Kentucky Department of
EDUCATION

ACT Exam
Site Visit Survey Questions

Date/Time:		**Grade Range:**	
District:		**BAC(s):**	
School:		**DAC (if present):**	
Principal:		**KDE Interviewer(s):**	

While conducting the survey, please ask the school for copies of the following:

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

BEFORE TESTING	
1. Materials Management a. How far in advance were Test Administrator's Manuals/Scripts distributed?	
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. What are the procedures for ensuring all staff are trained to administer the ACT Exam?	
b . Did the district use any of the KDE Administration Code and Inclusion of Special Population training (703 KAR 5:080 & 703 KAR 5:070) materials including PowerPoints, modules, and checks for understanding? If so, which materials did you use and approximately how much time was spent in the training?	

c. Detail other staff training for ACT Exam that pertains to testing. How is this documented?	
d. Is the ACT checklist used?	
3. Testing Schedule a. How is the test schedule developed?	
b. How did you determine the location where students would be testing?	
c. What is the ratio of proctors to students?	
d. How are makeup sessions managed?	
Please ask for a copy of the test schedule.	
e. How are test materials handled when students are allowed to read, work puzzles, etc., while waiting for others to finish testing?	

DURING TESTING

1. Test Security a. Describe the procedure used for inventorying/logging in test materials to the building for ACT Exams (online/paper).	
b. Where are secure test materials stored before testing and between sessions?	
Ask to see the storage area.	
d. What procedures are used to distribute and collect secure materials/test tickets from proctors?	
e. As testing concluded, how was the destruction of used scratch paper handled?	
f. Who ensures that the correct testing materials (test tickets, paper booklets, answer documents, etc.) are given to the students?	
g. Describe the process of collecting seating charts. Who maintains the file?	
2. Test Administration with Accommodations a. Describe the process for making sure that IEPs and 504s are current and/or information is entered into Infinite Campus.	
Ask to see at least 1 or 2 testing areas where accommodations were provided.	

b. Who provides accommodations in your school? (certified staff, etc.)	
c. Describe the process used for letting proctors know the appropriate accommodations to provide for individual students?	
d. How is extended time for students managed?	
e. In what type of setting were accommodations provided to students with disabilities or English Learners? ____small group (4 and under) ____with regular education students ____one-on-one ____other (please specify)	
f. Describe the experience of students and proctors for the following accommodated materials and the number of students utilizing these materials, if applicable: • Braille • Large Print	

AFTER TESTING	
1. **Preparation for Return of Materials** a. What procedures are in place for checking materials at the school after all testing has concluded?	
b. What process is used to return school materials to the DAC?	
c. Who is responsible for documenting non-participation information and managing paper non-participation documentation?	

GENERAL TESTING

1. Test Environment and Devices a. Describe the environment where students are tested.	
b. What devices are used for test administration? (e.g., computer lab, classroom computers, portable lab, Chromebooks, iPads)?	
c. How is test security maintained in the testing environment?	
d. Is the ACT Manual followed extensively?	
e. Who sets up your computers for testing? What is the procedure?	
f. How are students tested in an alternative setting?	
g. Are there procedures for making sure all students are tested?	
h. Who monitors testing during ACT Exams? What procedures are in place if a situation occurs during testing?	

GENERAL COMMENTS