

Overview

This document is designed to provide schools with instruction for completing state-specific information on students' answer documents. All information pertains to both days of testing and all answer documents, unless otherwise noted.

The instructions below are in addition to those provided in the supervisor's manual(s). If these directions are not followed, results are at risk of being inaccurately reported on student, school, and accountability reports and may prevent students from being included in files that are shared with the state.

Student Transfers

Follow the guidelines listed below for students who are transferring:

If a student transfers ...	Then ...
In during the time of testing, and had already started testing at the former school or is too late to start testing at the new school	<ul style="list-style-type: none"> • Do not submit an answer document. • ISBE advises you to wait until Friday, May 9, 2014, to enroll such students in your school in ISBE's Student Information System (SIS).
Out during the time of testing or before the pretest session and had not yet started testing*	<ul style="list-style-type: none"> • Do not submit an answer document. • Discard the barcode label, if applicable. • ISBE advises you to exit such students from your school in the ISBE's SIS on or before Thursday, May 8, 2014. <p><i>If such a student completed any pretest portions of an answer document, securely destroy that answer document.</i></p>
Out during the time of the test and had already started testing*	<ul style="list-style-type: none"> • Submit any answer document(s) that the student started. • ISBE advises you to wait until Friday, May 9, 2014, to exit such students from your school in ISBE's SIS.

**In the tragic event that a student dies during the time of testing, please follow the guidelines given for a student who transfers out.*

Student is Enrolled but Does Not Test

If an enrolled student does not test at all, authorized school or district personnel must indicate the reason for this in the Assessment Correction file in ISBE's SIS. This may be done any time from May 9, 2014, until July 17, 2014. More details about this are provided in the PSAE Day 2 Manual. Return answer documents only for students who tested.

Student is Dismissed from Day 1

If a student is dismissed from PSAE Day 1 for prohibited behavior, then the student must not be scheduled for PSAE Day 1 makeup testing, and the voided answer document must be returned to ACT along with an irregularity report. However, any student dismissed from PSAE Day 1 should take PSAE Day 2 (and ACT WorkKeys® *Locating Information*, if applicable).

No Grade 12 Testing

Students classified as being in grade 12 may not participate in the PSAE. ISBE Rule, specifically 23 Illinois Administrative Code 1.30(b)(4)**, prohibits districts from promoting students to grade 12 until they have taken the PSAE, Illinois Alternate Assessment (IAA), or were exempt. Only students classified as being in grade 11 at the time of testing as defined by this ISBE Rule may test.

**Districts shall administer the PSAE or IAA, if applicable under subsection (d) of this Section, to students in grade 11. (See Section 2-3.64 of the School Code.) For the purpose of this subsection (b)(4), "grade 11" means the point in time when a student has earned the number of credits necessary for enrollment in grade 11, as determined by his or her school district in accordance with Sections 1.420(b) and 1.440 of this Part. A district shall not promote a student to grade 12 status until that student has taken either the PSAE or IAA, as applicable.

Day 1 Pretest Session

If a student has not completed the pretest session before the test date, contact ACT before beginning testing.

Current Accommodations

Accommodations provided to each student must still be current at the time of testing.

Barcode Labels

The barcode label is used to match a student's test record to his or her State ID (SID). Barcode labels are produced from data provided by students' home school districts and are included in the non-secure shipment from ACT.

Using the Labels

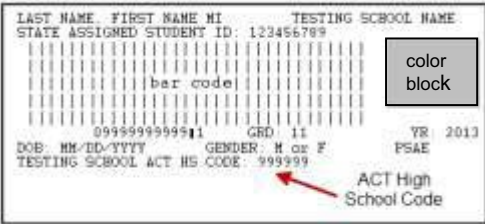
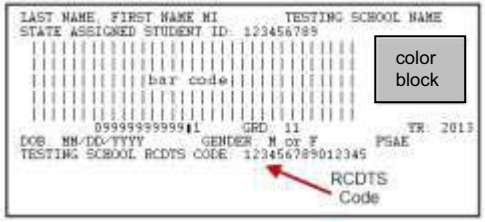
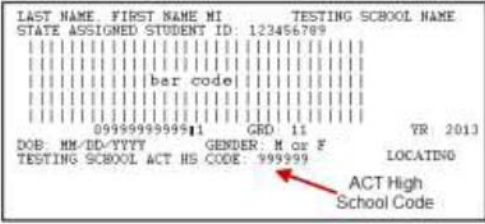
For each label you receive:

If the printed information is ...	Then ...
Correct	<ul style="list-style-type: none"> Affix the label to the appropriate answer document as indicated in the following table. Look for the shaded area marked "BARCODE LABEL PLACEMENT". <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: #cccccc; padding: 20px; text-align: center; font-weight: bold; font-size: 1.2em;">BARCODE LABEL PLACEMENT</div> <div style="margin-left: 10px; font-size: 0.8em;"> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">BARCODE LABEL PLACEMENT</p> <p>(If a label is being used please place it inside the four corner marks below.)</p> </div> </div> </div>
Incorrect	<ul style="list-style-type: none"> Correct misspelled names*** in ISBE's SIS and use the label as is. Correct erroneous birth dates and genders in ISBE's SIS and use the label as is. Contact ISBE for guidance at 866.317.6034 if any other data on the label are incorrect.

*** All three labels will display up to 16 characters of the last name and up to 25 name characters total.

Sample Barcode Labels

Follow the guidelines listed below for barcode label usage and placement:

If the label layout is...	And the color block is...	Then the label should be...
	Yellow	<ul style="list-style-type: none"> Used on the Day 1 PSAE (the ACT[®] Plus Writing) answer document. Affixed over the shaded block (shown above) on the very back page.
	Green	<ul style="list-style-type: none"> Used on the Day 2 PSAE answer document. Affixed over the shaded block on the front side.
	White (No color block)	<ul style="list-style-type: none"> Used on the ACT WorkKeys[®] <i>Locating Information</i> answer document. Affixed over the shaded block on the very back page.

What to Grid on the Answer Documents

Follow the guidelines below to determine what information students or school staff must grid:

If the answer document type is...	and a barcode label is...	then...
Day 1 PSAE (the ACT® Plus Writing)	not present	<ul style="list-style-type: none"> the student must grid ALL of the identifying information (e.g., name, address, etc.) on the front and back pages of his/her answer document during the pretest session. **** school staff must grid the correct 9-digit SID in Block U. If you do not know the SID, contact your school's district office.
	present	<ul style="list-style-type: none"> the student must still grid ALL of the identifying information (e.g., name, address, etc.) on the front and back pages of his/her answer document during the pretest session. ****
Day 2 PSAE	not present	<ul style="list-style-type: none"> school staff must enter and grid the Student Name (Grid 1) prior to testing. school staff must complete Grids 2-6 after testing is complete. If you do not know the 9-digit SID, contact your school's district office.
	present	<ul style="list-style-type: none"> it is not necessary to complete the identifying information (Grids 1-6).
ACT WorkKeys® Locating Information	not present	<ul style="list-style-type: none"> the student or school staff must grid ALL of the identifying information (e.g., name, birth date, etc.) on pages 1 and 2 prior to testing. ***** school staff must grid the correct 9-digit SID in Block 3. If you do not know the SID, contact your school's district office.
	present	<ul style="list-style-type: none"> ACT prefers that the student or school staff still grid ALL of the identifying information (e.g., name, address, etc.) on pages 1 and 2 prior to testing, but this is optional. asterisks removed 02/27/14 it is not necessary to complete the 9-digit SID in Block 3.

**** The student must complete, at minimum, Blocks A, B, N, O, P, and R prior to testing.

***** School staff must ensure that at least Blocks 2, 3 and 4 are complete and accurate prior to returning the answer document for scoring.

Note: If the student name and address are not accurate and complete, the student's ACT Plus Writing score report may be undeliverable.

Replacement Answer Documents

If a student needs a replacement answer document use the guidelines in the above table for a barcode label that is not present. Return the original answer document, along with a completed irregularity report explaining why the replacement was needed.

Translated Verbal Test Instructions

You may not translate any PSAE test items for students for whom English is a second language. However, you may use translated verbal test instructions written in a student's native language. Since using translated verbal test instructions is considered to be an LEP testing accommodation, the Test Accommodations Coordinator must order PSAE Day 1 State-Allowed accommodations materials and PSAE Day 2 accommodations materials for any student who plans to use them. The translated verbal test instructions will be available in the following ten languages: Spanish, Polish, Arabic, Urdu, Korean, Filipino/Tagalog, Chinese/Cantonese, Gujarati, Vietnamese, and Russian.

You may download and print the translated verbal test instructions for the Day 1 and Day 2 tests and for the Day 1 non-test portion at www.isbe.net/assessment/psae.htm under the heading, "PSAE Resources for ELLs."

PSAE Day 1 Only

Block C – Social Security Number

Provision of the student's Social Security number is optional. ACT will not add this information later to the state's file. Please do not place any other number in this block.

Block J – Year of High School Graduation

Block J is pre-gridded with 2015, which will be correct for the majority of students testing. For accurate ACT Graduating Class Data reporting purposes, authorized school personnel should indicate that a student will graduate in 2014 by gridding "A" in Column 2 of Block V (School Use Only-State Questions) on the back page of the answer document.

PSAE Day 1 Only (cont'd)

Block K – ACT High School Code

For most students, the school they attend is the school where they test and also their home school, which is where their scores are to be reported. For these students, leave Block K blank. Scores will be reported to the school pre-gridded on the Supervisor’s Report Form.

School staff are to complete Block K only if the school testing the student is not the student’s home school. If you are unsure which school is the student’s home school, contact your district office. Completing Block K with a valid, reportable ACT code will result in ACT scores being reported to that school. For more information about how to find ACT high school codes, refer to the section entitled “High School Code (Block K)” found in the *ACT Supervisor’s Manual*.

Block S – Local Student ID Number

If your school or district has assigned each student a local ID number of up to ten digits, and you wish to receive that number on electronic output to ease in matching records after testing, you may use this block for this purpose. Write the local ID number in the boxes and fill in the corresponding ovals. If the local ID number has fewer than ten digits, it will be reported as ten digits with leading zeros added. Do not enter the SID in Block S.

Block V – School Use Only—State Questions

ISBE has requested that ACT collect additional information using Block V on the PSAE Day 1 answer document.

If a student tests with accommodations on Day 1, authorized school or district personnel must provide information as follows after testing is complete:

- Grid responses in columns 9 and 11-15.
- Columns 1-8 and 10 should all be left blank, unless “A” is gridded in column 2 to indicate a 2014 graduate.
- Mark only one oval for each question.

Column	Question	Response
9.	IEP, 504, or LEP Status (Reason for Accommodation)	A. IEP Accommodation B. 504 Accommodation C. LEP Accommodation
10.	NO QUESTION	LEAVE BLANK
11.	Accommodations Test Booklet Format Used by Student	A. Regular type B. Large type C. Braille
12.	Testing Time (ACT-Approved Timing Codes are referenced as examples)	A. Extended time – 50% extended time in self-paced single session (<i>Timing Code 6</i>) B. Extended time – 50% extended time over multiple days (<i>Timing Code 7</i>) C. Extended time – more than 50% extended time (<i>Timing Codes 2 and 3</i>) D. Standard time with stop-the-clock breaks or testing over multiple days (<i>Timing Code 5</i>) E. Standard time for multiple-choice tests – extended time for Writing (<i>Timing Code 8</i>) F. None of the above (no testing time accommodation provided)
13.	Presentation Mode	A. Reader script B. Audio DVDs C. Exact English Signing (EES) of test items D. Signing of test items in sign language other than EES E. Spanish DVDs (LEP only) F. None of the above (no presentation mode accommodation provided)
14.	Response Mode	A. Mark answers in test booklet (instead of in answer document) B. Oral response/point to answers in test booklet C. Alternative response mode (via computer) D. Braille writer E. None of above (no response mode accommodation provided)
15.	Other	A. Yes -- accommodation provided that does not fit into one of the categories above B. No C. Translated Verbal Instructions in Native Language (LEP only)