hygiene practices (covering coughs and sneezes).

- Daily cleaning and disinfection of all school facilities.

- Make hand cleaning supplies readily available. All restrooms should be monitored often for adequate hand soap and towels or functioning hand drying devices.

- Hand sanitizer containing at least 60% alcohol may be used when soap and water are not readily available.

- Follow normal preventative actions while at home and school, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

- Daily cleaning and disinfection of classrooms, gymnasiums, restrooms, locker rooms, cafeteria seating and other facilities is critical to preventing the spread of all illness, including COVID-19 pandemic and seasonal influenza. Special attention should be given to high touch areas, such as water fountains, doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc. It is recommended that high touch surfaces be cleaned and disinfected frequently."

From: *Team Kentucky Guidance on Safety Expectations and Best Practices for Kentucky Schools, p. 17-18*

Staff and students participating in the ACT should abide by social distancing and mask protocols. Cleaning and disinfection procedures would also apply to testing materials (e.g., calculators) and desks, tables and chairs after each student use.

For more information on KDE COVID-19 guidance, please view the document COVID-19 Considerations for Reopening Schools.

SECTION 18: MISCELLANEOUS

Are two different seating charts (one for ACT and one for KDE) necessary?

KDE requires completed seating charts for all state-required assessments. Additionally, ACT requires a completed seating chart to be submitted with other test administration forms. It is not necessary to create a separate chart for KDE. Simply keep a copy of the ACT seating chart on file.

What resources are available to help students prepare for the ACT?

ACT provides a free resource available to all students, parents, teachers, principals, and other educators. ACT Academy is an online learning tool that provides personalized, free resources unique to student learning gaps and aligned to the ACT reporting categories. ACT Academy is a collection of K-12 videos, games, quizzes, and interactives from publishers such as Flocabulary, NASA, Crash Course, GeoGebra, PBS, and tens of thousands of others that students can access via any computer, tablet, Chromebook, or smartphones.

ACT also offers a number of digital resources to assist students, teachers and schools impacted by COVID-19. Additional information about those resources can be found on the ACT Student and Parent Resource webpage.

SECTION 19: CONTACT INFORMATION

Shara Savage

KDE Program Consultant
Email: Shara.savage@education.ky.gov
Phone: 502-564-4394

ACT General Inquiries

Phone: 800.553.6244, ext. 2800
Website: Contact Us

Accommodations Questions

Phone: 800.553.6244, ext. 1788
Email: ACTStateAccoms@act.org
Customer service hours (excluding ACT holidays):
Monday – Friday: 7 a.m. – 5 p.m. Central Time