**ACT**®

**College Admissions Exam**

**State Administration**

**Guidance Document**

**with Frequently Asked Questions**

**2020-2021**

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# SECTION 1: OVERVIEW

ACT, Inc. was selected as the college admissions exam vendor for 2020-2021 and 2021-2022.

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 Kentucky Department of Education (KDE) needed to test sophomores during spring 2021. Therefore, grade 10 students will not take the state administration of the ACT during spring 2021. KDE will continue to seek funding for future years' administrations in order to comply with Senate Bill 1.

# SECTION 2: TESTING DATES

| INITIAL TESTING WINDOW TEST WINDOW 1 | |
|---|---|
| **Administration** | **Dates** |
| The ACT Standard Time Initial Test Date (Paper) | **March 9, 2021** |
| The ACT Accommodations Testing Window (Paper) | **March 9-12 and 15-19, 2021** |
| The ACT Online Standard & ACT- Authorized Accommodations Testing Window | **March 9-11 and 16-18, 2021** |

| MAKEUP TESTING WINDOW TEST WINDOW 2 | |
|---|---|
| **Administration** | **Dates** |

| | |
|---|---|
| The ACT Standard Time Test Date (Paper) | **March 23, 2021** |
| The ACT Accommodations Testing Window (Paper) | **March 23-26 and March 29-31, and April 1-2, 2021** |
| The ACT Online Standard & ACT- Authorized Accommodations Testing Window (Online only) | **March 23-25 and March 30, 31- April 1, 2021** |

| EMERGENCY TESTING WINDOW TEST WINDOW 3 | |
|---|---|
| **Administration** | **Dates** |
| The ACT Standard Time Test Date | **April 13, 2021** |
| The ACT Accommodations Testing Window (Paper) | **April 13-16 and 19-23, 2021** |
| The ACT Online Standard & ACT- Authorized Accommodations Testing Window (Online only) | **April 13-15 and 20-22, 2021** |

KDE still refers to the testing windows as initial, makeup and emergency. ACT will refer to the testing windows as test windows 1, 2 and 3. The KDE expectation is that test window one is used as the initial test window.

The first two rows in the table refer to dates used for the paper test administration. All paper testing must occur on those dates. If testing students with paper accommodated materials, TCs would test students during the paper accommodations testing window.

The final row on the table includes the dates available for testing with ACT online. Notice that online testing only occurs on Tuesday, Wednesday or Thursday of each week. An option for this

year is the availability to test students with accommodations online. If testing students with online accommodations, TCs would only test students during the online testing window.

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

Due to the unusual circumstances of the COVID-19 outbreak, KDE and ACT are offering a third testing window for emergency purposes. Schools should plan to test students safely during the first or second ACT testing window. The third window is available for emergency purposes.

***Please note: The emergency date is only to be used as the last testing option, and no additional dates will be available.***

# SECTION 3: WHO SHOULD TEST?

Kentucky state law mandates all grade 11 public school students in Kentucky, students who have previously taken the national ACT, students who transfer in after initial test day and prior to makeup day, students retained in grade 11, grade 11 foreign exchange students, and students in the Early Graduate Program to take the ACT. They must be classified as grade 11 in Infinite Campus (IC) by March 9 to take the initial test day exam and March 23 to take the makeup exam.

In addition to the students listed above, any eligible senior who missed their opportunity to test as a junior in spring 2020 and fall 2020 is entitled to test in spring 2021. ***This is not an opportunity for seniors to retest.***

Seniors eligible to test:

- Does not have a complete composite score from spring or fall of 2020 administrations
- Enrolled on or prior to March 10, 2020, into a Kentucky public school
- Has been identified by KDE

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

- Alternate Assessment students; they take the Transition Attainment Record (TAR) instead.
- First-Year English Learners are not required to participate in the ACT. If these students are planning to enroll in college, which might be their only opportunity to take the ACT at no cost to them, they may take the exam. If EL students choose to participate, they may

use their results to demonstrate academic readiness in the Postsecondary Readiness indicator.

- 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.
- A student who has received a perfect ACT score of 36 on a National ACT Exam is exempt.

**Are foreign exchange students required to take the ACT?**

Yes, per the Every Student Succeeds Act (ESSA), foreign exchange students in grade 11 should participate in the ACT's state administration.

**A student who was in grade 11 last year took the ACT. The student was retained and is still in grade 11. Does the student retake the ACT?**

Yes, any student retained in grade 11 should retake the ACT assessment.

**A student was in grade 10 last year and did not take the ACT. The student has earned enough credits through credit recovery to now be classified as a senior. Does the student take the ACT?**

No, if the student is enrolled as a senior, the student should not take the ACT. Unfortunately, the student missed his/her opportunity.

**A student in the Early Graduate (EG) Pathway was in grade 10 last year and took the ACT.  The student is now a junior. Should the student take the state administration of the ACT?**

No, students in the Early Graduate (EG) Pathway may take the state administration of the ACT one time during high school.

**If an EG Pathway student took the ACT as a sophomore but has since dropped out of the pathway? Would the student take the ACT as a junior?**

No, students in the Early Graduation (EG) Pathway may take the state administration of the ACT one time during high school.

**A child/student took a national administration of the ACT and received a perfect score of 36. Does the child/student have to take the state administration of the ACT?**

No, students who have received a perfect score of 36 on a National ACT Exam are exempt.

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

> Yes, if the student 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 the initial test day in that district.

**Do students expelled with services received still have 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 the offsite section of the Test Administration Manual) For unique circumstances, contact Shara Savage at KDE.

**Do first-year English Learner (EL) students test?**

> First-year EL students are not required to participate in the ACT. If these students are planning to enroll in college, which might be their only opportunity to take the ACT at no cost to them, they may take the exam. If they choose to participate and meet KDE benchmarks, their score can be used to meet the Academic Post-Secondary Readiness Indicator in Kentucky's Accountability System. If they do not meet the KDE benchmarks, the scores will not be used in Kentucky's Accountability System. The student can choose another option to complete this indicator.

# SECTION 4: ACT OPTIONS (PAPER and ONLINE)

The ACT is available as a paper-based administration or an online administration. Schools may decide to administer a combination of paper and online testing.

*Important Note: all students will be loaded in the ACT PearsonAccess^next (PAN) system as testing with paper. Test Coordinators will have to manually move students to online testing in PAN if testing online.*

Prior to a school committing to online testing, ACT recommends the technical staff review the technical requirements to ensure the online administration's equipment meets the online testing requirements. ACT recommends the test content is precached 48 hours prior to the test event.

The comprehensive set of technical requirements and information can be found in the ACT Technical Guide for Online Testing, which is available under the Configuration step on the ACT hosted State Testing website.

**Are schools required to administer the ACT online?**

No, the ACT taken online will continue to be an option for schools; however, it is not currently required. KDE encourages schools to consider using the online option because of the increased flexibility (additional testing days).

**If students were absent during the initial test window, can they be tested online during the makeup window?**

Yes, if students who could not test during the initial test window, use the online makeup window as long as the school meets technical requirements to administer the exam online.

**Are students allowed to use their handheld calculators on the mathematics test portion of the ACT taken online?**

Yes, provided the calculators are not on ACT's prohibited list, students may use the embedded DESMOS calculator or their own approved calculator. See ACT's Calculator Policy.

**The school will be testing online; when can students do their pretesting activities (answering all the questions about their interests, colleges, etc.)?**

With online testing, there is more flexibility for students. Students have the opportunity to complete the pretest activities at home with a parent or guardian prior to test day.

However, it is the expectation of KDE that a pretest session is held for all students to ensure every student has the opportunity to complete the required pretest activities.

It is the responsibility of the Test Coordinator to guarantee that all students have completed this activity. Failure to complete this activity can result in invalidated scores.

Starting with the spring 2021 administration cycle, all pretest information will be collected in the MyACT platform. Additional details about MyACT will be available and communicated as soon as possible.

**Does ACT require proctor caching?**

ACT does not require proctor caching; however, the decision should be based on the school/district's technology, available bandwidth, the scale of the district (Jefferson County and Fayette County are necessary due to size) and internal challenges. The rest of the state is not required to complete proctor caching; however, it can be used as a safety net.

Technical Guide for Online Testing

**Support Contacts:**

[PearsonAccess^next^](#)

[PearsonAccess^next^ Mock Administration (training site)](#)

[Download TestNav, Proctor Cache Software](#)

# 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, accommodated or online).

[Schedule of Events](#)

New for this year, ACT and KDE are partnering to offer office hours beginning mid-November through the ACT's spring 2021 administration. KDE will provide updates on specific hours in upcoming DAC communications.

In addition, ACT will host office hours for the TAA system. KDE will provide updates on specific hours in upcoming DAC communications. Additionally, ACT will send communications during the TAA office hours as well.

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

PAN is used to manage user accounts and contacts, manage participation, verify enrollment, order materials, manage examinee information, and run reports. [TAA](#) is the system used for requesting accommodations, EL supports and submitting accompanying documentation.

*Please Note: Access to the TAA system has moved to success.act.org. If the DAC had access to TAA in the previous location, simply navigate to success.act.org and create an account. Once the account is created at success.act.org, access to TAA will be granted.*

**How is an account set up in PAN for the ACT?**

DAC should contact [Shara Savage](#) by email or phone at (502) 564-4394. BACs should contact the DAC to create an account.

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

First, ensure the correct URL address is used:
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
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?**

TAA has moved to the ACT Success Site. The Trusted Agent can invite the TAC to access the TAA system, or the TAC can request access and role permissions through the TAA system. If the TAC requests access, a notification is sent to the Trusted Agent requesting the TAC approval. If a Trusted Agent does not approve a TAC, the TAC will not receive access. Please see TAA User Guide for directions.

**How is a Test Coordinator changed in PAN?**

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

Please see Directions for changing a Test Coordinator for assistance.

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# SECTION 7: SELECT TEST DATE TASK

*Select Test Date Task (formally known as Managing Participation)* **is a required step in PAN.** Submitting participation information is important because it verifies the school's following information: 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.

**Will the student roster be available in PAN when selecting test dates?**

No, students will not be loaded until mid-to-late January. **If the Select Test Date Task is not completed or if "Online Only" is selected, paper materials will not be sent for students.**

**What happens if one forgets to select test dates?**

*Select Test Date Task* is a required step in PAN. **Failure to indicate test dates could mean students will not receive testing materials. Failure to complete this step also means that the school will no longer receive administrative communications from ACT for the current school year.**

**How should alternative schools complete the select test date task?**

- Alternative schools that will be testing students on-site should indicate the test window and select a material 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 select a date 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 A-1 school. See off the testing section.
- Alternative schools whose students will likely not test (for example, some psychiatric units) should indicate that they do not participate and provide the reason. Students enrolled at this school will not receive materials.

**How to complete the Select Test Date Task if using a combination of online and paper testing?**

- If the school plans to test all enrolled students with paper materials only, select a test window and a shipping date.

- If the school plans to use a combination of paper materials and online testing, select a test window and a shipping date.

- If the school plans to test ALL enrolled students with online testing, indicate participation with online testing only. **\*\*Note: students will not receive paper test 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. 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 800-553-6244 x 1788.

ACT's TAA system has migrated to success.act.org. To access the TAA system, TAC must establish an account at success.act.org, even if you had access to the TAA system in its previous location. Additional guidance and information can be found under the Verification stage of the ACT hosted state testing website

# SECTION 9: STUDENT DATA UPLOAD FILE and PREPRINTED BARCODE LABELS

The Student Data Upload (SDU) will be completed in PAN for ACT in January. Based on the information in this file, schools will receive preprinted barcode labels. The enrollment counts for initial orders will also be based on the counts in the SDU file. Test Coordinators (TCs) must verify student counts and information (from SDU) and make any updates, including adding new students once the upload is complete. After the upload, students entered in the system will not receive preprinted bar code labels in the initial shipment. Directions for verifying enrollment counts in a tutorial for How to Enroll, Verify and Update Students in PAN. 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 ACT students 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 January. ACT will email TCs and DACs when it is time to verify enrollment accuracy and student demographic information.

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

> No, any students who enroll after the initial data file are uploaded will need to be added manually by following the enroll/unenroll process. These students will not receive a preprinted barcode label; their answer documents will need to be gridded with demographic information.

# SECTION 10: VERIFY ENROLLMENT

Test Coordinators (TCs) must verify student counts (from SDU) and make any updates, including adding new students. This activity takes place **once KDE provides ACT with the**

**SDU file. TCs can begin this task in PAN on Jan.12, and the deadline to complete this activity is Jan. 22.** 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. Schools will only receive materials for the students who are enrolled. If using a combination of online and paper testing, the materials will be sent appropriately. Test Coordinators (TCs) need to discuss the online testing option and update PAN prior to the paper materials shipment deadline.

# SECTION 11: TRAINING REQUIREMENTS

Anyone administering a state-required assessment must be trained in the Administration Code for Kentucky's Educational Assessment Program (703 KAR5:080). Anyone providing accommodations must also be trained 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.

ACT requires training of its room supervisors, proctors, accommodations providers and other testing staff. 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 the *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 the 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)

[Administration Manual for State and District Testing](#) (Online)

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

[ACT Calculator Policy](#)

[Test Coordinator Information Manual](#)

Suggested but not required trainings:

- [KDE Policy and ACT Administration Training - Nov. 5, 2020](#)
- [Accommodations Webinar–Nov. 2, 2020](#)
- Test Administration Webinar- Jan. 6, 2021
- Test Administration Webinar- Feb. 3, 2021

# 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 Individualized Educational Program (IEP) or 504 Plan at home or in a hospital setting begin on page 22 of the [TAA User Guide.](#)

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](#).

If you are transporting materials, a detailed plan on how materials will be transported must be submitted to Shara Savage for ACT to review.

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

- Does the school have adequate staff members at the offsite location?
- Confirm students who will be tested and location.
- Confirm there is a designated secure storage area for testing materials separate from the other testing materials.
- If transporting materials, provide a detailed plan on how those materials are being transported. This information should include; who will be transporting and have access,

how/where the materials will be during transport, and any additional details about the transportation.

**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 received services is not allowed on campus. How does the school provide student services?**

The student may participate in offsite testing. DACs should use their discretion on whether or not a student's situation safely allows for offsite testing.

# SECTION 13: SCORE REPORTING

ACT has 3-8 weeks after receipt of materials to provide students with a score report. If the student(s) has not received scores by the end of 8 weeks, call ACT at 800.553.6244, ext. 2800.

ACT is migrating away from student web accounts to MyACT. Once a student has created an account, they can update their demographics, receive ACT notifications, access information to prep for the ACT exam, access scores and much more.

The new online system does offer more flexibility for students. Students have the opportunity to complete the pretest activities at home with a parent or guardian prior to test day.

However, it is the expectation of KDE that a pretest session is held for all students to ensure every student has the opportunity to complete the required pretest activities.

It is the responsibility of the Test Coordinator to guarantee all students have completed this activity. Failure to complete this activity can result in students' inability to send scores to colleges and universities and receive scores.

**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 simultaneously. If an irregularity report involving a student, the score report could be delayed while ACT resolves the

situation. If the student is tested with non-college reportable accommodations, he/she will not receive an official score report.

**The school received its preliminary scores for the grade 11 ACT held in March. May we share that information with teachers?**

Yes, the scores are not embargoed.

**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. Students will also be able to obtain their scores from their MyACT account.

**When will the schools receive score information for students who tested with Non-College Reportable (NCR) accommodations?**

Any student tested with non-college reportable accommodations will receive a score within the same time frame as other school reports. Student reports will be sent directly to students' homes in 3-8 weeks after test materials are received by ACT.

Labels for transcripts will be sent to the high school counselor 3-8 weeks after test materials are received by ACT. School and District reports will be available in ACT's online reporting system as defined in the reporting schedule.

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

Students' scores will be available in the MyAct platform as scores are reported. The online reporting is accessed through the ACT Success Site. Users with the appropriate role will also have access to ACT's online reporting platform's student score reports.

# SECTION 14: SDRR and ACCOUNTABILITY

The ACT's rosters are open after the initial test day in the Student Data Review and Rosters (SDRR) web application. During that time, the rosters will initially be blank, without any students pre-populated. It will only be necessary (or possible) to add students for whom the Office of Assessment and Accountability (OAA) approval for non-participation is being requested (documentation required). It is unnecessary to add students to the roster in SDRR if they are participating in the assessment.

**How is the ACT used in state accountability?**

The ACT is one of several options students can use to demonstrate academic readiness in the Post-Secondary Readiness indicator. Schools may use scores from any administration of the ACT, national or state, to demonstrate academic readiness in the Post-Secondary Readiness indicator.

**A student was absent on the initial test day then moved to another district the next week. If the student does not take the ACT, will this count against the school in accountability?**

No, since ACT is no longer included directly in the Proficiency indicator. The ACT is one of many assessments' students can use to demonstrate readiness for the Post-Secondary Readiness indicator in grade 12 and/or upon graduation. All eligible students are required to participate in state testing at their assigned grade level. The ACT is one of several possible options students can use to demonstrate academic readiness in the Post-Secondary Readiness indicator. If the student does not take the ACT, he/she can demonstrate academic readiness in another way, or the student can demonstrate career readiness for credit in the accountability system.

**If the retained 11th graders refuse to take the ACT, what should the response be? Should those students be added to SDRR?**

All juniors are expected to take the ACT, even those who have been retained and took the exam in the prior year. Kentucky does not provide students with the choice to opt-out of state-required testing.

If there is a valid reason for non-participation, they can be added to the roster in SDRR, and the request for approval can be made. For additional information about The ACT and SDRR, please see the Help Button's ACT section within the Student Data Review and Rosters (SDRR) web application.

# SECTION 15: NON-PARTICIPATION REQUESTS

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 requests should be made in SDRR when the student was actively enrolled but did not complete the assessment for one of the allowable reasons. Do not request a Non-Participation if the student withdrew weeks or months prior to the assessment and/or are actively enrolled in another school/district. Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should be tested.

Examples for non-participation include; absent on test date and makeup date, participates in Alternate Assessment, extraordinary circumstance, First Year EL, medical, expelled without

services, COVID -19, perfect score of 36 and withdrawn after the testing window began. If students are enrolled in the testing grade and are not approved for non-participation, they should be tested.

**If a student is absent on initial test day and makeup day, should a request for non-participation be made?**

Add the student to the roster and make that request in SDRR to indicate the reason the student did not participate; however, absence does not exempt students from the testing requirement.

**Is the student required to take the ACT if he/she has already demonstrated academic readiness?**

Yes, all students must participate in state-required testing. Senate Bill 1, 2017, mandates grade 11 students must take the college admissions exam. The exception is students who scored 36 on a previous ACT exam.

# SECTION 16: MISCELLANEOUS

**Is meeting benchmarks on the ACT a graduation requirement?**

Although the ACT is a state-required assessment, it is not a requirement for graduation for most students. However, students participating in the Early Graduate Pathway must pass the Council on Post-Secondary Education (CPE) established benchmarks on the ACT as part of their program requirements.

**Are two different seating charts (one for the 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 is migrating away from student web accounts to MyACT. Once a student has created an account, they can update their demographics, receive ACT notifications, access information to prep for the ACT exam, access scores and much more. Please review the MyACT Video for my information.

The new online system does offer more flexibility for students. Students have the opportunity to complete the non-test activities at home with a parent or guardian prior to test day.

However, it is the expectation of KDE that a non-test session is held for all students to ensure every student has the opportunity to complete the required non-test activities.

It is the responsibility of the Test Coordinator to guarantee all students have completed this activity. Failure to complete this activity can result in students' inability to send scores to colleges and universities and receive scores.

In addition to demographics, MyACT offers test prep activities.

Such as:

- personalized, self-guided plans based on their test results from the Pre-ACT, ACT, or official ACT practice tests available directly on MyACT.
- Students will also be able to take full-length ACT exams.
- Access to educational videos, games, activities, quizzes, lesson plans, and assignments
- Online and easy to use with the flexibility on how and when they prepare for the ACT
- Tips and Strategies for taking the ACT exam

# SECTION 17: ACT 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 in providing input and expertise. KDE strongly recommends 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 a 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 the 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 the 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 are required.

- 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's use.

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

# SECTION 18: CONTACT INFORMATION

**Shara Savage**

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