Test Coordinators Manual
Dear Educator:

This manual contains the instructions for coordinating ACT QualityCore® assessments at your district/school. You, as the District/School Test Coordinator, are the main ACT contact at your school for the ACT QualityCore assessments and the person who makes arrangements for the test administration. You also will distribute and collect the test materials at your school. The Teachers and Test Administrators will administer the tests according to the ACT QualityCore Test Administration Manual and ACT QualityCore Teacher Manual.

**District Test Coordinator**

As District Test Coordinator for your district, you are responsible for reading and understanding this manual, which contains instructions for scheduling schools for testing and providing user accounts to School Test Coordinators. District Test Coordinators gain access to the registration functions in the ACT QualityCore online system to perform the necessary tasks for testing. For your reference, a District Test Coordinator Checklist is included in this manual.

**School Test Coordinator**

As School Test Coordinator for your school, you are responsible for reading and understanding this manual, which contains the instructions for receiving, handling, and returning the test materials, and for reading and understanding the ACT QualityCore Test Administration Manual and ACT QualityCore Teacher Manual, which contains the procedures and verbal instructions for administering the tests. For your reference, a School Test Coordinator Checklist is included in this manual.

If you or your faculty or staff have any questions about test administration or the ACT QualityCore program, contact ACT QualityCore Support toll-free at 866.764.7228. If you have any concerns about testing irregularities and/or prohibited behaviors, please complete your ACT QualityCore Test Irregularity Report and return it to ACT.

In exceptional situations, testing staff may wish to file an anonymous report about concerns that the ACT QualityCore tests may have been compromised. If you wish to report such concerns anonymously, you may do so by reporting it at act.ethicspoint.com or calling 855.382.2645.

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SECURITY AGREEMENT
For District and School Officials

1. Read the following statement:

I understand ACT owns these test materials, including this manual, and the test questions and responses in the online system. By opening this manual, I agree to keep all test materials confidential and only use the test materials in connection with the administration of the test to authorized examinees. I further agree that I will not share ACT questions and responses with anyone by any form of communication—other than with authorized examinees at test time—and understand that violating this agreement may result in legal penalties.

2. Complete the information below, and sign and date as you would any official document. Fax the form to 831.333.1632.

__________________________________________  ____________________________
Your name                                                                 District name

__________________________________________  ____________________________
Position of job title                                                          School name (for school users only)

__________________________________________  ____________________________
Your e-mail address                                                                State office/section (for state users only)

__________________________________________
Telephone number                                                                  Your supervisor’s name

__________________________________________  ____________________________
Signature                                                                     Date
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INTRODUCTION

A secure, uniform administration of the ACT QualityCore® Assessment is essential for successful measurement of students’ academic skills. It is critical that the procedures you employ at your school be identical to those at other schools. All testing personnel are required to read the materials provided by ACT. You can help create a fair testing environment by strictly adhering to ACT policies and procedures.

If you have any questions that are not addressed in this manual, contact ACT QualityCore Support at 866.764.7228.

This manual contains information on using the ACT QualityCore online system for District Test Coordinators and School Test Coordinators. School Test Coordinators must make sure all persons involved in testing review all appropriate sections of the ACT QualityCore Test Administration Manual prior to the administration.

Equal Treatment

All staff are required to administer and supervise the ACT QualityCore Assessment in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

Fair Testing Practices

ACT endorses the Code of Fair Testing Practices in Education and the Code of Professional Responsibilities in Educational Measurement, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code.

Test Security

Test items or student responses must never be left unsecured (e.g., leaving a test session open on the screen or leaving Communication Assistance scripts out) or given to unauthorized persons. All persons involved in testing must be trained in test security and test administration procedures, and have signed a Security Agreement. They must be given the appropriate manual and allowed ample time to review it for correct test preparation and administration.

Investigations

All staff are obligated to report suspected or documented irregularities to ACT, cooperate fully with ACT in subsequent investigations, and respond to ACT’s requests for information in a timely manner.
ACT QUALITYCORE ASSESSMENT POLICIES

This section details important guidelines for administering ACT QualityCore assessments. As Test Coordinators, you are responsible for ensuring staff in your district/school are prepared to administer ACT QualityCore assessments in conformance with the policies stated here.

Administration Guidelines

Administration guidelines detail key requirements for all participating staff to ensure the integrity of ACT QualityCore tests.

Testing Conditions

- Testing rooms (including classrooms) should offer adequate writing surfaces, ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction. There should be sufficient space for Teachers/Test Administrators to walk between desks and monitor all students in the classroom during the test administration.

- Whenever possible, seat students in a block so that all rows (side-to-side) and columns (front-to-back) have the same number of students and seats are aligned both side-to-side and front-to-back. This arrangement simplifies the distribution, collection, and verification of test materials and minimizes the opportunity for students to observe other students’ responses. Further, all students must face the same direction to ensure that students cannot view the work of students closely seated around them.

- Every testing room must have a clock that is visible from every desk.

- Assign a Teacher or Test Administrator and at least one proctor for every 15 students to each testing room.
  
  Adding a proctor to the testing situation, even for a small group of students, allows the Teacher or Test Administrator to address any issues while still maintaining test security.

  **Note:** This is especially important for online ACT QualityCore testing.

- To the extent that it is feasible and with the exception of teachers testing students with accommodations, School Test Coordinators should assign a Teacher or Test Administrator who is not the teacher of record to administer tests to students.

- Maintain secure passwords and Test Administrator access codes; do not share codes or passwords.

Student Questions about Test Items/Tasks

Do not answer questions regarding individual test items or tasks. All staff in the room during an administration should respond to questions with “Do the best you can.” You must not assist students with test item responses or alter, or attempt to alter, student responses.

If students note typographical errors or ambiguities in particular test items or tasks, Teachers or Test Administrators should instruct them to do the best they can and then include a description of the question or comment and the test form number(s) on a copy of the ACT QualityCore Test Irregularity Report in the ACT QualityCore Test Administration Manual or ACT QualityCore Teacher Manual.
Use of Calculators and Testing Aids

Unless a calculator is provided by the school, each student is responsible for bringing a calculator to the test and making sure it works properly. Students 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.

Students are allowed, but not required, to use an approved calculator on the following ACT QualityCore assessments:

- Algebra I
- Precalculus
- Geometry
- Algebra II
- Chemistry
- Physics

Permitted Calculators

Students may use any four-function, scientific, or graphing calculator unless it has features described in Prohibited Calculators below. Models listed in Calculators Permitted with Modification on page 4 may be used only if the Teacher or Test Administrator modifies them as indicated.

Note: A minimum of a scientific calculator is recommended as students may not be able to solve some problems without one.

Prohibited Calculators

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality. Prohibited calculators in this category include:
  - Texas Instruments®: All model numbers that begin with TI-89 or TI-92 and the TI-Nspire CAS
    Note: The TI-Nspire (non-CAS) is permitted.
  - Hewlett-Packard®: HP Prime, HP 48GII, and all model numbers that begin with HP 40G, HP 49G, or HP 50G
  - Casio®: Algebra fx 2.0, ClassPad 300, ClassPad 330, fx-CP400 (ClassPad 400), and all model numbers that begin with CFX-9970G
- Handheld, tablet, or laptop computers, including PDAs
- Electronic writing pads or pen-input devices
  Note: The Sharp® EL 9600 is permitted
- Calculators built into cell phones or any other electronic communication devices
- Calculators with a typewriter keypad (letter keys in QWERTY format)
  Note: Letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification

The following types of calculators are permitted, but only after they are modified as noted:


- Calculators that can hold programs or documents—**Remove all documents and remove all programs that have computer algebra system functionality.**

- Calculators with paper tape—**Remove the tape.**

- Calculators that make noise—**Turn off the sound.**

- Calculators with an infrared data port—**Completely cover the infrared data port with heavy opaque material such as duct tape or electrician’s tape.**

- Calculators that have power cords—**Remove all power/electrical cords.**

**Unauthorized Testing Aids**

- The use of any unapproved electronic device during testing is not permitted. Use of any of these unauthorized testing aids should be noted in the ACT QualityCore Test Irregularity Report.

**Reopening Computer-Based Test Sessions**

A computer-based test session must be completed in one sitting for all subjects and test sessions. Therefore, students should be directed to complete a test session once it has been started. If an emergency occurs and a student cannot complete a session the same day it is started, the Teacher or Test Administrator should contact the School Test Coordinator.

The ACT QualityCore online system enables School Test Coordinators, Teachers, and Test Administrators to reopen a test session for a student, who was unable to complete a test during the scheduled administration. For instructions on reopening test sessions for students performing online testing, see *Reopening Test Sessions* on page 102.

**Important**

Reopening a closed test session without a valid reason is a violation of test security that could result in voiding the tests.

**Valid Reasons for Reopening Test Sessions**

Valid reasons for reopening an ACT QualityCore test session include the following:

- Student illness
- Lost Internet connection
- Lost power
- Computer crash
- Emergency during testing
- Approved accommodations (e.g., frequent breaks and extended time)
- Other

**Invalid Reasons for Reopening Test Sessions**

Invalid reasons for reopening a test session include the following:

- Student was dismissed for lunch
- School bus arrived before the student completed testing
• Student started the session with insufficient time left in the class period and ran out of time
• Test Administrator reopened a session for all students including those who had finished

Reopened Test Sessions Report

A Reopened Test Sessions report is available to District and School Test Coordinators, which includes details on reopened test sessions, i.e., student name, Teacher/Test Administrator, test, section, session number, and the date and reason the session was reopened. Test Coordinators should use this report to monitor closely the reopening of test sessions and ensure sessions are reopened only for a necessary and valid reason. For information on accessing the Reopened Test Sessions report, see Generating Reopened Test Sessions Report on page 109.

Test Irregularities and Disruptions

The ACT QualityCore Test Irregularity Report should document prohibited behaviors listed in this manual previously as well as any unusual events that occurred during the test administration, including, but not limited to, the following:

• Disturbance or distraction that could affect student scores
• Student becoming ill and discontinuing testing
• Student challenging a test item
• Staff member suspected of compromising the integrity of test results

This report can be found in this manual and in the ACT QualityCore Teacher Manual. Copies should be made as needed.

› Test Coordinators must document any irregularities occurring outside the testing room or affecting the entire test administration. Test Coordinators should then make and keep a copy of all ACT QualityCore Test Irregularity Reports before returning them to ACT, in the event questions arise during processing.

› The Teacher or Test Administrator must submit the ACT QualityCore Test Irregularity Report and relevant testing materials to the Test Coordinator. Any test booklets and/or answer documents affected by irregularities must be attached to the ACT QualityCore Test Irregularity Report.

› All completed ACT QualityCore Test Irregularity Reports must be returned to ACT.

Important

In exceptional cases, irregularities or disruptions can lead to the voiding of student test results.

Note: Testing staff may wish to file an anonymous report about concerns that the ACT QualityCore tests may have been compromised. If you wish to report such concerns anonymously, you may do so by reporting it at act.ethicspoint.com or calling 855.382.2645.

Disruption of Testing

If testing is disrupted by emergencies, lost Internet connections, lost power, or computer crashes and students are unable to continue testing on the same day, the School Test Coordinator should document what occurred as a testing irregularity and notify the District Test Coordinator.
**Prohibited Behaviors by Students**

The following student behaviors are prohibited. These behaviors should be documented using the ACT QualityCore Test Irregularity Report in this manual. These behaviors may lead to a student’s test not being scored or to a reported score being cancelled.

- Filling in or altering ovals on a test or continuing to write the essay after time has been called
- Looking back at a test on which time has already been called
- Opening and looking in a test booklet before being instructed to do so
- Looking at another student’s test booklet or answer document
- Giving or receiving assistance
- Using a prohibited calculator
- Using a calculator on any test other than the Chemistry test, Physics test, or a mathematics test
- Sharing a calculator with another student
- Using any device to share or exchange information at any time during testing or during the break (All electronic devices, including cell phones, must be turned off from the time testing begins until the students are dismissed after testing concludes.)
- Removing or attempting to remove test materials, including questions or answers, from the testing room by any means
- Using unauthorized testing aids
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the testing room

Teachers or Test Administrators should be directed to confiscate and retain indefinitely any electronic device, including a cell phone, used in violation of this list of prohibited behaviors, and then contact ACT immediately for further instructions.

**Prohibited Behaviors by Staff**

The following staff behaviors are prohibited. These behaviors may lead to a student’s test not being scored or to a reported score being cancelled. They may also result in consequences for testing staff, including reporting of test security concerns to appropriate school or legal authorities.

- Allowing students to engage in any prohibited student behaviors
- Allowing third parties, including but not limited to staff, to access, open, copy, reproduce, or review test materials
- Developing and/or sharing answer keys or responses to test items
- Giving assistance to students in responding to test items
- Tampering with student responses
- Removing or attempting to remove test items from the test room without authorization, or allowing others to remove test materials from the room
- Reopening a computer-based test session for an invalid reason
DISTRICT TEST COORDINATOR RESPONSIBILITIES

District Test Coordinators prepare for ACT QualityCore testing by scheduling schools and distributing user accounts to School Test Coordinators. Once the registration period opens, District Test Coordinators gain access to the registration functions in the ACT QualityCore online system to perform the necessary tasks to prepare for testing. The sections that follow provide information about District Test Coordinator tasks before, during, and after the administration.

Pre-Registration Activities

During the period prior to registering students for testing, District Test Coordinators must complete these tasks:

- Consult with School Test Coordinators to determine the best testing schedule for each school or the entire district. Schools within your district may be scheduled individually or as an entire group.
- Review all testing plans (district and school). The plans should include testing times, computer lab management, and emergency procedures.
- Schedule a time to review the ACT QualityCore Technology Guidelines with District and School Technology Coordinators. The guidelines help districts and schools prepare for a successful administration by providing the following:
  - Information about school firewall and network settings to ensure restrictions do not have an adverse impact on the ACT QualityCore online system
  - Information about operating system, software, network, and bandwidth requirements
  - Instructions for checking and preparing computers that will be used for testing
  - Tools for verifying that computers and labs are prepared for testing
- Provide training on test security and administration for all School Test Coordinators, principals, and other district staff that will be involved in test administration or monitoring.
- Remind School Test Coordinators to download and review all appropriate sections of this manual, as well as the ACT QualityCore Test Administration Manual, before the training.

In-Registration Activities

During registration, District Test Coordinators must complete these tasks:

- Review and update School Test Coordinator information (see page 15). Keep in mind that School Test Coordinator information is retained from the previous administration and during the testing window.
- Print and deliver password letters for School Test Coordinators (see page 19). Important

All system passwords should be communicated in a secure manner (e.g., in-person delivery or password-protected e-mail).
Schedule school testing windows (see page 13).

Schools may be scheduled individually or as an entire group. Once schools are scheduled, they cannot be unscheduled. The District Test Coordinator, in consultation with School Test Coordinators, will schedule the actual testing dates for all schools in the district. When the School Test Coordinator and District Test Coordinator discuss the school’s testing window, days for makeup testing should be considered.

**Note:** You can change a school’s scheduled testing window anytime during registration and testing.

**Pre-Administration Activities**

**During the period after registration, but before the administration, District Test Coordinators must complete these tasks:**

- Verify that School Test Coordinators have registered their schools and that all schools in the district are in the ACT QualityCore online system (see page 22).

**In-Administration Activities**

During the administration, District Test Coordinators must complete these tasks:

- Investigate and detail any testing irregularities to ensure that sufficient details and appropriate documentation are provided (e.g., test irregularities outside of the testing room or affecting the entire test administration).
  - For state customers, provide test irregularity reports to ACT as well as appropriate state-level staff.
  - For national customers, provide test irregularity reports to ACT.

**Post-Administration Activities**

After the administration, District Test Coordinators must complete these tasks:

- Support state- or national-level staff and ACT in investigating any testing irregularities in the administration.
Managing ACT QualityCore Testing with the Online System

Once you have received your login information for the ACT QualityCore online system, you can log in to the online system to prepare your district for administering tests. ACT QualityCore login credentials are provided via two separate e-mails from your state- or national-level test administrator.

Logging In to the District Coordinator Menus

The ACT QualityCore online system provides menus that enable District Test Coordinators to perform the necessary tasks to prepare for ACT QualityCore testing.

To log in to the ACT QualityCore online system:


   The ACT QualityCore homepage is displayed.

2. Click the Log In button.

   Alternatively, you can go directly to the homepage of the ACT QualityCore online system by entering it in your browser, for example:

   - Alabama customers go to: admin-al.qualitycore.act.org
   - Kentucky customers go to: admin-kde.qualitycore.act.org
   - National customers go to: admin-us.qualitycore.act.org
The homepage for the ACT QualityCore online system is displayed.

3. Enter your District Test Coordinator user ID (i.e., e-mail address) and password and click the Log In button.

**Note:** After three invalid login attempts, the login function is disabled. You will need to close and then reopen your web browser to continue.
Upon logging in to the system, the District Test Coordinator homepage is displayed.

**Note:** If one or more School Test Coordinators have not been assigned to a school in your district, a notification message is displayed. For information on assigning School Test Coordinators, see [Managing School Test Coordinator Information](#) on page 15.

### Session Security

**Important**

To maintain security, always click the **Logout** button when you have finished.

The system automatically logs users out after 15 minutes of inactivity.

### Scheduling Testing Windows

District Test Coordinators are responsible for scheduling the testing windows for schools in their districts. Schools with assigned School Test Coordinators are listed in the system and available for scheduling. Students cannot access an ACT QualityCore test outside their school’s scheduled testing window. Once scheduled, schools cannot be unscheduled. However, if necessary, you can change a school’s scheduled testing window anytime during registration and testing.

**To schedule a school for testing:**

After logging in, a message identifying the number of schools that have not been scheduled is displayed.

1. Click the **OK** button to schedule the schools for testing.
The Schedule School Testing page is displayed, for example:

2 Complete the appropriate step below:
   - To schedule one school, click the **Check to Schedule** box associated with the school to schedule.
   - To schedule more than one school, click the **Check to Schedule** box associated with the schools to schedule.
   - To schedule all schools in the district, click the **Select All** button and click the **Schedule** button.

A list of schools along with their testing start and end dates and schedule status is displayed, for example:

3 Modify the Testing Start Date and Testing End Date assigned to each school.
   **Note:** Registering students for a paper-based administration within 30 days of the start of the testing window requires that you call ACT QualityCore Support at 866.764.7228 to order paper materials.

4 Click the **Save** button.
A message is displayed confirming that your schools are scheduled for testing.

**Managing School Test Coordinator Information**

This section provides information on completing the primary tasks on the School Test Coordinator (STC) Management menu. Although School Test Coordinator information from the previous administration remains in the system, it is essential to verify and revise the information using the following procedures.

**Important**

A primary and a secondary School Test Coordinator must be assigned to each school. Separate user IDs and passwords are assigned to each.

If a School Test Coordinator has not been assigned to a school, a message is displayed immediately after you log in to the ACT QualityCore online system as a District Test Coordinator. The message identifies the number of schools in the district that do not have School Test Coordinators assigned.

**To assign a School Test Coordinator:**

1. Move the cursor over the **STC Management** menu and select **STC Information**.
2. On the submenu, select **Assign an STC/School**.

The Assign an STC/School page is displayed.

3. Select a school from the menu and click the **Retrieve School** button.
If all schools have School Test Coordinators assigned, no schools are available for selection from the menu and the following message is displayed: **All Schools have STCs Assigned.**

4. Follow the on-screen directions for adding School Test Coordinator information.

5. When completed, click the **Save** button.

6. Click the **OK** button.

   A message is displayed, confirming the update.

**To edit School Test Coordinator information:**

1. Move the cursor over the **STC Management** menu and select **STC Information**.

2. On the submenu, select **Edit an STC/School**.

The Edit an STC/School page is displayed.

3. Select a school from the menu.

4. Click the **Retrieve School** button.
Details on the school and primary and secondary School Test Coordinators are displayed, enabling you to edit details for the primary and secondary School Test Coordinator, for example:

5 Complete the on-screen directions for editing School Test Coordinator information.

6 When completed, click the Save button.
   A confirmation is displayed.

7 Click the OK button.
   A message is displayed, confirming the update.

Communicating with School Test Coordinators

Once School Test Coordinator information is verified and updated and all schools are scheduled, you can print password letters and distribute them to School Test Coordinators. You may use the ACT QualityCore online system e-mail function to send other non-secure information to your School Test Coordinators.
Printing School Test Coordinator Password Letters

To print School Test Coordinator password letters:

1. Move the cursor over the **STC Management** menu and select **Print STC Password Letters**.

   The Print STC Password Letters page is displayed, for example:

   2. Review the list of school names and School Test Coordinators to ensure that all information is complete and correct.

   3. Select the checkbox associated with each School Test Coordinator for whom you want to print a letter.

   or

   Click **Select All** to select all School Test Coordinators.

   **Note:** For each password letter that has already been printed, the following message is displayed: **Letter Printed.** If necessary, password letters can be reprinted.

   For information on reissuing a password, see **Reissuing School Test Coordinator Passwords** on page 19.

   4. Click the **Print** button.

   A file download dialog is displayed.
The selected letters are generated in PDF format.

5. Click the **Open** button.
The password letter(s) are displayed in Acrobat Reader, for example:

![Example PDF Letter](image)

6. Select **Print** from the Adobe Acrobat Reader toolbar or press **Ctrl+P** to print the letter(s).

**Important**

System passwords should be communicated to users in a secure manner (e.g., in-person delivery or via password-protected e-mail).

**Reissuing School Test Coordinator Passwords**

To **reissue School Test Coordinator passwords**:

1. Move the cursor over the **STC Management** menu and select **Reissue Password**.
The Reissue Password page is displayed, for example:

2 Select a School Test Coordinator from the menu.
3 Click the **Retrieve STC** button.
4 Information on the selected School Test Coordinator is displayed, for example:

5 Verify the School Test Coordinator information that is displayed.
6 Click the **Reissue** button.
   A confirmation message is displayed.
7 Click the **OK** button.
The system deactivates the old password.  
A message is displayed confirming that a new password has been issued.

To e-mail a School Test Coordinator:

1. Move the cursor over the **STC Management** menu and select **E-Mail STC(s)**.

   ![STC Management Menu](image)

   The E-mail STC(s) page is displayed, for example:

   ![E-mail STC(s) Page](image)

   - Select the STC you wish to contact from the list below.
   - You may also click the Check to E-mail box to E-mail individuals or a list of STCs.
   - Click the Select All button to send an E-mail to every STC with a valid E-mail address.
   - Click the Clear All button to uncheck all STCs.
   - Click the **Compose E-mail** button to compose a message.

2. Check the box for each School Test Coordinator you want to e-mail.

   or

   Click the **Select All** button.

3. Click the **Compose E-Mail** button.
An e-mail template is displayed, for example:

4 Follow the on-screen directions to compose your message.
To save a copy of the e-mail, add your e-mail address to the send (To) list before you click Send.

5 When complete, click the Send button.

**Verifying School Information**

During the registration period, School Test Coordinators must register their schools, Teachers, Test Administrators, and Students for testing. However, as the District Test Coordinator, you should review the registration information of participating schools in your district to make sure your schools are prepared for testing.

**To check a school's registration status:**

1 Move the cursor over the School Review menu.
2 Select **Check School Registrations**.

The Check School Registrations page is displayed, for example:

This page displays information on the registration status of all schools in the district, including:
- Assigned primary and secondary School Test Coordinators at each school
- Registration status of each school
- Total number of students registered at each school
- Number of class rosters reviewed and completed by each School Test Coordinator

**Uploading District CSV File**

District Test Coordinators have the ability to bulk-upload rosters of teachers, classes, and students for the schools in their districts.

**Note:** A district CSV file can be uploaded only during the registration window.
To upload a district CSV file:

1. Move the cursor over the **District CSV Upload** menu and select **District CSV Upload**.

   ![District Test Coordinator](image1)

   The District CSV Upload page is displayed.

   ![District Test Coordinator](image2)

   The page provides instructions for uploading the CSV file.

2. To view instructions for creating and formatting the CSV file, click the **CSV Instructions** button.

   **Note:** A School Site Code is required for each school for which data is being uploaded. For information on identifying this code, see [Identifying the School Site Code](#) on page 25.

3. Click the **Browse** button and select the directory containing the CSV file.

4. Once you have selected the CSV file, click the **Open** button.

5. Click the **Upload** button to submit your file.

   A message is displayed, providing information on the upload request.

6. Click the **OK** button.

   A list of CSV upload requests is displayed along with information on their status:
   - **PRE-SCAN—INCOMPLETE.** The CSV file is being scanned and formatted for errors.
- **PRE-SCAN—COMPLETE.** Once the pre-scan process is complete, your file is queued for the final upload of the records.

- **PROCESSING.** The file has completed pre-scanning and is being uploaded to the system.

- **COMPLETE.** The CSV file has been uploaded to the system.

- **CANCELED.** The CSV upload was stopped, and is not processed.

**Note:** Any errors found during the final upload will be explained to you by e-mail.

7 Optionally, review errors found during the pre-scan process by clicking the **Download Errors** button.

**Note:** You can cancel an upload while your file is being pre-scanned by clicking the **Cancel** button.

**Identifying the School Site Code**

The School Site Code is a unique identifier for each school in your district that comprises the 9-digit District ID and 8-digit School ID. For example, for a district with an ID of 455478541 and a school with an ID of 97700214, the School Site Code is 45547854197700214.

**Important**

All 9 digits of the District ID and all 8 digits of the School ID are required.

There are multiple options for locating these identifiers in the ACT QualityCore system:

- For District Test Coordinators, the District ID and School IDs are displayed in the School Test Coordinators password letter.

- For District Test Coordinators, the School ID is displayed on the Check School Registrations page.

The School Site Code (i.e., District ID+School ID) is provided as the first column in the district CSV upload file. For each school for which data is being uploaded the fully formed School Site Code must be provided in this column. For information on uploading a district CSV file, see [Uploading District CSV File](#) on page 23.

**To identify the District ID:**

1 Move the cursor over the **STC Management** menu, and select **Print STC Password Letters**.
The **Print STC Password Letters** page is displayed.

2. Select one of the checkboxes associated with one of the Schools/School Test Coordinators.
3. Click the **Print** button.
   A file download dialog is displayed.
   The selected letters are generated in PDF format.
4. Click the **Open** button.
   The password letter(s) are displayed in Acrobat Reader, for example:
The District ID is displayed in the section under the CONFIDENTIAL MEMORANDA heading, for example:

![CONFIDENTIAL MEMORANDUM]

TO: D Juan  
District: 001 Pacific Metrics District  
School: 001000 Cedar High School

In this example, the District ID is 001 and the School ID is 001000.

**Note:** As expected the District ID is the same for all schools in the district.

If you print STC password letters for all schools in the district, you can page through the PDF file to identify the School IDs for all schools.

**To identify the School ID:**

- Move the cursor over the **School Review** menu, and select **Check School Registrations**.

![ACT QualityCore]

The Check School Registrations page is displayed.

![ACT QualityCore]

- The **School Name** column indicates the name of the school.
- The **School Test Coordinator** column indicates the name of the school's test coordinator.
- The **Total Students Registered** column indicates the number of students who are registered to take the ACT online tests.
- The **Class Rosters Reviewed** column indicates how many class rosters the STC has reviewed.

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Test Coordinator</th>
<th>Total Students Registered</th>
<th>Class Rosters Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar High School - 055001</td>
<td>Amanda Burns (Primary)</td>
<td>3</td>
<td>0 of 4</td>
</tr>
</tbody>
</table>

For each school in the list, the School ID is listed at the end of the school name.
Accessing Reports

The ACT QualityCore online system provides reports on student performance for ACT QualityCore tests as well as reports that aid tracking the progress of the administration. For District Test Coordinators, the system provides both in-window reports, which provide information on overall progress of testing and student accommodations, and post-window reports, which present the final results of student performance, including comparisons to the student’s school, district, state, and the entire country. Reports become available in the ACT QualityCore online system at different times.

- In-window reports are available during the administration and aid the District Test Coordinator in monitoring the current administration.

- Post-window reports are available after the end of an administration, typically becoming available two to four weeks after the end of an administration. For example, for a fall 2015 administration, post-window reports would be available as early as January 2016.

Description of In-Window Reports

For District Test Coordinators, these in-window reports are available during an administration to aid in checking the progress of student testing.

- **Reopened Test Sessions Report.** A CSV report that lists test sessions reopened by School Test Coordinators, Teachers, or Test Administrators at your school. District Test Coordinators should use this report to monitor closely the reopening of test sessions at their schools and ensure that they are being reopened for valid reasons.
  
  For more information on generating this report, see [Generating a Class Roster Report](#) on page 107.

- **Daily Administration Report.** An Excel report that provides summary information on the number of students testing across the different subject areas at district and school aggregation levels. This report is useful for tracking the overall progress of ACT QualityCore testing, and is generated at the end of the day to provide accurate data for the following day.

  For more information on generating this report, see [Generating a Class Roster Report](#) on page 107.

Generating the Reopened Test Sessions Report

To generate the Reopened Test Sessions Report:

1. Move the cursor over the Reports menu and select View Reports.
2. Select Reopened Test Sessions Report from the submenu.
The Reopened Tests Sessions Report page is displayed, for example:

3 From the **Select a School** menu, choose a school, or **Select All** to include all schools in the report.

4 Select the report start and end dates from the menus.

5 Click the **Generate Report** button.
A list of all reopened test sessions for the selected time period is displayed, including the student name, Teacher/Test Administrator, test, section, session number, and date and reason the test was reopened, for example:

6 Click the **Download Report** button.
   The report is downloaded in CSV format.

7 Click the **Open** button.

8 To print the report, click the **Print** button or press **Ctrl+P** to print the report.

**Generating the Daily Administration Report**

A daily administration report is available to District Test Coordinators. This report provides daily registration, student testing, and reporting information. This report is only available during the testing window and for approximately two weeks thereafter.

To **generate the Daily Administration Report**:

1 Move the cursor over the **Reports** menu and select **View Reports**.
2 In the submenu, select **Daily Administration Report**.

The Daily Administration Report page is displayed.

3 Click the **Generate Daily Administration Report** button.
A file download dialog is displayed.
A notification is provided when the report is complete.

4 Click the link to download the report.

5 Click the **Open** button.
The report is provided as an Excel file containing current data as of midnight of the previous day, for example:
Viewing Educational Resources

The ACT QualityCore online system provides a link to educational resources that can be used to incorporate the ACT QualityCore components into the courses taught at your district. It provides practical materials—worksheets, exercises, design tools, and templates—that can help in integrating the ACT QualityCore components into your existing curriculum.

To view educational resources:

1. From the District Test Coordinator home page, click the Educational Resources link (near the bottom of the page).
The Educational Resources page is displayed.

This page provides links to curriculum materials and resources that support teachers in delivering instruction for each of the ACT QualityCore subject areas, for example:

<table>
<thead>
<tr>
<th>English 9</th>
<th>You’ll want to use...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your goal is to...</td>
<td></td>
</tr>
<tr>
<td>Align your curriculum with the key essential knowledge and skills students need to be prepared for postsecondary education or workforce training.</td>
<td>• Course Objectives Booklet</td>
</tr>
<tr>
<td>Identify and incorporate the pedagogical strategies that make a course rigorous, to define course content, and to set forth classroom policies that encompass deep understanding.</td>
<td>• Course Description and Syllabus</td>
</tr>
<tr>
<td>• English 9</td>
<td></td>
</tr>
<tr>
<td>• English 10</td>
<td></td>
</tr>
<tr>
<td>• English 11</td>
<td></td>
</tr>
<tr>
<td>• English 12</td>
<td></td>
</tr>
<tr>
<td>• Algebra I</td>
<td></td>
</tr>
<tr>
<td>• Chemistry</td>
<td></td>
</tr>
<tr>
<td>• Physics</td>
<td></td>
</tr>
<tr>
<td>• U.S. Government</td>
<td></td>
</tr>
</tbody>
</table>

Back to top
2. Click on the corresponding link to open the associated resource as a PDF file.

or

Click on the **Launch Test Builder** button to open ACT QualityCore Test Builder for the corresponding subject area.

Test Builder provides access to the ACT QualityCore formative item pools, which allow ongoing checks of student progress. For each course, ACT QualityCore includes pools of 225 multiple-choice and 25 constructed-response formative items, keyed to ACT Course Standards and depth-of-knowledge levels. Teachers may use items from the pools to develop quizzes and other interim assessment tools.

**Note:** You can use the navigation elements imbedded in the Educational Resources page to jump to the appropriate subject area:

- **Table of Contents Links.** Jump to the list of resources associated with the selected course.

- **Back to Top Links.** Jump to the top of the page—where you can select another course.
SCHOOL TEST COORDINATOR RESPONSIBILITIES

School Test Coordinators prepare their schools for ACT QualityCore testing by registering students to take tests, assigning accommodations, and informing Teachers/Test Administrators of their roles and responsibilities. School Test Coordinators can access the ACT QualityCore online system once they have received their password from their District Test Coordinators. Generally, this information is provided in a printed or electronic letter.

The sections that follow provide information about District Test Coordinator tasks before, during, and after the administration.

Pre-Registration Activities

Pre-registration activities include tasks associated with planning and preparing for ACT QualityCore testing at your school. The School Test Coordinator plays an integral role in preparing a school for testing, including: evaluating and preparing labs for online testing; training and supporting paper-based, online, and accommodated testing; and assisting in the operation of testing during an administration.

Before or (less commonly) during the registration period, each School Test Coordinator must complete these tasks:

- Assess the school’s computer capabilities for online testing and consult with the District Test Coordinator to establish the school’s testing schedule.

- Provide training in test security and administration to all persons who have access to, monitor, or administer ACT QualityCore tests.
   
   This includes Teachers, Test Administrators, proctors, monitors, interpreters, and any other individuals who will be in the presence of test items or student responses or handling secure materials at any time.

  Important

  Before the training session, ensure that all participants have reviewed all sections of the following manuals, depending on the format of testing:

  - ACT QualityCore Test Administration Manual (for computer-based testing)
  - ACT QualityCore Teacher Manual (for paper-based testing)
  - ACT QualityCore Instructions for Accommodated Testing (for accommodated testing)

- For online testing, work with a Technology Coordinator to make sure all requirements outlined in the ACT QualityCore Technology Guidelines have been met.

  It is essential for each participating school to prepare its computer labs prior to online administration of ACT QualityCore tests. This process should take only a few minutes per computer. Information about preparing computers for ACT QualityCore testing can be found in the ACT QualityCore Technology Guidelines, available on the ACT QualityCore homepage, www.qualitycore.act.org. Keep in mind that you are responsible for ensuring all computers and other equipment to be used for testing have been correctly prepared.

- Review the ACT QualityCore system tutorial, available on the ACT QualityCore homepage, www.qualitycore.act.org, to become familiar with the system before registration begins.
In-Registration Activities

In-registration activities are performed while students are being registered for ACT QualityCore testing, whether online or paper-based testing will be used. School Test Coordinators work with District Test Coordinators, Teachers, Principals, and other school staff by completing the tasks outlined in this section.

Important

To support the timely delivery of all testing materials, all students using paper-based or accommodated test forms must be registered a minimum of 30 days prior to the administration.

During the registration period, each School Test Coordinator must complete these tasks:

- Register the school for testing (see page 42).
- Review the Teacher roster (see page 65) and edit Teachers’ class information, if necessary (page 71).
- Assign a Teacher or Test Administrator who is not the teacher of record to administer the tests to students. Additionally, assign a proctor for every 15 students in the testing session.
  
  Note: This does not apply to teachers testing students with accommodations.
- Review and edit (if applicable) Test Administrator information (see pages 78 and 81).
- Issue passwords to all participating Teachers and Test Administrators (see pages 44 and 47).
- Review and update student and class information (see page 51).
- Review and update education classification information to verify that all special education, Section 504, and LEP students are appropriately classified in the ACT QualityCore online system (see page 56).
- Assign accommodations to all eligible students (see page 56).
  
  Note: Because most accommodated testing is completed via paper-based testing, assigning accommodations should be completed 30 days before the administration begins to ensure prompt delivery of the materials.

Scheduling Considerations

The ACT QualityCore online system enables School Test Coordinators to specify online or paper-based testing to classes as well as assign accommodations to students once their information is uploaded to the system.

Important

Thirty days prior to the start of the testing window, the system automatically processes an order for the required paper-based and accommodated testing materials; therefore, you should ensure that all classes are registered and accommodations assigned prior to this date.

Pre-Administration Activities

Pre-administration activities include tasks completed after student registration, but before the start of testing, including these tasks:

- Review the calculator policy in this manual (see page 4), and decide how you will communicate this information to students.
Run the Students Requiring Accommodations report (see page 61) and Students Assigned Accommodations report (see page 63) and verify that appropriate accommodations are assigned to students.

If you discover errors, you can order additional materials by calling ACT QualityCore Support at 866.764.7228.

Distribute the appropriate user documentation to all Teachers and Test Administrators prior to testing, and instruct them to review it before the test day. Depending on the format of testing, these might include:
- **ACT QualityCore Test Administration Manual** (for computer-based testing)
- **ACT QualityCore Teacher Manual** (for paper-based testing)
- **ACT QualityCore Instructions for Accommodated Testing** (for accommodated testing)

**Paper-Based Testing Only**

Verify that all items on the Packing List are accounted for and that no additional materials are required.

As the School Test Coordinator, you are responsible for maintaining the security and safekeeping of the test materials and for returning them to ACT at the conclusion of testing.

Complete these steps to verify the materials received from ACT:
- Open every box in your shipment of test materials, and verify that the contents match those listed on the enclosed Packing List.
- Examine the test booklets and/or shrink-wrapped kits to make certain that all students are registered and accounted for.
- Count the individual test booklets and/or shrink-wrapped kits and other materials to ensure that you have received everything listed. The Packing List will indicate a serial number range for the test booklets and/or kits shipped to you. Please verify that the booklets and/or kits in your shipment match that range, and contact ACT if there are any discrepancies.
- Verify that you have received the number of Tyvek scoring envelopes and polymailers indicated on your Packing List and that you have received return postage labels.
- Check to ensure the materials have not been tampered with in any way.

**Important**

Standard paper-based and accommodated testing materials are shipped to your district/school separately.

If you find any discrepancies in quantities or you have other concerns, contact ACT immediately by calling ACT QualityCore Support toll-free at 866.764.7228.

Reseal the boxes and store materials in a secure, locked location until test day.

It is your responsibility to ensure that test materials are securely stored and handled before, during, and after testing. After you have verified receipt of all materials, reseal the boxes and lock them in a secure place such as a storage room, closet, or cabinet that is not accessible to students or other staff. Protect the materials from any conditions that could allow prior knowledge of the tests by students, other teachers, or other school employees.
Important

Exercise vigilance concerning the security of all test materials before, during, and after the tests are administered. All test booklets must be accounted for before and after testing, and then returned to ACT.

In-Administration Activities

During an administration, School Test Coordinators work with Teachers and Test Administrators to support and monitor testing by completing these tasks:

- Print rosters of students being tested (see page 53) and distribute them to the assigned Teachers and Test Administrators.

- Investigate and document any testing irregularities to ensure that sufficient details and appropriate documentation are provided (e.g., test irregularities outside of the testing room or affecting the entire test administration).
  - For state customers, provide test irregularity reports to ACT as well as appropriate state-level staff.
  - For national customers, provide test irregularity reports to ACT.

Paper-Based Testing Only

- On the day of testing, distribute paper-based testing materials to Teachers and Test Administrators and complete the ACT QualityCore Test Booklet Tracking Log (at the back of this document).

  When distributing materials for the test, each Teacher or Test Administrator should receive:
  - ACT QualityCore test booklets or shrink-wrapped kits with embedded answer document and reference sheet (when applicable). Make sure there is one test booklet for each student.
  - ACT QualityCore Group Headers (one for each roster)
  - ACT QualityCore Teacher Manual

  Please track counts of test booklets distributed to and returned from each room using the ACT QualityCore Test Booklet Tracking Log (at the back of this document). Complete the following steps before distributing test materials:
  - Record the date, the name of the Teacher or Test Administrator to whom you are distributing test booklets, the number of test booklets, and the corresponding serial number ranges for all test booklets issued to each Teacher and class.
  - Ask each Teacher or Test Administrator to count and verify the number of booklets received from and returned to you.

Important

If counts at any point along the chain of possession show a discrepancy, please stop and locate the missing test booklet(s) immediately.

- Complete the ACT QualityCore Test Booklet Tracking Log (at the back of this document) as you collect test booklets from Teachers and Test Administrators.
Post-Administration Activities

After the administration, District Test Coordinators must complete these tasks:

- Support state- or national-level staff and ACT in investigating any testing irregularities in the administration.
- Schedule makeup sessions for students who were unable to test during their assigned session (e.g., due to illness or absence).

The School Test Coordinator and principal usually schedule makeup testing sessions and inform Teachers and Test Administrators of the arrangements made.

Paper-Based Testing Only

- Immediately after testing, return the test materials to secure storage until they are shipped back to ACT. Protect the materials from damage and from possible theft or loss.

After testing, materials must be stored in a secure location until they are returned to ACT. Used answer documents can be returned whenever testing is completed for an entire course or can be kept in secure storage until you have finished administering tests in all courses.

**Important**

All test booklets, manuals, and other materials provided by ACT must be shipped back to ACT within two days after administering all ACT QualityCore tests.

- Prepare all paper-based testing materials for return shipment to ACT as documented in the *ACT QualityCore Administration Manual*.

To ensure timely scoring of answer documents, you must follow the instructions for “Packaging Answer Documents for Scoring” in the *ACT QualityCore Administration Manual*. Significant delays will occur in scoring answer documents if the documents are not returned according to those instructions (e.g., without required Group Headers or loose in the testing-material boxes).

**Important**

Accommodated testing materials are returned to a different location than standard paper-based testing materials. For more information, see the *ACT QualityCore Instructions for Accommodated Testing*. 
Managing ACT QualityCore Testing with the Online System

Logging In to the School Test Coordinator Menus

The ACT QualityCore online system provides menus that enable School Test Coordinators to perform the necessary tasks to prepare for ACT QualityCore testing.

To log in to the ACT QualityCore online system:

   The ACT QualityCore homepage is displayed.

2. Click the Log In button.
   Alternatively, you can go directly to the homepage of the ACT QualityCore online system by entering it in your browser, for example:
   - Alabama customers go to: admin-al.qualitycore.act.org
   - Kentucky customers go to: admin-kde.qualitycore.act.org
   - National customers go to: admin-us.qualitycore.act.org
The homepage for the administration interface is displayed.

3 Enter your School Test Coordinator user ID (i.e., e-mail address) and password and click the Log In button.

**Note:** After three invalid login attempts, the login function is disabled. You will need to close and then reopen your web browser to continue.
Upon logging in to the ACT QualityCore online system, the School Test Coordinator homepage is displayed.

Note: If your school is not registered in the ACT QualityCore online system, you will be prompted to register.

Important

- To maintain security, always click the Logout button when you have finished.
- The system automatically logs users out after 15 minutes of inactivity.

Registering Your School

Immediately upon logging in the first time, you will be asked to register your school in the ACT QualityCore online system. Because the online system is used to manage testing for all students, even schools planning to use only paper-based testing must register in the system.

To register your school:

1. When prompted, click the OK button.
   An e-mail is sent to your registered e-mail address.

Important

Your school must be registered before you can perform any of your other tasks.

2. After registering your school, the School Test Coordinator homepage is displayed.
If your District Test Coordinator has not scheduled your school for testing, you will see a different menu with fewer tabs, which limits the tasks you can perform.

Contact your District Test Coordinator to have your school scheduled for testing, so you will be able to perform all the required tasks.

**Managing Teacher Information**

After registering a school, each School Test Coordinator must review the Teacher rosters and print Teacher password letters as soon as possible. All the tasks for verifying and editing Teacher information can be found under the Teacher Management tab at the top of the School Test Coordinator menu.

Once the following tasks are completed, each Teacher will have a unique user ID (i.e., e-mail address) and password to log in to the Teacher menu to complete his or her tasks.

**To review a Teacher roster:**

1. Move the cursor over the **Teacher Management** menu.
2 Select **View Teacher Rosters**.

The View Teacher Roster page is displayed, enabling you to view a list of Teachers who are teaching courses associated with ACT QualityCore testing, for example:

3 Complete the appropriate step below:
   - If all information is correct, proceed to Printing Teacher Password Letters below.
   - If information is incorrect or incomplete, proceed to **Managing Teacher Information** on page 65 to correct any errors and/or omissions.

**Printing Teacher Password Letters**

The ACT QualityCore online system enables you to create letters in PDF format for distributing passwords to Teachers.

**To print Teacher password letters:**

1 Move the cursor over the **Teacher Management** menu.
2 Select **Print Password Letter**. The Print Password Letter page is displayed, for example:

![Print Password Letter page](image)

- Check a box for each teacher whose password letter you wish to print.
- Click the Select All button to check every teacher’s password letter box.
- Click the Clear All button to clear every checked box.
- When you have finished, click the Print button.

3 Review the list to ensure the Teachers’ names are correct.

4 If there are errors or omissions, proceed to **Managing Teacher Information** on page 4365.

5 After verifying the information, check the **Print Password** box next to each Teacher whose password letter you want to print, or click **Select All** to print password letters for all Teachers.

6 Click the **Print** button. A file download dialog is displayed.

7 Click the **Open** button.

The password letter(s) are displayed in Acrobat Reader, for example:
8 Click the **Print** button from the Adobe Acrobat Reader toolbar or press **Ctrl+P** to print the letters.

**Important**

System passwords should be communicated to users in a secure manner (e.g., in-person delivery or via password-protected e-mail).

**Reissuing Teacher Passwords**

Reissuing a Teacher password deactivates the user’s previous password and issues a new one.

**To reissue passwords:**

1. Move the cursor over the **Teacher Management** menu.
2. Select **Reissue Password**.

```
School Test Coordinator
```

The Reissue Password page is displayed, which provides a list of Teachers at your school, for example:

```
Choose a Teacher: Hamilton, Jane
```

3. Select a Teacher from the menu.
4. Click the **Retrieve Teacher** button.
Information about the selected Teacher is displayed, for example:

- Verify the Teacher’s information to ensure that this is the Teacher for whom you would like to reissue a QualityCore system password.
- Do not edit any of the fields.
- Click the Reissue button to deactivate the Teacher’s old password and issue a new one.

A confirmation message is displayed.

Verify the information and click the **Reissue** button.

A confirmation message is displayed.

Click the **OK** button.

The system will automatically deactivate the previous password.

A confirmation message is displayed.

**Managing Test Administrator Information**

Persons other than the teachers of record, including persons providing accommodations, may administer the ACT QualityCore tests, but each should be registered in the ACT QualityCore online system as a Test Administrator.

Classes cannot be assigned to Test Administrators through the ACT QualityCore online system. After registering Test Administrators, School Test Coordinators must inform them of the classes to which they will be administering tests and keep a record of this information.

Test Administrators have a unique user ID (i.e., e-mail address) and password to log in to the Test Administrator menu to complete his or her tasks.

**Printing Test Administrator Password Letters**

The ACT QualityCore online system enables you to create PDF-formatted letters for distributing passwords to Test Administrators.
To review the Test Administrator roster and print password letters:

1. Move the cursor over the **Test Administrator Management** menu and select **Manage Test Administrator**.

2. In the submenu, select **View Test Administrator Roster/ Print Password Letter**.

The Print Password Letter page is displayed, for example:

3. Review the list to ensure the Test Administrators’ names are correct.

   **Note:** If there are errors or omissions, see [Managing Test Administrator Information](#) on page 78 for information on adding, editing, or deleting a Test Administrator.

4. After verifying the information, select **Print Password** for each Test Administrator whose password letter you want to print, or click the **Select All** button to print password letters for all Test Administrators.

5. Click the **Print** button.

   A file download dialog is displayed.

6. Click the **Open** button.
The password letter(s) are displayed in Adobe Acrobat Reader, for example:

7. Click the **Print** button from the Adobe Acrobat Reader toolbar or press **Ctrl+P** to print the letters.

**Important**

System passwords should be communicated to users in a secure manner (e.g., in-person delivery or via password-protected e-mail).

**Reissuing Test Administrator Passwords**

Reissuing a Test Administrator password revokes the user’s previous password and issues a new one.

**To reissue Test Administrator passwords:**

1. Move the cursor over the **Test Administrator Management** menu and select **Manage Test Administrator**.
2. Select **Reissue Password**.
The Reissue Password page is displayed, which provides a list of Test Administrators at your school, for example:

3. Select a Test Administrator from the menu.
4. Click the **Retrieve Test Administrator** button.

Information about the selected Test Administrator is displayed, for example:

5. Verify the information and click the **Reissue** button.

A confirmation message is displayed.
6 Click the **OK** button.

The system will automatically deactivate the previous password.

A confirmation message is displayed.

**Managing Student Information**

All the tasks for verifying and editing student information can be found under the Student Management tab at the top of the School Test Coordinator menu. The following tasks must be completed during registration to ensure that student information is properly entered into the ACT QualityCore online system.

**Viewing Student Rosters**

**To review Student rosters:**

1 Move the cursor over the **Student Management** menu and select **Class Roster**.

2 Click the **View/Print Student Rosters** button.

The **View/Print Student Rosters** page is displayed, for example:

For each Teacher, the list includes Teacher’s name, course titles, sections, periods, and total number of students enrolled.
**School Test Coordinator**

**Teacher Management >> Class Roster >> View/Print Student Rosters**

---

**Print Roster**

- Review the information below.
- An asterisk displayed next to a student’s first name indicates that the student's designated accommodations have been assigned in the QualityCore Tests system.
- To add/drop students from a class, click the Edit Class Roster button beneath that class.
- To move students from one class to another, click the Move Students button beneath that class.
- To mark your roster as viewed, click Mark as Viewed at the bottom of the screen.
- To print a roster, click the Print Roster button at the bottom of the screen.
- To print PDF Avery labels, click the Print Avery Labels button at the bottom of the screen.
- **Note:** Label style is for Avery 5160 only. When printing, set page scaling to "Fit to Printable Area."
- To select a new class roster to print, click the Go Back button.

---

**Class Information**

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Hamilton, Mrs.</th>
<th>Course</th>
<th>English 10</th>
<th>Period</th>
<th>Total Students</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>ELA-Classic</td>
<td>Type of Class</td>
<td>Day Class</td>
<td>Status</td>
<td>Roster Not Confirmed</td>
<td></td>
</tr>
</tbody>
</table>

---

**Student Name** | QualityCore ID | Course/Teacher/Period | Registration Code | DOB |
---|---|---|---|---|
Chang, Lucy* | 01526 | EM, Hamilton, PERIOD 1 | 01596068 | 08/01/1999 |
James, Abby | 01525 | EM, Hamilton, PERIOD 1 | 18191956 | 04/02/2000 |
Chen, John* | 01527 | EM, Hamilton, PERIOD 1 | 27994178 | 02/19/1999 |
Ramos, Michael | 01528 | EM, Hamilton, PERIOD 1 | 58112275 | 10/11/2000 |
Royelles Jasmine* | 01529 | EM, Hamilton, PERIOD 1 | 01194713 | 06/11/2000 |

---

**Note:** The Next and Previous buttons enable you to view the information for each selected class.

For each student, the following information is displayed: the QualityCore ID, site code, course/teacher/period, registration code, and date of birth. An asterisk after a student’s name indicates that the student has been assigned accommodations in the ACT QualityCore online system.

**Note:** The registration code and date of birth are required for students to log in to an ACT QualityCore test.

5. Complete the appropriate step based on a review of the displayed student information:

- If the information is correct, click the **Mark as Viewed** button.

This will indicate to the District Test Coordinator that the roster has been finalized and approved.
If the information is incorrect or incomplete, proceed to Managing Student Information on page 83, to correct any errors and/or omissions.

Printing Student Rosters

To print student rosters or labels:

Teachers and Test Administrators are instructed in the ACT QualityCore Test Administration Manual to print student rosters or to print roster information on labels and distribute to students for logging in. However, School Test Coordinators may also print the rosters or labels and distribute them to the appropriate Teachers and Test Administrators using the instructions that follow.

If the School Test Coordinator handles this task, Teachers and Test Administrators should be told to disregard the instructions for printing rosters and labels found in the ACT QualityCore Test Administration Manual.

1. Move the cursor over the Student Management menu and select Class Roster.

2. Select View/Print Student Rosters.

The View/Print Student Rosters page is displayed, for example:

3. Select the Check to View box for each roster to print.

4. Click the Retrieve Roster(s) button.
The roster for each class selected is displayed, for example:

5 Click the **Print Roster** button.
A file download dialog is displayed, for example:
The rosters are downloaded in PDF format.

6 Click the **Open** button.

7 Click the **Print** button or press **Ctrl+P** to print the rosters.

### Printing Student Labels

The ACT QualityCore online system enables you to print student testing login information on labels for Teachers and Test Administrators to distribute to students doing online ACT QualityCore testing.

To **print student labels**:

1 Move the cursor over the **Student Management** menu and select **Class Roster**.
Select **View/Print Student Rosters**.

The View/Print Student Rosters page is displayed, for example:

3. Select the **Check to View** box next to the roster to print.

4. Click the **Retrieve Roster(s)** button.
School Test Coordinator Responsibilities

The roster for each class selected is displayed, for example:

5 Click the **Print Avery Labels** button.

A file download dialog is displayed.

The labels are downloaded in PDF format.

6 Click the **Open** button.

7 Click the **Print** button or press **Ctrl+P** to print the labels.

**Managing Student Accommodations**

Students with disabilities under Individuals with Disabilities Education Act of 2004 (IDEA) or Section 504 and students classified as Limited English Proficient (LEP) may receive accommodations during ACT QualityCore testing.

When students are added to the ACT QualityCore online system with special education classification or Section 504 and/or LEP status, a notification is displayed alerting the School Test Coordinator that those students need accommodations assigned.

Student accommodation designations cannot be uploaded to the ACT QualityCore online system. School Test Coordinators must assign accommodations to all special education, Section 504, and Limited English Proficient (LEP) students before testing begins, so students with accommodations receive the correct forms. If students will be testing in more than one content area, the accommodations need only be entered into the system once. For more information on student accommodations, see *ACT QualityCore Test Administration Manual*. 
Important

Some accommodated testing is not supported in the online system. For more information, see Table 1: ACT QualityCore Accommodations on page 57.

Once entered in the ACT QualityCore online system, accommodation information is automatically sent to ACT for order fulfillment of the associated materials 30 days prior to administration.

Important

If specifying accommodations within 30 days of the start of an administration, the District Test Coordinator must call ACT QualityCore Support at 866.764.7228 to order materials.

Prior to testing, School Test Coordinators must provide a list of students approved for accommodations and the accommodations they are to receive to the appropriate Teachers and Test Administrators. For information about accommodations reports, see Viewing the Accommodations Report on page 61.

Table 1: ACT QualityCore Accommodations

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio CDs*</td>
<td>Test is read to the student via audio CD. Student enters responses on the paper answer document.</td>
</tr>
<tr>
<td>Braille*</td>
<td>Student is provided braille form; Teacher/Test Administrator enters student responses on the paper answer document.</td>
</tr>
<tr>
<td>English-Native Language Dictionary</td>
<td>Students are provided a word-to-word dictionary for English-to-native-language translation (i.e., without definitions).</td>
</tr>
<tr>
<td>Extended Time</td>
<td>Students with physical or learning disabilities who cannot complete the ACT QualityCore tests within the standard time limits using the standard test materials may be tested under special conditions and/or using accommodated testing materials available from ACT. Student is allowed additional time to complete the test (whether on paper or via the online system) in one of these increments:</td>
</tr>
<tr>
<td></td>
<td>• Time and a half</td>
</tr>
<tr>
<td></td>
<td>• Double time</td>
</tr>
<tr>
<td></td>
<td>• Unlimited time</td>
</tr>
<tr>
<td>Large Print*</td>
<td>Student is provided paper test booklet utilizing large fonts and graphics. Student or Teacher/Test Administrator enters student responses on the paper answer document.</td>
</tr>
<tr>
<td>Paper-Based Test</td>
<td>Student is provided the standard paper test booklet and answer document. Student enters responses on the paper answer document.</td>
</tr>
<tr>
<td>Tests Read Aloud*</td>
<td>Test is read to student by the Teacher or Test Administrator from a printed script. The student enters responses on the paper answer document.</td>
</tr>
</tbody>
</table>
### Accommodation

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administered by ESL Teacher</td>
<td>Test is administered by an ESL teacher or an individual providing language services.</td>
</tr>
<tr>
<td>Other</td>
<td>Other accommodations provided to the student.</td>
</tr>
</tbody>
</table>

*Accommodation triggers paper-based testing, because this accommodation is not supported in the online system.

For more information about special populations including the descriptions of the accommodations, see the *ACT QualityCore Test Administration Manual*.

#### To assign, verify, or change student accommodations:

1. Move the cursor over the **Student Management** menu and select **Student Accommodations**.

The Accommodations page is displayed, which lists all students with information on their assigned accommodations, using the following conventions:

- If a student’s accommodation selections are **green**, the student has been designated as LEP or Special Education/504 in the system and has been assigned accommodations.

- If a student’s accommodation selections are **red**, the student has been designated as LEP or Special Education/504 in the system but has **not** been assigned accommodations.

- If a student’s accommodation selections are **blue/gray**, the student is not designated as LEP or Special Education/504 in the system, so no accommodations need to be assigned.

- If a student’s name displays in **gray**, the student has begun testing and accommodations cannot be edited.
For each accommodation selection that is displayed in red, click the Special Ed./504 or LEP box, noting the name of the associated student.

Note: A different dialog is displayed for Special Ed./504 and LEP.
- Example Special Education / 504 Accommodations Dialog:

![Special Education / 504 Accommodations]

Example LEP Accommodations Dialog:

![LEP Accommodations]

3. Select the appropriate accommodations for the student.

These considerations apply to the specification of student accommodations:

- If a student will be testing in more than one content area, the accommodations need only be entered into the system once.
- Gifted and/or talented (G/T) students who are also Section 504 should be designated as both.
- If the student does not require accommodations, select **No Accommodations**.

**Important**

Some accommodated testing is not supported in the online system. If you select one of these accommodations, the test format will be changed for paper-based testing for the student. For more information, see **Table 1: ACT QualityCore Accommodations** on page 57.

4. Click the **Save Student** button.
A confirmation message is displayed, for example:

![Confirmation Message](image)

5 Click the **Close Window** button.

To verify that all accommodations have been assigned in the system, view the available accommodations reports.

Once entered in the ACT QualityCore online system, accommodation information is automatically sent to ACT for order fulfillment of the associated materials 30 days prior to administration.

**Important**

If specifying accommodations within 30 days of the start of an administration, the District Test Coordinator must call ACT QualityCore Support at 866.764.7228 to order materials.

**Viewing the Accommodations Report**

The accommodations report provides a comprehensive list of all accommodations assigned to students in your school.

Prior to an administration, the School Test Coordinator should review the Students Requiring Accommodations Report, which provides a list of students with Special Education, Section 504, or LEP status who have been assigned testing accommodations, to ensure that the appropriate accommodations are assigned.

- To view students who require accommodations to be assigned, run the Students Requiring Accommodations report.
- To view students who have been assigned accommodations, run the Students Assigned Accommodations report.

**To view the Students Requiring Accommodations Report:**

1 Move the cursor over the **Reports** menu and select **View Reports**.
2 Select **Students Requiring Accommodations**.

The Students Requiring Accommodations page is displayed.

3 Select a Teacher and class from the menu.

**Note:** Select **All Classes** to view all students assigned accommodations at your school.

4 Click the **Retrieve Class** button.
A list of all students in the selected class, for whom accommodations are required, is displayed, for example:

<table>
<thead>
<tr>
<th>Student</th>
<th>Teacher</th>
<th>Class/Section</th>
<th>Period</th>
<th>Education Classification</th>
<th>6th Status</th>
<th>LEP Status</th>
<th>Assigned Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conrado-Ming, Clara B</td>
<td>DiMaria, David</td>
<td>English 10 - #1</td>
<td>1</td>
<td>Special Ed</td>
<td>NO</td>
<td>Fully English Proficient</td>
<td>Accommodations not Assigned</td>
</tr>
<tr>
<td>Jerome, Wayne W</td>
<td>DiMaria, David</td>
<td>English 10 - #1</td>
<td>1</td>
<td>Regular Ed</td>
<td>NO</td>
<td>LEP</td>
<td>Accommodations not Assigned</td>
</tr>
<tr>
<td>Nguyen, Charles</td>
<td>DiMaria, David</td>
<td>English 10 - #1</td>
<td>1</td>
<td>Regular Ed</td>
<td>YES</td>
<td>Fully English Proficient</td>
<td>Accommodations not Assigned</td>
</tr>
<tr>
<td>O’Neill, Patricia T</td>
<td>DiMaria, David</td>
<td>English 10 - #1</td>
<td>1</td>
<td>Special Ed</td>
<td>NO</td>
<td>Fully English Proficient</td>
<td>Accommodations not Assigned</td>
</tr>
</tbody>
</table>

5 Optionally, print the report by clicking the **Print Report** button.

For information on assigning accommodations to students, see [Managing Student Accommodations](#) on page 56.

Generating Students Assigned Accommodations Reports for All Classes

After all accommodations have been verified, the School Test Coordinator should review and print out the Students Assigned Accommodations Report for every class that includes students with assigned accommodations. Then the School Test Coordinator must provide the reports to the appropriate Teachers and Test Administrators before testing begins.

**To view the Students Assigned Accommodations Report:**

1 Move the cursor over the **Reports** menu and select **View Reports**.
2 Select **Students Assigned Accommodations** from the submenu.

3 Select a Teacher and class from the menu.

4 Click the **Retrieve Class** button.
A list of all students in the selected class, for whom accommodations are assigned, is displayed, for example:

5 Optionally, print the report by clicking the **Print Report** button.

For information on assigning accommodations to students, see [Managing Student Accommodations](#) on page 56.

**Managing System Users**

School Test Coordinators are responsible for managing all system users at their school. User information can be uploaded via a data file or manually entered or updated in the system.

**Managing Teacher Information**

The sections that follow explain how to upload information via CSV file and how to edit Teacher information.

**Uploading Teachers/Class Rosters**

**To upload Teacher/class roster to a school via CSV file:**

Rather than manually entering information into the ACT QualityCore online system, you may choose to create and upload CSV files.
1. Move the cursor over the **Teacher Management** menu and select **Upload Teacher/Class Roster to School**.

The Upload Teacher/Class Roster To School page is displayed.

2. Optionally, click the **CSV Instructions** button to view the directions for creating and formatting the CSV file.

3. Click the **Browse** button and select the CSV file.

4. Click the **Open** button.

   A confirmation message is displayed that provides the number of teachers/classes from your file for which information was uploaded.

   **Note:** If errors are encountered during the upload process, an Upload Error(s) window is displayed that provides descriptions for each line in the CSV file containing an error.

5. If errors are encountered, review and correct the errors in your original file and upload the CSV file again using the instructions above.

**Adding a New Teacher**

1. Move the cursor over the **Teacher Management** menu and select **Register Teacher**.

2. Select **Add a New Teacher** from the submenu.
The Add New Teacher page is displayed, for example:

3 Enter the Teacher’s basic information in the available fields, including e-mail address.
   **Note:** A Teacher should be registered only once at a school, regardless of how many classes he or she is teaching.

4 Enter information on one of the courses associated with the Teacher, including the course, period, and section.
   The Course field displays all courses available for ACT QualityCore testing as well as the battery types of the test (where “MC” specifies multiple choice and “CR” specifies constructed response).

   **Note:**
   - Some ACT QualityCore tests may be available to administer, but have not yet been purchased from ACT. These display as grayed out in the Course list.
   - Some ACT QualityCore tests are available only for paper-based testing.
5 Verify that the correct Class Type designation (Daytime or Nighttime) is selected.

6 Verify that the correct Testing Type designation (Computer-Based Testing or Paper-Based Testing) is selected.

   This setting applies to all students in the class, unless overridden by assigned accommodations.

   **Note:** Thirty days prior to the start of the testing window, the system automatically processes an order for the required paper-based and accommodated testing materials, based on the registration information provided; therefore, you should ensure that all classes are registered and accommodations assigned prior to this date.

7 Click the **Save** button.

   A confirmation message is displayed.

8 Click the **OK** button.

9 The page refreshes to display a status message:

   - If the Teacher has been registered, a message confirming the update is displayed.
   - If the Teacher has been registered previously, an error message is displayed.

**Important**

If you selected Paper-Based Testing and the opening of the administration is within 30 days, you are prompted to call ACT QualityCore Support at 866.764.7228 to order paper materials.

**Assigning Classes to a Teacher**

**To assign additional classes to a Teacher:**

1 Move the cursor over the **Teacher Management** menu and select **Assign Teacher Classes**.
2. Select **Assign a New Class to a Teacher** from the submenu.

![Assign a New Class to a Teacher page](image1)

The Assign a New Class to a Teacher page is displayed, for example:

![Assign a New Class to a Teacher page](image2)

3. Select the Teacher for which a class is to be assigned from the menu.

4. Click the **Retrieve Teacher** button.
A list of the Teacher’s classes is displayed, for example:

5 In the **Assign a New Class** section, select a course and period from the menus and complete the section number.

The Course field displays all courses available for ACT QualityCore testing as well as the battery types of the test (where “MC” specifies multiple choice and “CR” specifies constructed response).

**Note:**

- Some ACT QualityCore tests may be available to administer, but have not yet been purchased from ACT. These display as grayed out in the Course list.
- Some ACT QualityCore tests are available only for paper-based testing.

6 Verify that the correct Class Type designation (Daytime or Nighttime) is selected.

7 Verify that the correct Testing Type designation (Computer-Based Testing or Paper-Based Testing) is selected.

This setting applies to all students in the class, unless overridden by assigned accommodations.

**Note:** Thirty days prior to the start of the testing window, the system automatically processes an order for the required paper-based and accommodated testing materials, based on the registration information provided; therefore, you should ensure that all classes are registered and accommodations assigned prior to this date.

8 Click the **Save** button.

The page refreshes to display a status message.
Important

If you selected Paper-Based Testing and the opening of the administration is within 30 days, you are prompted to call ACT QualityCore Support at 866.764.7228 to order paper materials.

Editing Teacher Information

To edit a Teacher’s name:

1 Move the cursor over the Teacher Management menu and select Register Teacher.
2 Select Edit a Teacher from the submenu.

The Edit a Teacher page is displayed, for example:

3 Select the Teacher for which a class is to be assigned from the menu.
4 Click the Retrieve Teacher button.
Information about the selected Teacher is displayed, for example:

5 Modify the information as appropriate.

6 Click the **Save** button.

   A confirmation dialog is displayed.

7 Click the **OK** button.

   The page refreshes to display a status message.

*Deleting a Teacher from the System*

**To delete a Teacher from the system:**

1 Move the cursor over the **Teacher Management** menu and select **Register Teacher**.
2. Select **Delete a Teacher** from the submenu.

![Image](https://via.placeholder.com/150)

The Delete a Teacher page is displayed, for example:

3. Select the Teacher to delete from the menu.

Details on the selected Teacher are displayed, for example:

![Image](https://via.placeholder.com/150)

**Note:** If students are enrolled in a class assigned to the Teacher, a message will be displayed with links to the functions that will allow you to move the students to another class or delete the class, as shown in the steps below.
4 Click the **Delete** button.
   A confirmation message is displayed.

![Message from webpage](image)

5 Click the **OK** button.

6 To move the students, click the **Move** link and follow the directions in the shaded box on each screen.
   Alternatively, you can also complete the directions for moving students to a different class (see page 91).

7 Once all students have been moved to another class, repeat the first two steps and click the **Delete** button.
   A confirmation message is displayed.

![Message from webpage](image)

8 Click the **OK** button.

*Editing a Teacher’s Period or Section*

**To edit a Teacher’s class period or section:**

1 Move the cursor over the **Teacher Management** menu and select **Assign Teacher Classes**.
2 Select **Edit a Teacher's Class** from the submenu.

The Edit a Teacher's Class page is displayed, for example:

3 Select the Teacher whose class period you want to edit.

4 Click the **Retrieve Teacher** button.
The list of classes associated with the selected Teacher is displayed, for example:

5 As appropriate, modify the section and period and verify the class type for each course. The Course field displays all courses available for ACT QualityCore testing as well as the battery types of the test (where “MC” specifies multiple choice and “CR” specifies constructed response).

Note:

- Some ACT QualityCore tests may be available to administer, but have not yet been purchased from ACT. These display as grayed out in the Course list.
- Some ACT QualityCore tests are available only for paper-based testing.

6 Verify that the correct Testing Type designation (Computer-Based Testing or Paper-Based Testing) is selected.

This setting applies to all students in the class, unless overridden by assigned accommodations.

Important

Thirty days prior to the start of the testing window, the system automatically processes an order for the required paper and accommodated materials, based on the registration information provided; therefore, you should ensure that all classes are registered and accommodations assigned prior to this date.

7 Click the Save button.

The page refreshes to display Edited to the right of each field that was modified.
Deleting a Teacher’s Class

To delete a Teacher’s class:

1. Move the cursor over the Teacher Management menu and select Assign Teacher Classes.

2. Select Delete a Teacher’s Class from the submenu.

The Delete a Teacher’s Class page is displayed.

3. Select the Teacher whose class you want to delete.

4. Click the Retrieve Teacher button.
The list of classes associated with the selected Teacher is displayed, for example:

5. Select the associated **Delete** option for each class you want to delete.
   or
   Click the **Select All** button.

6. Click the **Delete** button.
   A different message is displayed, depending on whether the selected class(es) contain students:
   - If there are no students in the class (i.e., students in the class have been moved out of the class), a message to confirm your update is displayed.
   - If there are students in the class (i.e., students have not been moved to another class), an error message is displayed providing additional information.

7. Complete the appropriate step:
   - To avoid removing the students from enrollment you must click the **Cancel** button and move them to another class. For more information, see page 91.
   - To delete the class, click the **OK** button, and then click the **Delete** button.
   A confirmation message is displayed.

**Class successfully deleted.**

Managing Test Administrator Information

**Adding a Test Administrator**

**To add a Test Administrator:**

1. Move the cursor over the **Test Administrator Management** menu and select **Register Test Administrator**.
2. In the submenu, select Add a New Test Administrator.

The page refreshes to display fields for the Test Administrator’s last name, first name, middle initial, suffix, and e-mail address.

3. Enter the Test Administrator’s information.

4. Click the Save button.

A confirmation dialog is displayed.

5. Click the OK button.
**Uploading Test Administrator Information**

**To upload a Test Administrator CSV file:**
Rather than manually entering information into the ACT QualityCore online system, you may choose to create and upload Test Administrators via CSV file.

1. Move the cursor over the **Test Administrator Management** menu and select **Upload Test Administrators**.

   The page refreshes to display directions for uploading a CSV file.

2. Click the **CSV Instructions** button to view the directions for creating and formatting a CSV file.

3. Click the **Browse** button and select the CSV file.

4. Click the **Open** button.

5. Click the **Upload Roster** button.

   A message to confirm the number of Test Administrators from your file whose information was uploaded is displayed.

   If errors are encountered during the upload process, an Upload Error(s) window containing descriptions for each erroneous line in the CSV file is displayed.
**Editing a Test Administrator**

**To edit Test Administrator information:**

1. Move the cursor over the **Test Administrator Management** menu and select **Register Test Administrator**.

2. In the submenu, select **Edit a Test Administrator**.

The page refreshes to display a menu of all Test Administrators at your school, for example:

3. Select a Test Administrator and click the **Retrieve Test Administrator** button.
Follow the on-screen directions to edit the Test Administrator information.

5 Click the **Save** button.

A confirmation dialog is displayed.

6 Click the **OK** button.

**Deleting a Test Administrator**

To delete a Test Administrator:

1 Move the cursor over the **Test Administrator Management** menu, and select **Register Test Administrator**.

2 In the submenu, select **Delete a Test Administrator**.
The page refreshes to display a menu of all Test Administrators at your school, for example:

3 Select a Test Administrator.
4 Click the **Retrieve Test Administrator** button.
Details on the selected Test Administrator are displayed, for example:

5 Verify the Test Administrator's information.
6 Click the **Delete** button.
   A confirmation dialog is displayed.
7 Click the **OK** button.

Managing Student Information

*Uploading Student Information*

To upload student information to a class via CSV file:
Rather than manually entering information into the system, you can create and upload CSV files that associate students with classes.
1. Move the cursor over the **Student Management** menu and select **Upload Student Roster**.
2. In the submenu, select **Upload Student Roster to Class**.

The page refreshes to display directions for uploading a CSV file, for example:

3. To view directions for creating and formatting the CSV file, click the **CSV Instructions** button, or refer to the CSV instructions documents on the ACT QualityCore homepage, [www.qualitycore.act.org](http://www.qualitycore.act.org).
4. Select the Class from the menu to which you would like to upload student information.
5. Click the **Browse** button and select the CSV file you created.
6. Click the **Upload Roster** button.

A message to confirm the number of students from your file whose information was uploaded is displayed.

**Note:** If errors are encountered during the upload process, an Upload Error(s) window containing descriptions for each erroneous line in the CSV file is displayed.

If Special Ed, Section 504, or LEP status has been designated, a message is displayed that provides a reminder that students need accommodations assigned.

7. Click the **OK** button to go to the accommodations screen to assign accommodations (see page 56).
Accommodations may be assigned or changed in the ACT QualityCore online system throughout the registration period up until 30 days prior to the administration.

**Important**

Additional paper materials (including materials for accommodated testing) cannot be requested in the online system within 30 days of the administration. You must call ACT QualityCore Support at 866.764.7228 to place your order.

**Uploading Student Information to a School**

**To upload student information to a school via CSV file:**

1. Move the cursor over the **Student Management** menu and select **Upload Student Roster**.
2. In the submenu, select **Upload Student Roster to School**.

   The Upload Student Roster To School page is displayed.

   **Note:** To view directions for creating and formatting a CSV file, click the **CSV Instructions** button or refer to the CSV instructions documents on the ACT QualityCore homepage, [www.qualitycore.act.org](http://www.qualitycore.act.org).

3. Click the **Browse** button and select the CSV file.
4. Click the **Open** button.
A message to confirm the number of students from your file whose information was uploaded is displayed.

- If errors are encountered during the upload process, an Upload Error(s) window containing descriptions for each erroneous line in the CSV file is displayed.
- If Special Ed, Section 504, or LEP status has been designated, a message is displayed that provides a reminder that students need accommodations assigned.

5 Click the OK button to go to the accommodations screen.

**Searching for a Student**

**To search for a student when reviewing or correcting student information:**

1 Move the cursor over the **Student Management** menu and select **Search and Manage**.

![Search and Manage](image)

The Search and Manage page is displayed.

2 Enter the student’s last name, first name, or the QualityCore ID (without hyphens or dashes).
All matches to the name or QualityCore ID are displayed in a table.

3. Select a name to display the student’s full information.

4. To search for another student, click the **Clear Search** button.

**Adding a New Student**

**To add a new student to the ACT QualityCore online system:**

1. Move the cursor over the **Student Management** menu and select **Add a New Student**.

The Add a New Student page is displayed.

2. Fill in the student’s information. Fields marked with a red asterisk are required.
   When completing the student’s information, consider the following:
   - QualityCore ID is the unique identifier for each student assigned by the system.
- Vantage QCID is the legacy student identifier for ACT QualityCore, which is required to enable historical reporting of student results from prior years of ACT QualityCore testing.

When completing the student’s demographic information, consider the following:
- If the student’s education classification is special education or gifted/talented (G/T), the primary exceptionality also must be specified.
- If G/T students also qualify under Section 504, make sure to select **Yes** under **504 Status**.
- If the student is limited English proficient, the LEP status should be changed from Fully English Proficient.
- If the student receives services under the McKinney-Vento Act (homeless students), select **Yes** for that field.
- If the student is in the career diploma pathway, select **Yes** in the Career Diploma field.

3. After completing the student’s demographic information, use the **Class** menu to select the class to which the student is being added.

4. Click the **Save** button.

   A confirmation dialog is displayed.

5. Click the **OK** button.

   If Special Ed, Section 504, or LEP status has been designated, a message is displayed, reminding you that students need accommodations assigned.

6. Click the **OK** button to go directly to the accommodations screen to assign accommodations (see page 56).

**Transferring a Student from Another School**

**To transfer a student to your school from another school:**

It is the School Test Coordinator’s responsibility at the school to which a student has transferred to transfer the student in the ACT QualityCore online system. However, if a student has begun testing at one school and needs to complete testing at another school, the School Test Coordinator must contact ACT QualityCore Support and request to have the student transferred.

1. Move the cursor over the **Student Management** menu.
2 Select **Transfer Student**.

3 Enter the student’s QualityCore ID and click the **Retrieve Student** button.

   **Note:** If an error message is received indicating there is no student with that QualityCore ID, the student must be added using the add a new student function (see page 87).

Details on the selected student are displayed

4 Enter the student’s date of birth using the menu.

5 After verifying the district and school information and the student’s information, click the **Transfer Student to My School** button.
A confirmation message is displayed.

6 Select the Destination Class from the menu.

7 Click the **Confirm Assignment** button.

A message to confirm the class assignment is displayed.

8 After the student’s information has been added, make sure to verify/edit the student’s information by following the directions below.

---

**Editing a Student’s Information**

**To edit a student’s information:**

1 Move the cursor over the **Student Management** menu and select **Search and Manage**.

2 Enter the student’s last name and first name or the student’s QualityCore ID without hyphens or dashes.

All matches to the name or QualityCore ID are displayed in a table.

3 Select the correct name.
The Edit a Student page is displayed.

4 Edit the student’s information.

5 Click the **Save** button.

A confirmation dialog is displayed.

6 Click the **OK** button.

A message to confirm your update is displayed.

---

**Moving a Student to a Different Class**

**To move a student to a different class:**

1 Move the cursor over the **Student Management** menu and select **Assign Student Classes**.

2 In the submenu, select **Move Students**.
The Move Students page is displayed.

3. From the **Select a Teacher-Course-Section-Period** menu above the left column, select the class from which you want to move the student.
A page is refreshed to list students in the class.

4. From the menu above the second column, select the class to which you would like to move the student.

The page refreshes to display a list of students in the class, for example:
5. Select one or more students in the left column and click the **Move Selected** button or click the **Move All** button to move all students to another class.

6. Click the **Save** button.
   A confirmation dialog is displayed.

7. Click the **OK** button.

*Editing a Class Roster*

**To edit a class roster:**

1. Move the cursor over the **Student Management** menu and select **Class Roster**.

2. In the submenu, select **Edit Class Rosters**.

3. Select a Teacher from the menu.
The page refreshes to display options for selecting a class, for example:

- Select a Teacher and Class from the drop-down menus to retrieve the class roster.
- The class roster is displayed on the right and a school roster is displayed on the left. Note: Student names with blue backgrounds are enrolled in another teacher’s class in the same subject. Student names with pink backgrounds have started to test in that subject and may not be added or dropped.
- To add students from the school roster to the class roster, check the box next to the student’s name and click the Add Student(s) button. You may also filter the school roster by entering one or more letters of a student’s last name.
- To drop students from the class roster, check the box next to the student’s name in the class roster and click the Drop Student(s) button.
- You can add or drop all students at one time by clicking the Select All button under each of the rosters.
- You can select another class roster for a teacher using the teacher and class drop-down menus above the class roster.
- You can view or print class rosters by clicking on the Go To View/Print Student Rosters button.
4 Select a course, section, and period from the menu to retrieve the class roster.

The page is refreshed to display the class roster on the right and the school roster on the left.
- Students whose names have blue backgrounds are enrolled in another Teacher’s class in the same subject.
- Students whose names have pink backgrounds have started to test in at least one subject and may not be added or dropped in the same subject(s).

5 To add students from the school roster to the class roster, check the box next to the student’s name in the school roster and click the Add Student(s) button at the bottom of the list.

Note: You may also filter the school roster by entering one or more letters of a student’s last name in the filter box provided.

6 To drop students from the class roster, check the box next to the student’s name in the class roster and click the Drop Student(s) button.
- To add or drop all students at once, click the Select All button under each of the rosters.
- To select another class roster for a Teacher or to choose a different Teacher, use the Select a teacher and Select a class menus above the class roster.
- To view or print class rosters, click the Go To View/Print Student Rosters button.
Deleting a Student

To delete a student:

1. Move the cursor over the Student Management menu and select Search and Manage.

The Search and Manage page is displayed.

2. Enter the student's last name and first name or the student's QualityCore ID without hyphens or dashes.
All matches to the name or QualityCore ID are displayed.

3. Click the **Delete** button next to the name of the student whose information you want to delete.

4. Details on the selected student are displayed, for example:
5 Review the information.
6 Click the **Delete** button.
   A confirmation dialog is displayed.
   ![Confirmation Dialog]

7 Click the **OK** button.
   This confirmation message is displayed:
   **This student was successfully deleted.**

8 To delete another student, click the **Go to Search and Manage** button and repeat the process.

**Restoring a Deleted Student**

**To undelete a student:**

1 Move the cursor over the **Student Management** menu and select **Search and Manage**.
   ![Search and Manage Menu]
The Search and Manage page is displayed.

2 Enter the student’s last name and first name or the student’s QualityCore ID without hyphens or dashes. All matches to the name or QualityCore ID are displayed, for example:

3 Click the Undelete button next to the name of the student you want to undelete.
4 The Undelete a Student page is displayed, for example:

5 Review the student information.

6 Click the **Undelete** button.

   A confirmation dialog is displayed.

   ![Message from webpage](image)

   Continue to undelete student: Chang, Lucy?

7 Click **OK**.

   This message is displayed to confirm your update:

   **This student was successfully undeleted.**

8 To undelete another student, click the **Go to Search and Manage** button and repeat the process.

**To change education classification or Section 504 or LEP status:**

- See [Editing a Student’s Information](#) on page 90.
School Test Coordinator Responsibilities

Reopening Test Sessions

A session must be completed in one sitting for all subjects and test sessions. Therefore, students should be directed to complete a test session once it has been started. If an emergency occurs and a student cannot complete a session the same day it is started, the Teacher or Test Administrator should contact the School Test Coordinator. If there is any reason that a student may not be able to complete a session (e.g., the student is not feeling well), do not allow the student to begin the session.

Reopening test sessions should be avoided whenever possible. It is a violation of test security to reopen any test session for any student without a valid reason.

- For a list of valid and invalid reasons and guidelines for reopening test sessions, see Valid Reasons for Reopening Test Sessions on page 5 and Invalid Reasons for Reopening Test Sessions on page 5.
- For information on viewing the Reopened Test Sessions Report, see Generating Reopened Test Sessions Report on page 109.

To reopen a test session:

1. Move the cursor over the Administer Tests menu and select Reopen Test Sessions.

The Reopen Test Sessions page is displayed, which provides a list of classes, for example:

2. Select a class from the menu.
3. Click the Retrieve Class button.
A list of students registered for the selected test is displayed, for example:

- To reopen a single session for a student, select the reason, then click the red "Session Closed" button for that session.
- To reopen a session for an entire class, select the reason, then click the "Reopen All Sessions" button under the appropriate session.
- If you select "Other" as a reason, you must enter a valid reason to continue.
- You may select another reason from the drop-down menu if you made an error.

The sessions for the selected test are color-coded as follows to indicate the status of the test session:

- **Red** indicates a student’s test session is closed.
- **Green** indicates that the student’s session is open.
- **Gray** indicates that the student’s session is completed. It cannot be reopened.

**Note:** The Reopen Session for All Students button is used to reopen the corresponding session for all students whose sessions are closed, but not complete.

4 Select a reason for reopening the test session(s).

5 Complete the appropriate step below:

- To reopen a test session for all students in a class, click the **Reopen Session for All Students** button under the column of the session you want to reopen.
  
  or

- To reopen test sessions for individual students in a class, click each student’s **Session Closed (Click to Reopen)** button.

A message confirming the reopening of the test session(s) is displayed, and the boxes will change from red to green.

**Accessing Reports**

The ACT QualityCore online system provides reports on student performance for ACT QualityCore tests as well as reports that aid in tracking administrations.
• In-window reports become available the day after student responses are scored—whether submitted on paper or via the online system. In-window reports provide raw scores with preliminary comparison data on student performance, which are updated each day as more students complete testing.

• Post-window reports are available after the end of an administration. Post-window reports do not change once they are generated, so they provide a static view of student performance. Typically, post-window reports become available two to four weeks after the end of an administration. For example, for an administration ending in December 2015, post-window reports would be available as early as January 2016.

Description of In-Window Reports

Accessible to School Test Coordinators and Teachers, in-window reports are available during an administration to aid in checking the status of student testing.

**Important**

Student scores will be available two to ten school days after the student completes a test battery. The availability of score data for reports depends on the mode of testing (i.e., paper-based or online), battery format (i.e., multiple choice only or multiple choice with constructed response), and the prompt return of paper materials.

• **Student (Score) Report.** A PDF report that provides the student’s score for the selected course, subscore points on the course standards, as well as comparative results against other students in the school, district, and state who have completed the test at the time when the report is generated. Comparison data on the Student Report may changes as the number of students completing the test change. Therefore, student performance comparisons with other students in the class, school, and state will not be final until after the administration is closed.

  **Note:** For national customers, student data is not aggregated to the state level, so state-level comparison data is not available.

  For more information on generating this report, see [Generating a Student Score Report](#) on page 105.

• **Class Roster (Score) Report.** A PDF report that provides the test session completion status of each student in the class. Information on the Class Report changes as students complete test sessions.

  **Note:** School Test Coordinators should encourage Teachers to print Class Reports daily to help them keep track of which test sessions students have completed.

  For more information on generating this report, see [Generating a Class Roster Report](#) on page 107.

• **Students Requiring Accommodations Report.** A PDF report that lists students from a selected class who require accommodations that have not yet been assigned. This report is used to identify which students require accommodations to be assigned in the ACT QualityCore online system.

  For more information on generating this report, see [Viewing the Accommodations Report](#) on page 61.
- **Students Assigned Accommodations Report.** A PDF report that lists accommodations assigned to students from a selected class in the ACT QualityCore online system. This report is distributed to Teachers and Test Administrators to communicate required accommodations assigned to students for testing.

  For more information on generating this report, see [Generating Students Assigned Accommodations Reports for All Classes](#) on page 63.

- **Reopened Test Sessions Report.** A CSV report that lists test sessions reopened by School Test Coordinators, Teachers, or Test Administrators at your school. School Test Coordinators should use this report to monitor closely the reopening of test sessions at the school to ensure that test sessions are being reopened only for valid reasons.

  For information on generating this report, see [Generating Reopened Test Sessions Report](#) on page 109.

**Generating a Student (Score) Report**

Student reports provide student scores as well as comparative results against other students in the school, district, and state who have completed the test at the time when the report is generated.

**To generate a Student (Score) Report:**

1. Move the cursor over the **Reports** menu and select **View Reports**.
2. From the submenu, select **Student Report**.
The Student Report page is displayed, for example:

3 Select the appropriate class from the menu.
4 Click the **Retrieve Class** button.

The page refreshes to display a list of students for the selected class, for example:

5 Select the appropriate student from the menu.
6 Click the **Retrieve Student Report** button.

A file download dialog is displayed.

A notification is provided when the report is complete.

7 Click the link to download the report.
8 Click the **Open** button.
The report is provided in PDF format, for example:

Generating a Class Roster Report

Class Roster reports provide raw scores and session completion information for students in the selected class. This report is only available during the testing window and for approximately two weeks thereafter.

To generate a Class Roster Report:

1. Move the cursor over the Reports menu and select View Reports.
2 In the submenu, select **Class Reports**.

3 Select the appropriate class from the menu.

4 Click the **Retrieve Class Roster Report** button.
   A file download dialog is displayed.
   A notification is provided when the report is complete.

5 Click the link to download the report.

6 Click the **Open** button.
Note: School Test Coordinators should encourage Teachers to print Class Reports daily to help them keep track of which test sessions students have completed.

Generating Reopened Test Sessions Report

To generate the Reopened Test Sessions Report:

1. Move the cursor over the Reports menu and select View Reports.
2. From the submenu, select Reopened Test Sessions Report.
The Reopened Test Sessions Report page is displayed.

3 Select the report start and end dates from the menus.
4 Click the **Generate Report** button.

A list of all reopened test sessions for the selected time period is displayed, including the student name, Teacher/Test Administrator, test, section, session number, and date and reason the test was reopened, for example:

5 To download the report, click the **Download Report** button.
   The report is downloaded in CSV format.

6 Click the **Open** button.

7 To print the report, click the **Print** button or press **Ctrl+P** to print the report.
Viewing Educational Resources

The ACT QualityCore administration interface provides a link to educational resources, which can be used to incorporate the ACT QualityCore components into the courses taught at your district. It provides practical materials—worksheets, exercises, design tools, and templates—which can help in integrating the ACT QualityCore components into your existing curriculum.

To view educational resources:

1. From the District Test Coordinator home page, click the Educational Resources link (near the bottom of the page).

The Educational Resources page is displayed.
This page provides links to curriculum materials and resources that support teachers in delivering instruction for each of the ACT QualityCore subject areas, for example:

### English 9

<table>
<thead>
<tr>
<th>If your goal is to...</th>
<th>You'll want to use...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Align your curriculum with the key essential knowledge and skills students need to be prepared for postsecondary education or workforce training.</td>
<td>Course Objectives Document</td>
</tr>
<tr>
<td>Identify and incorporate the pedagogical strategies that make a course rigorous, to define course content, and to set forth classroom policies that encourage deep understanding.</td>
<td>Course Description and Syllabus, English Rigor and Relevance Template</td>
</tr>
<tr>
<td>Align curriculum and assessments with the key essential skills.</td>
<td>Course Outline, End-of-Course Test Blueprint, Institutional Unit Plans</td>
</tr>
<tr>
<td>Design instruction for specific learning goals, student needs, student characteristics, and your learning context.</td>
<td>Guidelines for Developing an Instructional Unit</td>
</tr>
<tr>
<td>Use multiple assessments for defining and analyzing learning goals: pre-assessment of student learning, ongoing assessment of student progress, and summative assessment of student achievement.</td>
<td>Benchmark Assessments, Launch Test Builder</td>
</tr>
<tr>
<td>Reflect on a unit of instruction focusing on student learning and the factors that facilitate or impede learning.</td>
<td>Sample Unit</td>
</tr>
</tbody>
</table>

2. Click on the corresponding link to open the associated resource as a PDF file.

or

Click on the **Launch Test Builder** button to open ACT QualityCore Test Builder for the corresponding subject area.

Test Builder provides access to the ACT QualityCore formative item pools, which allow ongoing checks of student progress. For each course, ACT QualityCore includes pools of 225 multiple-choice and 25 constructed-response formative items, keyed to ACT Course Standards and depth-of-knowledge levels. Teachers may use items from the pools to develop quizzes and other interim assessment tools.

**Note:** You can use the navigation elements imbedded in the Educational Resources page to jump to the appropriate subject area:

- **Table of Contents Links.** Jump to the list of resources associated with the selected course.
- **Back to Top Links.** Jump to the top of the page—where you can select another course.
ACT QualityCore Testing Irregularity Report  (Complete and return ONLY if irregularities have occurred.)

<table>
<thead>
<tr>
<th>School Name</th>
<th>District Name</th>
<th>Site Code</th>
<th>City</th>
<th>State</th>
<th>Test Date</th>
</tr>
</thead>
</table>

Note all irregularities (individual and group) on this form. Enter the appropriate information and/or check (✓) in each column and describe each irregularity. CLIP ASSOCIATED ANSWER DOCUMENTS AND/OR TEST BOOKLETS to this form (do not staple). **Return this form in an RUAD box to: QualityCore Processing Center • 50 Education Way • Dover, NH 03820. Please Print or Type.**

### Individual Irregularities

<table>
<thead>
<tr>
<th>Test Option</th>
<th>Type of Irregularity (✓ Applicable)</th>
<th>Answer Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper-Pencil Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer-Based Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Booklet Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td></td>
<td></td>
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<tr>
<td>Technical</td>
<td></td>
<td></td>
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<tr>
<td>Navigation</td>
<td></td>
<td></td>
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<tr>
<td>Examinee Illness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Behind/Ahead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Challenged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Alarm, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Device</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Damaged,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defective, Duplicate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replaced (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do Not Void</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examinee Name:

Description:

QualityCore ID:

Examinee Name:

Description:

QualityCore ID:

### Group Irregularities

<table>
<thead>
<tr>
<th>Number of Examinees in Testing Room</th>
<th>Duration of Irregularity</th>
<th>Course/Teacher/Period</th>
<th>Description of Irregularity (Attach separate sheet if more space is required.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Be prepared to provide a list of examinees affected by this irregularity.</td>
</tr>
</tbody>
</table>

Teacher/TA Name (Please Print) ___________________________________________  School Test Coordinator Name (Please Print) ________________________________________________

Teacher/TA Signature _________________________________________  School Test Coordinator Signature ______________________________________________________
# ACT QualityCore Test Booklet Tracking Log

(Make copies of this form as needed.)

<table>
<thead>
<tr>
<th>School Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

## Distribution of Test Booklets to Teacher/TA

<table>
<thead>
<tr>
<th>Course</th>
<th>Date Test Booklets Distributed</th>
<th>Name of Teacher/TA Receiving Test Booklets</th>
<th>Number of Test Booklets Distributed</th>
<th>Serial Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Return of Test Booklets from Teacher/TA

<table>
<thead>
<tr>
<th>Date Test Booklets Returned</th>
<th>Name of Teacher/TA Returning Test Booklets</th>
<th>Number of Test Booklets Returned</th>
<th>Serial Number Range Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Initials**

Teacher/TA

School Test Coordinator

School Test Coordinator Name (Please Print) ___________________________  School Test Coordinator Signature ___________________________

---

As the School Test Coordinator, you are responsible for ensuring the security and return of the ACT QualityCore test booklets. Please use this form to track the distribution and return of test booklets. Return this form with the test booklets to: QualityCore Processing Center  ●  50 Education Way  ●  Dover, NH 03820