

ACT Aspire

Room Supervisor Manual

Paper Summative Testing

Early High School (EHS)

ACT[®] Aspire[®]



CONTACTS AND RESOURCES

Contact Information

ACT Aspire Customer Support

- Phone: 1.888.705.9421 Option 4 (ACT Aspire)
- Hours available: Mon-Fri, 7:00 am - 7:00 pm (CST)
- To email Customer Support, please visit:
<https://download.pearsonaccessnext.com/ref/WebToCase.html?p=ARIZONA>

Resources

Website	URL
ACT Aspire Privacy Policy	https://aspire.pearsonaccessnext.com/customer/privacy-policy.action
Arizona ACT Aspire Support Page	https://az-support.mypearsonsupport.com/aspire/
PearsonAccess ^{next}	aspire.pearsonaccessnext.com
ACT Calculator Policy	https://az-support.mypearsonsupport.com/resources/aspire/ACT-calculator-policy.pdf
TestNav TM Support Site	https://support.assessment.pearson.com/TN/testnav-8-online-support-16908292.html

Accessibility Supports

The *Arizona ACT Aspire Support Page* includes the following accessibility resources:

- *ACT Aspire Accessibility Supports Guide*
- Braille Notes (for the Room Supervisor)
- *ACT-Authorized Bilingual Word-to-Word Dictionaries* list

For more information, see the **Accommodations and Supports** section of the *Arizona ACT Aspire Support Page*.

Prepare Your Examinees

The following resources are available for examinees to prepare for testing:

- Online Exemplars - intended to provide students with experience navigating TestNav and interacting with the various test item formats. The online exemplars are not meant to be scored, and a full answer key is not provided for the online exemplars.
- Exemplar Test Question Booklets - each booklet (one for each subject) describes reporting categories, standards, depth-of-knowledge levels, and correct responses.

For more information, see the **Exemplars** section of the *Arizona ACT Aspire Support Page*.

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OVERVIEW

Introduction

This manual contains instructions for the ACT® Aspire® paper test administration.

It is important that you become familiar with the procedures and instructions in this manual in advance of the test day to ensure that the tests are administered in a standard manner.

Additional training and test administration resources are available through the *Arizona ACT Aspire Support Page*.

POLICIES

General Testing

Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures. All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. Policies, requirements, and administration instructions are provided to help create a fair testing environment for all examinees. All testing staff are required to read the materials provided. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

To ensure a secure and valid testing experience, you must understand that, among other things, the following actions by you or any other individual violate testing policies and procedures:

- Accessing or obtaining a test booklet or test questions prior to the test for any reason
- Photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items
- Taking notes about test questions or paraphrasing any test questions to aid in preparing examinees for testing
- Aiding or assisting an examinee with a response or answer to a secure test item, including providing formulas
- Rephrasing test questions for examinees
- Creating an answer key of answers to test questions
- Editing or changing examinee answers after completion of the test, with or without the examinee's permission
- Allowing examinees to test in an unsupervised setting
- Leaving test materials in an unsecured place or unattended
- Failing to properly report and document incidents of prohibited behavior involving examinees, staff, or others
- Allowing examinees to test longer than the permitted time
- Failing to return and account for all testing materials after the testing session has ended

Test Security

To ensure the integrity of your examinees' ACT Aspire results, testing personnel must protect the security of test materials as described in this manual. ACT Aspire materials cannot be duplicated, copied, resold, or redistributed for commercial or other use, and also must be returned after testing. ACT Aspire assessments must be administered by a properly trained test administrator.

ADMINISTRATION AND ONLINE TESTING PLATFORMS

Administration Requirements and Resources

Administration and Online Testing Platforms

Testing staff will need to use the online testing system to enable examinee testing. For ACT Aspire, you will use the following components of the online testing system:

- PearsonAccess^{next} (**aspire.pearsonaccessnext.com**): This is where you will perform administrative tasks, perform Room Supervisor tasks, and view report data.
Note: As a security feature, PearsonAccess^{next} automatically closes after 15 minutes of inactivity. An on-screen warning is provided two minutes before the session closes.
- TestNav: This is where examinees will sign in to take online tests. Examinees taking the paper tests will not need to sign into TestNav.

The Administration Test Coordinator will be invited to PearsonAccess^{next}. Additional users can be invited to the system by the Administration Test Coordinator using the user import file, or manually. Invitation emails will be sent to any new contacts created in the system. This email invitation will allow users to set their own login credentials. Existing users will not receive an email invitation. Refer to the User Role Matrix on the *Arizona ACT Aspire Support Page* for detailed access information by role.

Test Format

The English test for ACT Aspire is composed of selected-response (multiple-choice) questions. The writing test includes one constructed-response item only. The other three subject tests (math, science, and reading) include a combination of selected response and constructed-response items. All constructed responses must be provided in English. Online tests also have technology-enhanced items. Summative testing is administered either online or on paper.

Access PearsonAccess^{next}

1. Open your web browser and go to PearsonAccess^{next} (**aspire.pearsonaccessnext.com**), or follow the link in the email you receive when your account is created.
2. Select the **Sign In** button near the right side of the screen.
The login page appears.
3. Enter your username and password.
4. Select the **Login** button.

Navigating Administrations in PearsonAccess^{next}

Your user account may be attached to multiple administrations. Therefore, when you log in to PearsonAccess^{next}, it is important to be aware of the specific administration into which you've authenticated. If your user account is attached to multiple administrations, you may toggle back and forth between your administrations.

When you log in, you will see the last administration into which you authenticated. To change administrations, use the drop-down menu in the upper-right area of your screen. From the drop-down menu, select the testing administration and year you want to view.

Information Icon

Throughout PearsonAccess^{next}, the information icon (a lowercase "i" in a blue circle) can be selected to view additional details.

TEST STAFF

Staff Roles and Responsibilities

Description of User Roles

Users should be assigned only one role in PearsonAccess^{next}. The role with the highest level of access needed by the user should be assigned to the user. Refer to the User Role Matrix on the *Arizona ACT Aspire Support Page* for detailed access information by role.

Administration Test Coordinator: Only one user is assigned this role per organization. This role can perform all Test Coordinator tasks as well as create and edit users, manage students and sessions, and access reports. This role is assigned to the district or charter's Achievement District Test Coordinator.

Test Coordinator: This role can perform all Test Coordinator tasks described in the *ACT Aspire Test Coordinator Manual*.

Technical Coordinator: This role installs and configures testing system software and helps the Test Coordinator set up computers for testing.

Room Supervisor: This role can perform all Room Supervisor tasks described below and in the *ACT Aspire Test Coordinator Manual*.

Full Access Educator: This role gives the same access as the Reports Only Educator role, but also allows users to manage sessions.

Reports Only Educator: This role gives educators who will not manage sessions access to reporting data for students based on reporting groups.

Report: This role gives access to reports and aggregated data for all students within an organization.

Proctor: As test rooms increase in size, proctors may be used to assist the Room Supervisors. This is not an assigned role in PearsonAccess^{next}.

Room Supervisors

A Room Supervisor is required in each room to read directions and monitor examinees. Typically, teachers will administer the tests to examinees during regular class periods. Depending on the number of examinees in a class, you may wish to assign proctors to assist the Room Supervisor with distributing and collecting test materials and with monitoring testing. Another staff member (proctor) is recommended if a room has 31 or more examinees.

Be sure that everyone involved in test administration has access to the appropriate *ACT Aspire Room Supervisor Manual* and is familiar with its contents. Before test day, all testing personnel should read all of the testing instructions carefully, particularly the verbal instructions, which will be read aloud to examinees on test day.

Room Supervisor Qualifications

The Test Coordinator should confirm that the Room Supervisor(s) meet all of the following criteria. Each Room Supervisor should be:

- Proficient in English.
- Experienced in testing and classroom management.
- A staff member of the school or district where the test administration will take place.

To protect both examinees and the Room Supervisor from questions of possible conflict of interest, relatives or guardians of examinees taking ACT Aspire are not permitted to serve in the role of Room Supervisor in the same test room as the examinee relative. It is permissible for relatives or guardians of testing examinees to serve as a Room Supervisor in the same school/district as a related examinee, provided that examinee tests in a different room. In such circumstances, the district/school should monitor the testing process so that Room Supervisors who have a relative testing do not handle the test materials of the relative without another responsible individual present. Substitute teachers, student teachers, private consultants, or individual tutors should not serve as a Room Supervisor.

Room Supervisor Responsibilities

- Read and thoroughly understand the policies, procedures, and instructions in the appropriate *ACT Aspire Room Supervisor Manual* and other materials provided.*
- Supervise a test room.
- Distribute test materials if administering paper tests.*
- Read test instructions.
- Properly time tests.
- Move around the room during testing to be sure examinees are working on the correct test and to observe examinee behavior.*
- Pay careful attention to monitoring examinees' behavior during the entire testing session.*
- Before dismissing examinees - paper testing: collect and account for all answer documents, test booklets, and scratch paper.*
- Complete documentation of any testing irregularities.

* Proctors may assist with these activities.

Proctor Responsibilities

Proctors can assist the Room Supervisor in the administration of the tests according to the policies and procedures in the appropriate *ACT Aspire Room Supervisor Manual*. Proctors must meet the same qualifications as a Room Supervisor.

Proctors may assist the Room Supervisor by performing the following, additional activities:

- Verify the timing of the test with the Room Supervisor.
- Report any irregularities to the Room Supervisor immediately.
- Accompany examinees to the restroom if more than one leaves during the timed portion of the test.
- Serve as a hall monitor and assist in multiple rooms.

TEST FACILITIES

Facility Requirements

Introduction

The Test Coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

Note: All examinees testing in the same room are required to take the same subject tests.

Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

Recommendations:

- Use single-level classrooms
- Avoid multiple-level seating (it makes it easier to see another examinee's test)

To ensure a fair and secure testing environment:


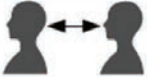
- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the Room Supervisor without difficulty; if necessary, arrange for a microphone.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.
- Arrange the room so that:
 - The Room Supervisor will be facing the examinees during testing.
 - Testing staff can freely circulate the room and have a clear view of all examinees and materials.
 - Seating minimizes the possibility of prohibited behavior.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. For paper testing, examinees must be:

- Facing the same direction
- Spaced as far apart as possible
- Seated no closer than is specified in the following table:

Required Minimum Space Between Examinees

Room Type	Required Space from Side-to-Side	Required Space from Front-to-Back
		
Single-Level	3 feet	3 feet
Multiple-Level	3 feet	5 feet

- Seated in straight rows and columns, directly in line with each other
- Seated so that aisle space allows room for staff to circulate throughout the room without disturbing examinees
- Able to see the Room Supervisor without difficulty
- Able to see the room clock, if there is one, without looking around

Seating Arrangement Examples

Acceptable Seating Arrangement Examples

"min." = minimum "ft." = feet

↔ indicates distance between examinees

Side-to-side distances are measured from shoulder-to-shoulder

Front-to-back distances are measured from head-to-head



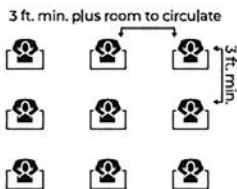
Side View



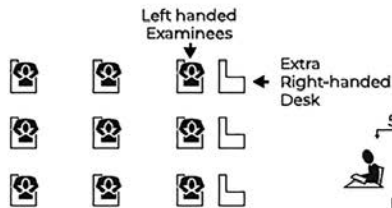
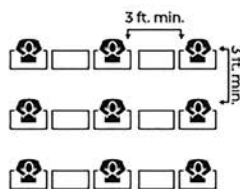
Overhead View

Examinee Spacing

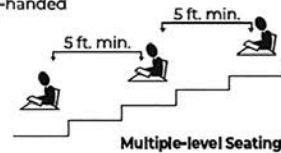
Level Seating with Movable Desks



Level Seating with Stationary Desks



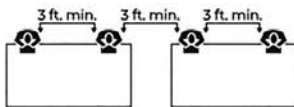
Left-handed Examinees at Right-handed Desks



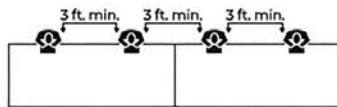
Multiple-level Seating

Table Spacing

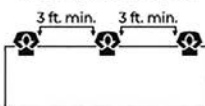
6-Foot Tables



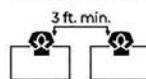
8-Foot Tables



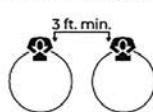
Tables more than 9 feet



Tables under 6 feet



Round tables any size



Unacceptable Seating Arrangement Examples



Examinees Facing the Wall or Each Other



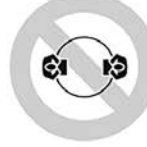
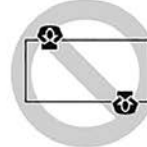
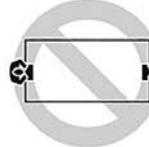
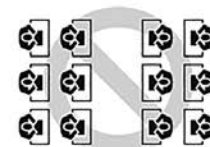
Desk Surface Too Small



Dividers, Study Carrels, and Partitions



Examinees Too Close Together/Inadequate Aisle Space



Examinees Facing Different Directions



Examinees Not in Straight Rows and Columns Directly in Line with Each Other

Work Surfaces

Work surfaces must be smooth, hard surfaces large enough for examinees to work comfortably with the items needed for testing. Lapboards are not allowed.

Note: For left-handed examinees, use standard left-handed desks or work surfaces that are large enough for these examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.

Desirable Testing Conditions

You may test all examinees in a given subject at the same time if facilities and schedules permit. To minimize distractions during testing, all examinees in a room must take the same subject test.

Rooms used for testing should offer ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction.

Ensuring Quiet Test Sessions

Take the following actions to ensure quiet test sessions:

- Ask the building's administration to turn off audible signals that normally sound at the beginning and end of classes.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

TEST MATERIALS

Materials Requirements

Materials Overview

Important! Paper testing materials are provided for examinees in paper-based testing schools, who are identified in PearsonAccess^{next} with a delivery format of paper.

Materials Provided in Your Shipment

The following materials will be included in your shipment:

- Packing list: A list of all of the items in your shipment
- Security checklist: A list of all pre-assigned security barcodes for test booklets included in the shipment
- Test Coordinator kit: Kit containing return shipping labels
- Test booklets: Each test booklet is printed with a serial number and test form code, and includes one subject test (English, mathematics, reading, science, or writing).
- Answer documents: Each answer document is specific to the subject of the test booklet.

Braille kit:

- Answer document for each subject
- Regular-print test booklet for each subject
- Braille test booklet for each subject
- Instruction sheet

Large print kit:

- Answer document for each subject
- Regular-print test booklet for each subject
- Large print test booklet for the each subject
- Instruction sheet

Pre-ID labels:

Pre-ID labels should be placed on the front cover of examinees' answer documents. Each label includes the following examinee information:

- Last name
- First name
- Middle initial (if applicable)
- Date of birth
- Gender
- Grade
- State student ID
- Test administration
- School name
- Sequence number

- Test subject
- State abbreviation
- Organization code
- Sequential barcode

Note: Examinees whose information was not submitted in PearsonAccess^{next} before the deadline noted in the Schedule of Events may not receive a label. If students do not receive a Pre-ID label, then their demographic information must be bubbled in on each answer document. If a student's Pre-ID label is incorrect, then the Pre-ID label should not be used. Instead, the student's demographic information must be updated in PearsonAccess^{next} and then bubbled in on each answer document.

Security of Materials

Tests are copyrighted and cannot be photocopied or used for any purpose other than testing. The Test Coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned. The Test Coordinator must protect the materials from damage, theft, loss, or conditions that allow prior access to the tests. Materials must be kept in secure storage at all times before and after testing.

Staff access to materials must be limited to necessary test day preparation activities, the test administration, and counting and packing materials for return. Access to test materials prior to test day is restricted to the Test Coordinator; however, a designated staff member may assist with materials if the Test Coordinator is present and if that individual does not present a conflict of interest.

Managing Materials During and After Testing

Damaged or Contaminated Test Materials

Test materials damaged or contaminated during testing should be replaced. After testing, the Test Coordinator must:

- Grid examinee information from PearsonAccess^{next} onto an overage blank answer document.
- Record the security barcode number of the damaged and new booklets, if applicable.
- Testing staff should make sure that the test form code on the replacement test booklet matches the test form code on the damaged/contaminated booklet.
- Transcribe responses from the damaged test material onto the blank document.
- Destroy any contaminated material according to local biohazards protocols.
- Compile a list of damaged/contaminated test booklets and answer documents and return with your non-scorable materials packing list.

Handling Materials on Test Day

On test day, the Test Coordinator personally hands test materials to Room Supervisors. After the test, the Room Supervisors return the test materials to the Test Coordinator.

TEST ADMINISTRATION

Test Administration Requirements

Test Times by Subject

The timing of each subject test varies by subject. For Summative testing, when English Text to Speech Audio (English TTS Audio), or English Text to Speech Audio + Orienting Description (English TTS Audio + Orienting Description) is selected within the Personal Needs Profile (PNP), the online tests will launch with 300% extra time already included. Accommodations must be set in a student's PNP prior to placing the student in test sessions.

The following tables provide test times in minutes for standard forms, audio forms, and other extended time accommodations. Room Supervisors should post the applicable test time for each subject and session.

Test Times by Subject (in minutes)

Grade	English	Math	Reading	Science	Writing
EHS (standard)	45	75	65	60	40
EHS (150%)	67.5	112.5	97.5	90	60
EHS (200%)	90	150	130	120	80
EHS (250%)	112.5	187.5	162.5	150	100
EHS (300%)	135	225	195	180	120
EHS (400%)	180	300	260	240	160

Test Times by Subject (in minutes) - English TTS Audio, English TTS Audio + Orienting Description

Grade	English	Math	Reading	Science	Writing
EHS	N/A	225	N/A	180	120

Note:

- EHS = Early High School
- N/A = Not applicable (extended testing time is not an option for these subject tests)
- If the examinee requires extended time for the English and Reading subject tests, the extended time must be selected manually in the student's PNP prior to placing the student in a test session.

Timepieces

Each room needs two timepieces as a precaution in the event one fails. It is recommended that one of these be an interval timer or stopwatch. Do not use a cell phone or smartwatch as one of your timepieces.

Announcement of Time Remaining

Make a verbal announcement of time remaining five minutes before the end of each test. Do not distract examinees during the test session with additional oral or written announcements of time remaining.

If a clock is visible to all examinees in the testing room, you may post the Start and Stop times and/or time allowed for each test on the board (e.g., English test, 40 minutes: Start time—9:00, Stop time—9:40). Do not post time remaining.

Mistiming

Use a stopwatch or interval timer to ensure the exact time is allowed for each test. To verify the time given for each test, the Start and Stop times and the five-minutes-remaining time must be noted and computations checked carefully before time is called. If a designated school staff member is assigned to help in the test room, that person should also keep time with the Room Supervisor.

Note: Scores cannot be adjusted to compensate for a mistiming.

If a mistiming on a subject test is noticed after dismissal from the test session, an irregularity must be reported by using the irregularity reporting tool in PearsonAccess^{next}.

Allowed and Prohibited Items in the Test Room

Calculator Policy

TestNav includes a calculator tool for all applicable mathematics online tests.

The use of calculators is not permitted on any other subject test. Unless a hand-held calculator is provided by the school, each examinee is responsible for bringing a calculator to the test and making sure it works properly. Examinees may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Examinees are not allowed to share calculators during testing.

It is the school's responsibility to confirm that all calculators used by examinees are authorized before testing. See the *Calculator Policy* published on the *Arizona ACT Aspire Support Page*.

Note: All problems can be solved without the use of a calculator.

Materials Provided by the School

Testing sites will provide the following items for each test room.

Materials Provided by the School

Item	Description
Timers	Provide each Room Supervisor with two accurate timepieces in order to time each test.
Pencils	You may instruct examinees ahead of time to bring pencils, but it is generally advisable to provide a supply of pencils in each room. <ul style="list-style-type: none"> Paper testing requires a No. 2 pencil for marking answers.
Pencil sharpener	Provide a pencil sharpener in each test room.
Scratch paper	Examinees may use scratch paper if they request it. For each blank sheet, instruct examinees to write the following information on the top of the sheet: <ul style="list-style-type: none"> First and last name School name Test subject School grade Room Supervisors will collect the scratch paper after testing and return the sheets to the Test Coordinator with the other testing materials. At the end of testing, securely destroy the scratch paper per local guidelines.
Calculators	The school may choose to provide calculators to examinees or the examinees may bring their own calculator to test. See the <i>Calculator Policy</i> published on the <i>Arizona ACT Aspire Support Page</i> .

Electronic Devices

Examinees are not allowed to have cell phones or any electronic communication devices on their person. Preferably, examinees should not bring electronic devices into the test room; if they do, these devices are to be turned off and put away. A warning to examinees to not set alarms is included in the verbal instructions.

Note: Alarms can distract examinees. Make sure staff alarms are off as well.

Unauthorized Testing Aids

The use of notes or any English dictionary is not permitted. Only bilingual word-to-word dictionaries are permitted if the examinee is authorized to use one. See the *ACT-Authorized Bilingual Word-to-Word Dictionaries* published on the *Arizona ACT Aspire Support Page*.

Accommodations and Supports

In ACT Aspire, any examinee—with or without an identified disability—may use accessibility supports that appropriately match the examinee’s needs. It is recommended that examinees who use accommodations have a formally documented need as well as relevant knowledge and familiarity with these tools. Policy decisions regarding who may use accommodations rests with your local governing educational authority. Refer to your local educational policy for specific advice related to accommodations use.

Any formal qualifying procedure that is required by your educational authority must be completed prior to completing the Personal Needs Profile (PNP) process.

Those with Test Coordinator permissions in PearsonAccess^{next} must select accommodations through the online PNP process in PearsonAccess^{next} prior to an examinee beginning to test. Accommodations that will modify an examinee's test time must be selected in the student's PNP prior to moving the student into a test session in PearsonAccess^{next}.

For additional information about accommodations and accessibility supports, see the *ACT Aspire Accessibility Supports Guide* on the *Arizona ACT Aspire Support Page*. Refer to the *ACT Aspire Test Coordinator Manual* for accessibility and accommodations support guidance for specific test day activities.

Prohibited Behavior

The following examinee behaviors are prohibited during administration of the tests:

- Looking at another examinee's test booklet, answer document, or computer/device screen display
- Giving or receiving assistance
- Disturbing other examinees
- Using notes or other unauthorized aids
- Using a calculator on any test other than the mathematics test
- Sharing a calculator with another examinee
- Using any device, including calculators, to share or exchange information at any time (All electronic communication devices, including cell phones, must be turned off and put away from the time the examinee is admitted to test until dismissal after testing concludes.)
- Attempting to remove test materials, including test questions or answers, from the test room by any means
- Creating a disturbance or allowing an alarm or phone to sound in the test room
- For paper testing, filling in circles or answering questions after time has been called

If a student has engaged in a prohibited behavior listed above, a test irregularity must be submitted in PearsonAccess^{next}.

Irregularities

Irregularity Policy

The irregularity reporting tool in PearsonAccess^{next} is intended for use by Test Coordinators to record any test administration irregularities that may affect examinee scores or the analysis of ACT Aspire results. Test Coordinators should use the irregularity reporting tool to report any irregularities occurring within the test room. Test irregularities should be reported as soon as possible after the occurrence, ideally within 24 hours. Instructions for submitting an Irregularity Report can be found under "Submit an Irregularity Report."

Document any of the following and submit a test irregularity in PearsonAccess^{next}:

- An examinee engages in a prohibited behavior
- An examinee becomes ill or leaves the room during testing (except for restroom breaks)
- A general disturbance or distraction occurs that could affect one or more examinees' results
- An examinee questions the accuracy or validity of an item
- A test is mistimed
- An extended local internet connection disruption or power outage occurs that interrupts testing
- Any test administration error

Submit an Irregularity Report

Submit an irregularity report in PearsonAccess^{next} for each occurrence of a group or individual irregularity. Report and describe any irregularity, especially those that could affect test scores.

1. Select the **Testing** icon.
2. Select **Student Tests** to access the Student Tests screen.
3. Check the box next to the examinee(s) affected by this irregularity or type under **Find Student Tests**, then select **Search**.

Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.

4. In the Tasks pane, select **Manage Irregularities** and then select **Start**. The Manage Irregularities screen appears, displaying all tests for the selected examinees.
5. Check the box next to each of the impacted tests.
6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.
 - Be sure the Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon pop-ups located to the right of this field. Select the calendar icon to access the calendar and choose the correct date. Next, select the clock icon at the bottom of the calendar and choose the correct time.
 - The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement "Additional details on file" in the comments field, and keep a full written account of the irregularity in your files for 12 months.
7. Select **Apply to Selected**.
8. If another irregularity affects the same test(s), take the following actions:
 - a. Uncheck the boxes next to each test.
 - b. Select the "+" icon to the right of each examinee to add another entry line to each examinee.
 - c. Check the box next to the new line. The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.
 - d. Repeat steps 6–8.
9. When finished entering irregularities, select **Save**.
10. Select **Exit Tasks**.

Administer the Test

Answering Questions

Specific instructions about guessing are included in the verbal instructions for each test. If examinees ask you about guessing, refer them to these instructions or repeat the appropriate section for the examinee. Do not comment on or add to the printed instructions in any way. You can answer questions about the general test instructions before testing starts.

Do not answer questions regarding individual test items. You may respond to such questions by providing appropriate administration directions or suggestions like “Do the best you can.”

Allowing Students to Leave the Test Room

Examinees may be allowed to use the restroom during the timed portion of the tests; however, it is recommended that examinees go to the restroom prior to testing so that the entire class remains on the same time schedule. Only one examinee may leave the testing room at a time without being accompanied by testing staff.

Collect the test booklet, answer document, and any scratch paper before the examinee leaves the room and return these materials when the examinee returns.

Post-Test Cleanup

Accessibility Transcription Instructions

If an examinee responds in a non-standard format, the response must be transcribed. If the examinee tests on large print paper or on braille, transcribe responses onto the standard answer document that was sent with the paper testing materials. Examinee work not transcribed will not be scored. The Room Supervisor must arrange for transcription to occur as soon as possible after the examinee completes a test session.

See the *ACT Aspire Accessibility Supports Guide* on the *Arizona ACT Aspire Support Page* for more information on which supports require transcription.

Post-Test Checklist

- Turn all used answer documents the same way with the same side up.
- Turn all used test booklets the same way with the cover up.
- For any examinees who tested with large print or braille materials, transcribe the examinee's answers onto an answer document.

Note: Failure to do this will prevent the examinee from receiving a score.

- Keep unused answer documents and test booklets separate.
- Report any testing irregularities that occurred during the testing session using the irregularity reporting tool in PearsonAccess^{next}. Testing irregularities should be reported as soon as possible, ideally within 24 hours of their occurrence.
- Ensure the correct number of answer documents for each test subject is being returned for scoring.
- Return all materials listed above and examinees' scratch paper to your Test Coordinator.

VERBAL INSTRUCTIONS

Introductory Steps

Study these instructions before test day. On the test day, follow the instructions for the subject test being administered in your room. ACT Aspire test subjects may be administered in any order and may be administered in a single day, but this is not required. A test session must be completed on the day it is started.

Reading the Verbal Instructions

To ensure standardized conditions, Room Supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes; do not depart from this text.
- Do not read aloud the text in [brackets]; instead, use text that is appropriate for the specific instruction.
- Text in (parentheses) is optional.
- Pause frequently and wait for examinees to finish the task before proceeding. Where an ellipsis (...) appears, a pause in reading instructions is recommended.
- Look at examinees to be sure they are following instructions.
- Read the instructions that are appropriate for your test room.
- Perform tasks only when directed to do so.

Test Times

The test times indicated in the verbal instructions reflect standard testing conditions. For examinees testing with accommodations, adjust the verbal instructions to reflect the appropriate test times (see "Test Times by Subject" in the Test Administration section of this manual).

Turn to the instructions that apply to the test you are administering.

English: EHS

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils. Turn off and put away all electronic devices.

The test materials will now be distributed.

3. Distribute the test materials.

- a. Hand examinees their test materials individually.
- b. Keep an exact count of the number of test materials distributed.

4. Say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

5. Say:

Bubble the test form code from the test booklet on the answer document in Box D.

Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.

6. Give examinees time to print their names.

7. Say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

Fill in the appropriate circles below each box ...

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

8. Give examinees time to complete their pretest information.

9. Say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud ...

10. Say:

This test asks questions about writing in English. Some questions are based on short reading passages.

Read each passage before you answer the questions.

Multiple-choice questions:

- Read the question and then choose the best answer from the answer choices given.
- Some questions refer to specific text. In many cases, you will be given alternatives for this text. Choose the best alternative. If you think the original text is best, choose "NO CHANGE."
- Some questions ask about a section of the passage or about the passage as a whole. These questions may be identified by a number in a box. Sometimes, the paragraphs or the sentences of a paragraph will be numbered and referred to in these questions.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to answer every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Please note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

11. Wait for examinees to read the directions.

12. Say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document...

You will have 45 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

13. Begin timing.

14. During the test, do the following

- a. Record the Start, Stop, and 5 minutes remaining time on the lines below.

START	5 minutes remaining	STOP
--------------	----------------------------	-------------

- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

15. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

16. When the timer reaches zero, say:

Stop, put your pencil down, close your test booklet, and look up at me now.

17. Say:

On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil.

18. Say:

I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in.

19. While examinees remain in their seats, follow the instructions below:

- a. Individually collect answer documents from the examinees.
 - Verify that examinees have:
 - separated their answer documents from their test booklets
 - gridded the test form code (Box D)
 - entered the test date information (Box H)
 - printed their names on the answer documents (Box G)
 - Verify the number of answer documents collected equals the number of examinees.
- b. Individually collect the test booklet and scratch paper from each examinee.
 - Verify the number of booklets collected equals the number distributed.
 - Account for all scratch paper.
- c. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

20. If you will administer another test, locate the verbal instructions for the appropriate subject.

Math: EHS

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils. Turn off and put away all electronic devices.

The test materials will now be distributed.

3. Distribute the test materials.

- a. Hand examinees their test materials individually.
- b. Keep an exact count of the number of test materials distributed.

4. Say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

5. Say:

Bubble the test form code from the test booklet on the answer document in Box D.

Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.

6. Give examinees time to print their names.

7. Say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

Fill in the appropriate circles below each box ...

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

8. Give examinees time to complete their pretest information.

9. Say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud ...

10. Say:

Inside this booklet are questions about mathematics. Some questions are multiple-choice. Others ask you to write a short answer.

Multiple-choice questions:

- There is one correct answer.
- Read the question and then choose the correct answer.
- On the answer document, completely fill in the circle that goes with the answer you think is correct.
- If you decide to change your answer, erase your first answer completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.

Short-answer questions:

- Write your answer on the answer document.
- Write your entire answer inside the box that goes with the question.
- Your response will be evaluated on how well it explains and justifies the mathematics of the question.
- If you use calculations to support your answer, give both the result and what you calculated (for example, in addition to giving 3.3, also tell that it was a calculation of $23 \div 7$ rounded to tenths).

Note:

Unless there is an indication otherwise, assume the following:

- Diagrams are NOT necessarily drawn to scale.
- Geometric figures are in a plane.
- The word *line* indicates a straight line.
- The word *average* indicates arithmetic mean.

$$\frac{1+7+3}{3}$$

(For example, $\frac{1+7+3}{3}$ is the average of 1, 7, and 3.)

You may use a calculator for any questions you choose. Some questions are best answered without using a calculator.

Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.

Begin working on the test when you are told to do so.

If you finish the test before time is called, you should use the remaining time to review your work.

When time is called, lay down your pencil immediately.

You may NOT change your answers in any way after time is called.

11. Wait for examinees to read the directions.

12. Say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document...

You will have 75 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

13. Begin timing.

14. During the test, do the following:

a. Record the Start, Stop, and 5 minutes remaining time on the lines below.

START

5 minutes remaining

STOP

b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

15. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

16. When the timer reaches zero, say:

Stop, put your pencil down, close your test booklet, and look up at me now.

17. Say:

On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil.

18. Say:

I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in.

19. While examinees remain in their seats, follow the instructions below:

- a. Individually collect answer documents from the examinees.
 - Verify that examinees have:
 - separated their answer documents from their test booklets
 - gridded the test form code (Box D)
 - entered the test date information (Box H)
 - printed their names on the answer documents (Box G)
 - Verify the number of answer documents collected equals the number of examinees.
- b. Individually collect the test booklet and scratch paper from each examinee.
 - Verify the number of booklets collected equals the number distributed.
 - Account for all scratch paper.
- c. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

20. If you will administer another test, locate the verbal instructions for the appropriate subject.

Reading: EHS

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils. Turn off and put away all electronic devices.

The test materials will now be distributed.

3. Distribute the test materials.

- a. Hand examinees their test materials individually.
- b. Keep an exact count of the number of test materials distributed.

4. Say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

5. Say:

Bubble the test form code from the test booklet on the answer document in Box D.

Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.

6. Give examinees time to print their names.

7. Say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

Fill in the appropriate circles below each box ...

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

8. Give examinees time to complete their pretest information.

9. Say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud ...

10. Say:

This test asks you to read and then answer questions about each of several reading passages.

Multiple-choice questions:

- Read the question and then choose the best answer from the answer choices given.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to answer every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Short-answer questions:

- Write your entire answer inside the box that goes with the question.
- Use your best handwriting.
- Instructions for writing your answers are given in your answer document.

Please note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

11. Wait for examinees to read the directions.

12. Say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document...

You will have 65 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

13. Begin timing.

14. During the test, do the following:

- a. Record the Start, Stop, and 5 minutes remaining time on the lines below.

START	5 minutes remaining	STOP
--------------	----------------------------	-------------

- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

15. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

16. When the timer reaches zero, say:

Stop, put your pencil down, close your test booklet, and look up at me now.

17. Say:

On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil.

18. Say:

I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in.

19. While examinees remain in their seats, follow the instructions below:

- a. Individually collect answer documents from the examinees.
 - Verify that examinees have:
 - separated their answer documents from their test booklets
 - gridded the test form code (Box D)
 - entered the test date information (Box H)
 - printed their names on the answer documents (Box G)
 - Verify the number of answer documents collected equals the number of examinees.
- b. Individually collect the test booklet and scratch paper from each examinee.
 - Verify the number of booklets collected equals the number distributed.
 - Account for all scratch paper.
- c. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

20. If you will administer another test, locate the verbal instructions for the appropriate subject.

Science: EHS

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils. Turn off and put away all electronic devices.

The test materials will now be distributed.

3. Distribute the test materials.

- a. Hand examinees their test materials individually.
- b. Keep an exact count of the number of test materials distributed.

4. Say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

5. Say:

Bubble the test form code from the test booklet on the answer document in Box D.

Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.

6. Give examinees time to print their names.

7. Say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

Fill in the appropriate circles below each box ...

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

8. Give examinees time to complete their pretest information.

9. Say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud ...

10. Say:

This test presents multiple-choice questions and short-answer questions based on several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

Multiple-choice questions:

- Read the question and then choose the best answer from the four choices.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first answer completely.
- Mark an answer for every question even if you are not sure which answer is best.
- Instructions for marking your answers are given in your answer document.

Short-answer questions:

- Read the description of the task and then find in your answer document the number of the question.
- Write your answer in the lined box.
- Write your entire answer inside the box that goes with the question.
- Instructions for writing your answers are given in your answer document.

Please note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

11. Wait for examinees to read the directions.

12. Say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document...

You will have 60 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

13. Begin timing.

14. During the test, do the following:

- a. Record the Start, Stop, and 5 minutes remaining time on the lines below.

START	5 minutes remaining	STOP
--------------	----------------------------	-------------

- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

15. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

16. When the timer reaches zero, say:

Stop, put your pencil down, close your test booklet, and look up at me now.

17. Say:

On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil.

18. Say:

I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in.

19. While examinees remain in their seats, follow the instructions below:

- a. Individually collect answer documents from the examinees.
 - Verify that examinees have:
 - separated their answer documents from their test booklets
 - gridded the test form code (Box D)
 - entered the test date information (Box H)
 - printed their names on the answer documents (Box G)
 - Verify the number of answer documents collected equals the number of examinees.
- b. Individually collect the test booklet and scratch paper from each examinee.
 - Verify the number of booklets collected equals the number distributed.
 - Account for all scratch paper.
- c. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

20. If you will administer another test, locate the verbal instructions for the appropriate subject.

Writing: EHS

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer.

Please clear your desks of everything except your pencils. Turn off and put away all electronic devices.

The test materials will now be distributed.

3. Distribute the test materials.

- a. Hand examinees their test materials individually.
- b. Keep an exact count of the number of test materials distributed.

4. Say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

If your test booklet and answer document do not match, raise your hand.

5. Say:

Bubble the test form code from the test booklet on the answer document in Box D.

Note: If an examinee uses large print or braille paper accommodations, be sure the examinee uses the answer document from their test kit and indicates the appropriate accommodation in Box D.

6. Give examinees time to print their names.

7. Say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

Fill in the appropriate circles below each box ...

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

8. Give examinees time to complete their pretest information.

9. Say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud ...

10. Say:

This is a test of your writing skills. Before you begin planning and writing your essay, read the writing prompt carefully to understand exactly what you are being asked to do.

Your essay will be evaluated based on your ability to:

- explain and analyze a topic.
- support your ideas.
- stay focused on the task throughout the essay.
- organize ideas in a logical way.
- use language clearly and effectively according to the conventions of standard written English.

You may use the pages in this test booklet to plan your essay, but any writing in this test booklet will **NOT** be scored. Only the essay that you write in your answer document will be scored. **Write your essay in pencil on the lined pages in the answer document.**

Please note:

You may not need all the lined pages, but to ensure that you have enough room to finish, do not skip lines. You may write corrections or additions neatly between the lines of your response. Do NOT write in the margins of the lined pages. **Illegible essays cannot be scored, so you must write clearly.**

Begin work on the test when you are told to do so. If you finish early, review and edit your essay to be sure it says what you want it to say.

Lay your pencil down immediately when time is called.

11. Wait for examinees to read the directions.

12. Say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document...

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

13. Begin timing.

14. During the test, do the following:

- a. Record the Start, Stop, and 5 minutes remaining time on the lines below.

START	5 minutes remaining	STOP
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- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

15. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

16. When the timer reaches zero, say:

Stop, put your pencil down, close your test booklet, and look up at me now.

17. Say:

On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil.

18. Say:

I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in.

19. While examinees remain in their seats, follow the instructions below:

- a. Individually collect answer documents from the examinees.
 - Verify that examinees have:
 - separated their answer documents from their test booklets
 - gridded the test form code (Box D)
 - entered the test date information (Box H)
 - printed their names on the answer documents (Box G)
 - Verify the number of answer documents collected equals the number of examinees.
- b. Individually collect the test booklet and scratch paper from each examinee.
 - Verify the number of booklets collected equals the number distributed.
 - Account for all scratch paper.
- c. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

20. If you will administer another test, locate the verbal instructions for the appropriate subject.

