

2023 ACT Exam Site Visit Survey Questions

Date: _____
 District/School: _____
 Principal: _____

KDE Staff: _____
 Grade Range: _____
 BAC(s): _____

OAA staff will be collecting copies of specific forms and documents. While conducting the survey, please ask the school for copies of the following:

- Seating Chart (group and individual testing)
- Testing Schedule
- Medical Non-participation Documentation (if applicable)

BEFORE TESTING	
1. Materials Management a. How far in advance were Test Administrator's Manuals/Scripts distributed?	COMMENTS:
b. How do you ensure that the appropriate test manuals are read and used with each type of assessment? (e.g., Online, paper ACT) How is this documented?	
2. Training a. How much time was devoted to Administration Code and Inclusion of Special Populations trainings (703 KAR 5:080 & 703 KAR 5:070)?	
b. What materials were used for the Administration Code and Inclusion of Special Populations trainings? (e.g., materials from KDE website, self-developed, videos)	
c. Detail other staff training for ACT Exam that pertains to testing. How is this documented?	
d. What are the procedures for ensuring all staff are trained to administer ACT Exam?	
e. Is the ACT checklist used?	

BEFORE TESTING	
3. Testing Schedule a. How is the test schedule developed?	
b. What determines placement of students for testing?	
c. What is the ratio of proctors to students?	
d. How are makeup sessions managed? <i>Please ask for a copy of the test schedule.</i>	
e. What is done with the testing materials when students are allowed to read, work puzzles, etc. while waiting for others to finish?	

DURING TESTING	
4. Test Security a. Describe the procedure used for inventorying/logging in test materials to the building for ACT Exams(online/paper).	COMMENTS:
b. Where are secure test materials stored before testing and between sessions? <i>Ask to see the storage area.</i>	
c. What procedures are used to distribute and collect secure materials/test tickets from proctors?	
d. How is the destruction of used scratch paper handled?	
e. Who ensures that the correct tier placement and booklets are given to the students?	

DURING TESTING

<p>f. Describe the process of collecting seating charts. Who maintains the file?</p>	
<p>5. Test Administration with Accommodations</p> <p>a. In what type of setting were accommodations provided to students with an IEP or 504 for online and paper?</p> <p>___ small group (4 and under)</p> <p>___ with general education students</p> <p>___ one on one</p> <p>___ other (please specify)</p> <p><i>Ask to see at least 1 or 2 testing areas where accommodations were provided.</i></p>	
<p>b. Describe the process for making sure that IEPs and 504s are current and/or information is entered into Infinite Campus.</p>	
<p>c. How is extended time for students managed?</p>	
<p>d. Have student plans (IEPs and 504) been updated to reflect the specific extended time to be used by students (i.e., time and a half or double-time)? If not, when are these changes projected to be completed?</p>	
<p>e. Describe the process used for letting proctors know the appropriate accommodations to provide for individual students?</p>	
<p>f. Who provides accommodations in your school? (certified staff, etc.)</p>	
<p>g. Which accommodations were used and by how many students?</p>	

DURING TESTING

- h. Describe the experience of students and proctors for the following accommodated materials and the number of students utilizing these materials, if applicable:
- Braille
 - Audio CD
 - Large Print

AFTER TESTING**6. Preparation for Return of Materials**

COMMENTS:

- a. What procedures are in place for checking materials at the school after testing?
- b. What process is used to return school materials to the DAC?
- c. Who is responsible for document non-participation information and managing paper non-participation documentation?
- d.

GENERAL ONLINE TESTING

1. What type of testing environment is used (e.g., computer lab, classroom computers, portable lab)
2. What devices (Windows,, Mac, Chromebooks, iPad, etc.) are used for testing and how many of each
3. How is test security maintained in the online environment?
4. Do proctors log into the system or do students log themselves into the system?
5. Is the ACT Manual followed extensively?

GENERAL ONLINE TESTING

6. Who sets up your computers for testing?
What is the procedure?

7. How are students tested in an alternative setting?

8. Are there procedures for making sure all students are tested?

9. Who monitors testing during ACT Exams?
What procedures are in place if a situation occurs during testing?

GENERAL COMMENTS: