EXPLORE and PLAN

Read-Aloud
Are **reading accommodations** allowed on EXPLORE and PLAN?

- Reading accommodations are allowed; HOWEVER, the Reader’s Script **must** be used in order to administer this particular accommodation for EXPLORE and PLAN.

- This accommodation is available to students whose IEP / 504 Plans specify a read-aloud accommodation.
ACT has prepared a script for Room Supervisors (Test Administrators) to use when administering EXPLORE and PLAN to students whose IEP/504 Plans specify a read-aloud accommodation.

The Reader’s Script **must** be read verbatim.

The Room Supervisor (TA) is the **only** person who can provide the reading accommodation using the Reader’s Script.
A sample Reader’s Script has been sent to every System Test Coordinator (STC) so that each Room Supervisor (TA) may practice providing a read-aloud accommodation.

Room Supervisors (TA) are not allowed to preview the actual Reader’s Script until testing begins.

At no time, may a Room Supervisor (TA) read from the EXPLORE or PLAN test booklet when providing the read-aloud accommodation.
EXPLORE Reader’s Script sample
EXPLORE Reader's Script sample continued.

Notice to the Reader

ACT has prepared this script for readers to use in administering EXPLORE to students who have been approved to have the test questions read to them. The tests must be read verbatim by a member of the school staff who meets the same qualifications specified by ACT for the special testing supervisor (see the Supervisor's Manual).

As the reader, you are required to review and comply with the "General Remarks to the Reader of the EXPLORE Test Reader's Script" printed on the next page of this booklet and the procedures documented in the Supervisor's Manual.

The examinee may ask you to re-read any portion of a test as often as necessary within the time allowed for that test. Each time you read them, you must read the test directions, test passages, and test questions exactly as they are presented, with no explanation and no additional information provided to the examinee through the reading.

All EXPLORE questions rely on the student being able to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation would affect which the tests are designed to measure.

If ACT determines that any explanation or additional information has been provided to an examinee, that any test materials were not read verbatim, or that the reader did not meet ACT's qualifications for a special testing supervisor, the examinee's scores will be cancelled.

General Remarks to the Reader of the EXPLORE Test Reader's Script

1. Pause after reading the question number, and before reading the question itself.
2. Emphasize words or phrases that are underlined, italicized, or entirely capitalized.
3. Read and give appropriate voice intonation to punctuation that is spelled-out and inserted parenthetically into the text (quotes, commas, periods, colons, parentheses, etc.).
4. The word "Alternative" need be read only in reference to the first foil (Alternative A). The remaining foils can be read simply with the letter (e.g., saying "B", not "Alternative B").
5. Pronounce no acronyms by voicing the initial letters (N-E-A, U-N, A-F-T), but pronounce such acronyms as UNESCO as words.
6. Read the English test passages and Reading test passages with attention to detail. When punctuation is not spelled, it should be noted by a pause, a change in inflection, or in the tone of voice. When punctuation is spelled, the indicated punctuation should additionally be noted by a pause, a change in inflection, or in the tone of voice. A parenthetical phrase should be read as an aside.
7. Read the English test passages, questions, and question alternatives precisely as they are presented, which often means reading phrases and sentences that are intentionally grammatically incorrect. These incorrect sentences and responses must be read smoothly as if they are correct, so the student is not given any aid in determining what is correct or incorrect.
8. In the English test, some questions require that you spell certain words in the test to enable the student to differentiate between words that are phonetically identical.
9. In the Mathematics test, hyphenated phrases should be read as a unit, in the even cadence and with a shorter pause between words than normal.
10. In the Mathematics test, zeros and fractions are spelled, as well as all algebraic expressions. All other numerals in the Mathematics test and most numerals in the other tests are left as figures in the script. Read these figures as full numbers (e.g., "108" as "one hundred, eight") and not "one oh eight"; read "2.53" as "two thousand, three hundred, thirty-four" and not "two thousand three hundred and thirty-four." Figures indicating dates should, of course, be read in the customary manner (e.g., "1846" as "eighty-four-six" and "1846" as "eighteen-four-six").
11. In the Mathematics test and in the Science test, some questions refer to the alphabetical capital letter "O", NOT the number "zero". The number "zero" is always spelled.
12. In the Science test, some chemical symbols include, and must be read as, the alphabetical letter "lowercase-t", and NOT as the number "one".

Refer to the Supervisor's Manual for spoken instructions to students before, during, and after the test.
Introduction to the EXPLORE Tests

I will provide you with a test booklet that you may refer to as often as necessary to help you answer the questions on the test you are working on. Look at the cover of the test booklet and find the following statement, which I will read to you: By opening this test booklet, I agree to the terms and conditions communicated to me prior to this examination, including the rules regarding prohibited behavior and proper testing conduct for examinees. I understand that ACT owns the test questions and responses and affirm that I will not share any test questions or responses with anyone by any form of communication.

On the cover of the test booklet, copy the Certification that I will now read to you, using your normal handwriting on the lines provided:

Certification: I agree to the Statement above and certify that I am the person whose name appears on this form.

On the cover of the test booklet, on the lines provided, sign your name as you would any official document and enter today's date.

Each test begins with a set of instructions for that test. You may ask me to reread any portion of the test you are working on as often as necessary within the time allowed for each test.

Guidelines for Taking the EXPLORE Tests

The following are recommended guidelines for taking this version of the EXPLORE tests. They are designed to help you do your best on the EXPLORE tests.

Listen carefully to all directions. Please ask your test administrator any questions if you do not understand what you are to do.

Listen to each question carefully. Note such qualifying words in the questions as not, except, must, least, and greatest. They are crucial in determining the best answer.

When you are unsure of the best answer, first eliminate every wrong answer you can. Each wrong answer eliminated improves your chances of selecting the best answer.

Do not spend too much time on one question. If a question is too difficult for you, choose a reasonable answer and go on to the next question.

Answer every question. You are not penalized for guessing.
PLAN Reader’s Script sample

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PLAN

Form 32A
READER’S SCRIPT

Note
ACT recommends that this script be used to read test questions in a separate room for the one student to whom it is assigned. (If exact English signing of test questions has been authorized by ACT, the same restriction applies.)
Use of this script for group testing is not recommended.

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Plan Reader’s Script

Plan Reader’s Script

continued...

Note to the Reader

Any expressed or implied content is an interpretation only.

General Remarks to the Reader of the Plan Reader’s Script
Plan Reader’s Script sample continued...

Introduction to the PLAN Tests

I will provide you with a test booklet that you may refer to as often as necessary to help you answer the questions on the test you are working on. Look at the cover of the test booklet and find the following statement, which I will read to you. By opening this test booklet, I agree to the terms and conditions communicated to me prior to this examination, including the rules regarding prohibited behavior and proper testing conduct for examinees. I understand that ACT owns the test questions and responses and affirm that I will not share any test questions or responses with anyone by any form of communication.

On the cover of the test booklet, copy the Certification that I will now read to you, using your normal handwriting on the lines provided:
Certification: I agree to the Statement above and certify that I am the person whose name appears on this form.

On the cover of the test booklet, on the lines provided, sign your name as you would any official document and enter today’s date.

Each test begins with a set of instructions for that test. You may ask me to re-read any portion of the test you are working on as often as necessary within the time allowed for each test.

Guidelines for Taking the PLAN Tests

The following are recommended guidelines for taking this version of the PLAN tests. They are designed to help you do your best on the PLAN tests.

Listen carefully to all directions. Please ask your test administrator any questions if you do not understand what you are to do.

Listen to each question carefully. Note such qualifying words in the questions as not, except, most, least, and greatest. They are crucial in determining the best answer.

When you are unsure of the best answer, first eliminate every wrong answer you can. Each wrong answer eliminated improves your chances of selecting the best answer.

Do not spend too much time on one question. If a question is too difficult for you, choose a reasonable answer and go on to the next question.

Answer every question. You are not penalized for guessing.
Yes, unlike the other state assessments, the reading subtest of EXPLORE and PLAN can be read to the student as long as the IEP/504 Plans specify the accommodation.

In order for this accommodation to be administered, the Reader’s Script must be used.
The Room Supervisor (TA) is the only person who can read to students from the Reader’s Script.

The Proctor’s role on the day of testing is to assist the Room Supervisor (TA) according to the policies and procedures outlined in the EXPLORE and PLAN Supervisor’s Manual.
The timing for a read-aloud will not be exact. The Room Supervisor (TA) must read directly from the Reader’s Script. Students may request that questions, answer choices, or passages be repeated. For this reason, the time for a read-aloud will likely exceed the 30 minute per subject time limit.
Can the Room Supervisor repeat the reading of a passage?

- The Room Supervisor (TA) may repeat the reading of a passage, but only if the student requests that it be re-read.

- Each time a passage is read, the Room Supervisor (TA) should read the test directions, test passages, and test questions exactly as they are presented, with no explanation and no additional information provided to the student.
Is there a **reading accommodation** for the Career Interest Inventory (UNIACT) for EXPLORE and PLAN?

- A reading accommodation is available for the Career Interest Inventory (UNIACT) for EXPLORE and PLAN.

- A Reader’s Script is not available for the non-cognitive section of the assessment (UNIACT). The Room Supervisor (TA) will read directions from the *Room Supervisor’s Manual*.

- The Room Supervisor (TA) providing a reading accommodation on the non-cognitive section (UNIACT) will read directly from the “Interest Inventory”.
For questions concerning the use of the Reader’s Script or reading accommodations, please contact Rebecca Mims at 334-242-8038 or rmims@alsde.edu.