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**QualityCore End-of-Course Assessments**
**Handbook for System and Building Test Coordinators**

**Alerts**

This document, *QualityCore End-of-Course Assessments: Handbook for System and Building Test Coordinators*, provides reminders of unique characteristics of this program and areas that require special attention. Hereafter, this document will be referred to as QC Handbook.

1. Rebecca Mims at the State Department of Education (SDE) is your primary contact for the *QualityCore End-of-Course (EOC)* assessments, including additional materials, special formats, and/or shipping at 334-242-8038.

2. For this assessment, the Test Administrator is referred to as the *Room Supervisor*. In ACT’s publications, the System and Building Test Coordinators are referred to as the Test Supervisor; however, for clarity, we will continue to use the terms System Test Coordinator (STC) and Building Test Coordinator (BTC).

3. The window for EOC assessments will be within the school’s last four weeks of the course. The first day of testing this spring may be no earlier than April 24, 2013.

4. Students enrolled in English 9, English 10, Algebra I, Algebra IB, Geometry, or Geometry B who will complete the course during the 2012-2013 school year will participate in the corresponding EOC assessment. AOD students enrolled in Algebra Essentials B (700016), Geometry Essentials B (700019), LSI English 9 (700001), and LSI English 10 (700002) will participate in the corresponding EOC assessment.

5. The **System Test Coordinators, Building Test Coordinators, Principals, and Monitors** must be familiar with the documents listed below. The link to download and print manuals and user guides is [http://www.act.org/aap/alabama/qualitycore.html](http://www.act.org/aap/alabama/qualitycore.html)
   - ACT’s *QualityCore Test Supervisor’s Manual: End-of-Course Assessment (Contract)*. Heretofore, this document will be referred to as *Test Supervisor’s Manual*.
   - ACT’s *QualityCore Room Supervisor’s Manual: End-of-Course Assessment (Contract)*. Heretofore, this document will be referred to as *Room Supervisor’s Manual*.
   - ACT’s *QualityCore CBT Room Supervisor’s Manual: End-of-Course Assessment*. Heretofore, this document will be referred to as *CBT Supervisor’s Manual*.
   - ACT’s *QualityCore Online User Guide*. Heretofore, this document will be referred to as *User’s Guide*.

6. In addition to the manuals listed above, the STCs, BTCs, Principals, and Monitors must be familiar with the *Alabama Student Assessment Program Policies and Procedures for Students of Special Populations, Updated January 2013*. Heretofore, this document will be referred to as Special Populations Manual by clicking on the following link: [http://www.alsde.edu/html/sections/documents.asp?section=91&sort=43&footer=sections](http://www.alsde.edu/html/sections/documents.asp?section=91&sort=43&footer=sections)

7. The **Room Supervisors administering paper/pencil tests** must be familiar with the *Room Supervisor’s Manual (Contract)*.
8. The **Room Supervisors administering computer-based tests** must be familiar with the *CBT Room Supervisor's Manual.*

9. STCs must request special format materials from the ALSDE. The School Order Form for Special Print Materials (page 20 of this QC Handbook) should be submitted to Rebecca Mims no later than March 25, 2013.

10. STCs must submit the Testing Date form(s) to Rebecca Mims three weeks prior to the first date of testing. Option 1 of the Testing Date form (page 21 of this QC Handbook) should be submitted if any of the schools within the system will administer both 45-minute sections of a test in one day; Option 2 of the Testing Date form (page 22 of this QC Handbook) should be submitted if any of the schools within the system will administer each of the 45-minute sections of a test on separate days.

11. Make-up testing is allowed within the testing window.

12. Testing materials should be distributed for the **EXACT** number of students being tested in each setting.

13. Room Supervisors must administer tests according to standard testing procedures. At no time may the Room Supervisor leave the room unattended.

14. Room Supervisors and other testing staff will report all irregularities on the Irregularity Report included on page 17 of this handbook. This is the ALSDE Irregularity Report that is used for most state assessments.

15. In cases of unusual circumstances (i.e., bomb threats, weather alerts, suspected cheating), the STC must notify the ALSDE immediately. In addition, the ALSDE must be notified immediately at 334.242.8038 when incidents involving prohibited behaviors of students (or adults) or other circumstances that may affect the scoring of a student’s test occur. A copy of the Irregularity Report should be faxed or emailed to Rebecca Mims at 334.242.7341 or rmims@alsde.edu.

16. The BTC will place all irregularity reports behind the School Header. When applicable, affected answer documents and/or test booklets must be attached to ACT’s Contract Testing Irregularity Report and returned with all other completed answer documents to ACT. (Note: The ALSDE must be notified before an answer document is voided.) One copy of the irregularity report should be faxed or emailed to Rebecca Mims at 334.242.7341 or rmims@alsde.edu; an additional copy should be kept on file in the LEA.

17. Score reports for paper/pencil tests will be available online within two weeks after answer documents are received from ACT.

18. Score reports for computer-based tests will be available online within 24 hours after students listed on a roster submit their tests.
Review of Test Supervisor’s Manual

Manual Statement and Signature (Cover—Page 1)
□ After reading the manual statement printed on the front cover of the ACT QualityCore Test Supervisor’s Manual, each Test Supervisor (BTC or STC) must sign and record the date on the appropriate line at the bottom of the page of his or her manual.

Letter to BTC and STC (Page 2)
□ Important information, including contact information for ACT QualityCore Customer Services, is included in the letter to the educator.

Table of Contents (Page 3)
□ A contents page has been included for ease in use of the manual.

Policies and Procedures (Page 4)
□ BTCs and STCs must review Policies and Procedures for ACT’s QualityCore assessments.

Test Materials (Pages 5-7)
□ The Building Test Coordinator is responsible for maintaining the security and safekeeping of the test materials while they are in the school.
□ The System Test Coordinator is responsible for ensuring that all test security procedures are followed in the system.

Receipt of Test Materials (Page 5)
□ Each school’s QualityCore shipment has been divided into course-specific materials (test booklets) and miscellaneous test materials (manuals, return packing materials, and headers). A stamp on the outside of each box identifies its contents.
□ A complete list of materials shipped is printed on page 5.
□ Materials will be shipped to the STC.

Reviewing Test Materials (Page 6)
□ The STC will verify that all materials listed on the Pack/Return Slips have been received. QualityCore Customer Service (866-764-7228) must be contacted immediately if there are discrepancies.
□ After confirming that all materials have been received, the STC will attach the Pack/Return Slips to the BTC’s Receipt and Return of QualityCore End-of-Course Testing Materials (see page 14 of this QC Handbook).
□ When the BTC receives materials from the STC, he or she will verify contents of the shipment against the Pack/Return Slips and sign the BTC’s Receipt and Return of QualityCore End-of-Course Testing Materials.
□ The original signed form with the attached Pack/Return Slips will be retained by the STC.
□ Boxes must be resealed, and a copy of the BTC’s Receipt and Return of QualityCore End-of-Course Testing Materials form will be placed with materials released to the BTC.
Storing Materials (Page 6)
- The sealed boxes must remain locked in BTC’s secure storage until the day they are used. They must be returned to the secure storage immediately after testing each day. Only the Principal and BTC may have keys to the secure storage room. The lock may NOT be accessible with a master key.
- All test materials must be accounted for before, during, and after testing, and until they are returned to the STC and ACT.

Before Test Day (Not Included in Test Supervisor’s Manual)
- The Room Supervisor’s Manuals must be distributed to all staff prior to testing so they have time to read it.
- The CBT Supervisor’s Manual must be downloaded and printed. No test materials will be shipped for CBT assessments.
- After training, the manuals are returned to the BTC for distribution on the day(s) of testing.

Distributing Testing Materials to Room Supervisors (Page 7)
- Distribute materials to Room Supervisors according to the instructions on page 7 of the Test Supervisor’s Manual.
- Complete the Room Supervisor’s Receipt and Return of QualityCore End-of-Course Test Materials (see page 15 of QC Handbook) as test materials are distributed to Room Supervisors. Substitute this form for the Contract Test Booklet Tracking Log located on page 27 of the Test Supervisor’s Manual.
- Each Room Supervisor must count and verify the quantity of materials received from and returned to the BTC.
- Each Room Supervisor must check the cover of the test booklets to ensure that booklets match names on the test roster.

Other Materials to Be Used for Testing (Page 7)
- #2 pencils are required. No mechanical pencils may be used. The Room Supervisors should have additional #2 pencils on hand for student use.
- Students are allowed, but not required, to use an approved calculator on the Algebra I and Geometry EOC tests. See page 29 of the Test Supervisor’s Manual for information regarding approved calculators. Information concerning calculators must be communicated to students prior to testing. Remember, NO tablets or iPads are allowed in the test room. Students may NOT share calculators.
- Scratch paper is NOT allowed for paper/pencil tests.

Accommodated Testing (Page 8 and Special Populations Manual)
- All allowable accommodations are found in the Special Populations Manual. The link for downloading this manual is http://www.alsde.edu/html/sections/doc_download.asp?section=91&id=15362&sort=43
- A student with an IEP/504/I-ELP who cannot complete the QualityCore assessments under standard conditions may be tested with accommodations or accommodated testing material.
- A student with an IEP/504/I-ELP receiving the accommodations of large-type, braille, or read-aloud MUST test using a paper/pencil format. Other accommodations may also require the use of paper/pencil format.
Accommodated Testing, continued (Page 8 and Special Populations Manual)

- Although the reader’s scripts are ordered from the ALSDE, all standard print paper/pencil tests needed by students receiving read-aloud accommodations must be ordered from ACT.
- A Room Supervisor providing read-aloud accommodations MUST use a reader’s script. A Room Supervisor is NOT permitted to read from a test booklet.
- All reader’s scripts, large-print, and braille materials must be ordered from the ALSDE (see page 20 of this QC Handbook).
- Orders for special format materials must be submitted to Rebecca Mims at the ALSDE no later than March 25, 2013.
- Important information regarding gridding accommodation codes on answer documents is located on page 8 of the Test Supervisor’s Manual.
- The School Order Form for Special Print Materials (page 20 of this QC Handbook) must be submitted to the ALSDE for large-type or braille test materials. Reader’s scripts for read-aloud accommodations must also be requested on this form.

Room Supervisors (Page 9)

- Typically, teachers serve as Room Supervisors and will administer the EOC Assessments to students during a regular class period.
- Proctors should be assigned when testing groups are not in a classroom setting.
- Everyone involved in test administration must have a copy of the ACT QualityCore Room Supervisor’s Manual Contract prior to testing and be familiar with its contents.

Test Format (Page 9)

- The EOC Assessments consist of two multiple-choice sections. Schools may select any day or days during the testing window to administer the test; however, multiple rosters of the same subject area must test on the same day(s) within the testing window. (Note: Flexibility will be given for schools administering CBT EOC tests if all students cannot be tested on the same date.)
- Each section requires 45 minutes of testing time. Schools may choose to administer both sections of the test in one section or in two separate sections.

Desirable Testing Conditions (Page 9)

- Testing rooms, including classrooms, must offer adequate testing conditions. (See page 9 of Test Supervisor’s Manual.) Lapboards must not be used.
- All students must be seated facing the Room Supervisor in an administration of paper/pencil assessments. A seating chart with students’ names and booklet numbers is required.
- Students taking the CBT format of the EOC must be seated so that the possibility of cheating is at a minimum. A seating chart is required.
- According to the Test Supervisor’s Manual, every testing room must have a clock that is visible from every desk.
Editing Student Account Information (Page 10)

- Demographic information generated from the Test Assignment Rosters that were created on the QualityCore website will be printed on test booklets and tear-out answer documents.
- STCs may contact QualityCore Customer Services at 866-764-7228 for questions about pre-printed materials.
- In the case that the test booklet and answer document contain incorrect information, the student’s account information must be edited. The student’s pre-printed answer document must NOT be edited.
- Steps for correcting the student information in the QualityCore website are located on page 10 of the Test Supervisor’s Manual.

Gridding a Blank Answer Document (Pages 10-11)

- See pages 10-11 of the Test Supervisor’s Manual for instructions for gridding answer documents for students who do not have pre-printed materials at the time of testing.
- Prior to test administration, the BTC must log on to the QualityCore website to retrieve the student’s QualityCore ID.

Creating New Student User (Page 11)

- If you cannot find an account for a student, you must create one and grid the QualityCore ID on the answer document. See page 11 of Test Supervisor’s Manual.

Updating Test Roster (Page 12)

- If you did not receive a personalized test booklet with answer document for a student, it is likely that the student is not in the Test Assignment Roster for a class/section. The student must be registered in a valid Test Assignment Roster before used answer documents are returned to ACT. Information for updating a Test Assignment Roster is located on page 12 of the Test Supervisor’s Manual.
- ACT cannot score a test (paper/pencil or CBT) unless the student has a valid QualityCore ID and is registered in a valid Test Assignment Roster.

Editing a Suborder (Page 13)

- Specific instructions for editing a suborder are located on page 12 of the Test Supervisor’s Manual.
- The STC has the ability to increase and decrease the number of test units across suborders to accommodate adjustments to Test Assignment Rosters. If the order is being changed less than 4 weeks from the first day of testing, the STC must contact ACT Customer Services at 1.866.764.7228 for help with the change.
- The STC can change CBT suborders at any time.
Completing Group Headers (Pages 13-15)

- Group Headers are used to separate answer documents into their correct Test Assignment Rosters for reporting.
- Returning answer documents with the wrong Group Header will cause delays in scoring.
- You must complete a Group Header for each Test Assignment Roster, and ONLY the answer documents for students in that roster should be packed with its Group Header.
- See page 14 for a sample Group Header.
- See page 15 of the Test Supervisor’s Manual for instructions on completing a Group Header that is NOT preprinted.

Receiving Materials from Room Supervisors (Not in Test Supervisor’s Manual)

- Using the Room Supervisor’s Receipt and Return of QualityCore End-of-Course Test Materials (see page 15 of this QC Handbook), the BTC will check to ensure that all materials are returned immediately after testing each day.
- In a school that is testing sections 1 and 2 of a subject test on 2 separate days, materials must be distributed prior to testing and returned at the conclusion of testing each day.
- The BTC will store all materials in the school’s secure (locked) location until testing is complete.

Other Guidelines (Page 16)

- #2 pencils with erasers (no mechanical pencils) must be used for QC EOC testing.
- The use of notes or any foreign language or English dictionary is not permitted on CBT or paper/pencil tests.
- For paper/pencil tests, scratch paper is not allowed; scratch work must be done in the test booklet.
- Unlike the paper/pencil tests, one sheet of scratch paper for each section is allowed for students taking CBT. The student’s name must be recorded on the scratch paper, and the Room Supervisor must take up and account for all scratch paper after testing.
- Specific instructions about guessing are printed inside the test booklet on the page preceding each multiple-choice section. If students ask the Room Supervisor about guessing, they must be referred to these instructions. The Room Supervisor may not comment on or add to the printed directions in any way.
- Since there is no test booklet to which to refer a student taking CBT, the Room Supervisor should respond to questions about guessing by saying, “You will not be penalized for guessing. It is to your advantage to answer every question, even if you must guess.” The Room Supervisor may not comment on or add to these directions in any way.
- Do not answer questions regarding individual test items. All staff in the room during an administration should respond to questions with, “Do the best you can.” Staff members may NOT assist students with test item responses or alter or attempt to alter student responses at any time.
- If students note typographical errors or ambiguities in particular test items, the Room Supervisor should follow instructions on page 16 of the Test Supervisor’s Manual.
Prohibited Behaviors and Reporting Irregularities (Pages 16-17)

□ Room Supervisors must be familiar with the list of prohibited behaviors (pages 16-17 of *Test Supervisor’s Manual*) that may lead to a student’s test being invalidated.

□ A copy of the Test Irregularity Report pertaining to a student infraction must be sent to ACT and ALSDE.

□ A copy of other irregularity reports must be sent to ALSDE.

□ Please note instructions on page 17 of the *Test Supervisor’s Manual* that Room Supervisors should confiscate and retain indefinitely any electronic device, including a cell phone or iPad, used in violation of this list of prohibited behaviors. ACT must be contacted immediately for further instructions.

Prohibited Behaviors by Staff (Pages 17)

□ Room Supervisors must be familiar with the list of staff behaviors that are prohibited. (See page 17 of *Test Supervisor’s Manual* for list.)

□ Staff should note that these behaviors may lead to a student’s test not being scored or to a reported score being cancelled, and may also lead to consequences for testing staff, including reporting security concerns to appropriate school or legal authorities.

Use of Digital Devices by Staff (Not in Manual)

□ School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) during test administration. Violations may result in disciplinary action/certification revocation. Additional disciplinary action may be taken by the LEA.

□ When administering paper/pencil tests, all electronic devices belonging to school personnel, including computers located in the testing room, must be turned off before testing materials are brought into the room, and they must remain off until testing materials are removed from the room. (Students may not bring electronic devices into the testing room.)

□ When administering computer-based tests, all electronic devices, EXCEPT computers being used by students to take a test, must be turned off before testing begins, and they must remain off until testing ends. (Students may not bring electronic devices into the testing room.)

□ All printers that have scanning or copying capability and all copy machines must either be disabled or removed from all rooms being used for a testing section.

Reporting Irregularities or Prohibited Behaviors (Page 18)

□ The Room Supervisor will document any testing irregularities on the Testing Irregularities Report—Alabama QualityCore End-of-Course Assessments (page 18 of this QC Handbook).

□ The System Test Coordinator must contact the ALSDE immediately upon the occurrence of prohibited behavior.

□ The Building Test Coordinator or System Test Coordinator will complete the Contract Testing Irregularity Report and attach any test booklets and/or answer documents affected by irregularities to the report.
Returning Test Materials to System Test Coordinator (Not in Test Supervisor’s Manual)

- The BTC should NOT seal the school envelopes containing answer documents until the STC has checked to ensure that all materials have been packed correctly.
- The BTC should confirm that all Group Headers are completed and that the “Number of Answer Documents to Be Scored” is correct.
- The STC must review all Irregularity Reports and confirm that the affected answer documents and/or test booklets are attached to the report(s).

Returning Test Materials to ACT (Pages 19-23)

- 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 remain in secure storage until testing is completed for all courses.
- All test materials provided by ACT must be shipped back to ACT within two days after a school has administered all QualityCore tests.
- Answer documents should NOT be shipped from the local schools.

QualityCore School Headers (Page 19)

- The STC should confirm that the QualityCore School Header has been completed correctly.
- The School Header is located in the back of the Test Supervisor’s Manual for each school. (See page 19 of the Test Supervisor’s Manual for a sample School Header.)

Packaging Answer Documents for Scoring—Step 1 (Page 20)

- The School Header must be completed according to the directions printed on it. The “Number of Answer Documents to Be Scored” must be equal to the sum of the numbers indicated on all Group Headers.
- The STC must package used answer documents in the Tyvek envelopes provided (see page 20 of Test Supervisor’s Manual). Envelope 1 should contain a School Header at the top and all Testing Irregularity Reports. Answer documents and/or test booklets that were affected by irregularities should be attached to the reports.
- The appropriate Group Header should be placed on top of each set of used answer documents. The order for packing answer documents is illustrated on page 20 of the Test Supervisor’s Manual.

Packaging Answer Documents for Scoring—Step 2 (Page 21)

- The STC must package Tyvek envelopes containing headers and answer documents in the mailers with attached preaddressed UPS Authorized Return Service (ARS) labels.
- The guidelines for packaging the Tyvek envelopes into polymailers for shipping are on page 21 of the Test Supervisor’s Manual. The STC must make sure that a sufficient number of Tyvek Scoring Services envelopes and polymailer bags for returning used answer documents were received from ACT. The STC should contact QualityCore Customer Services at 866-864-7228 if number of envelopes or bags is not sufficient—or if polymailer bags are missing UPS return postage labels.
Packing Boxes for Return Shipping to ACT (Pages 22-23)

- Instructions for packing boxes for return shipping on pages 22 and 23 must be reviewed.
- The preaddressed UPS Authorized Return Service (ARS) labels provided should be used to ship nonscorable testing materials (e.g., test booklets, manuals) back to ACT.
- All used and unused test booklets must be packed in the boxes stamped with their course name.
- All unused answer documents and all Room Supervisor’s Manuals must be returned in the boxes stamped “Miscellaneous.” See the illustrations on page 23 for the order for packing materials.
- The drawing on page 23 illustrates how materials should be packaged in original boxes for shipping.

UPS Authorized Return Service (Pages 23-24)

- NO boxes may be shipped to ACT from a school. System Test Coordinator will ship all materials to ACT.
- All material must be kept in secure storage and supervised prior to UPS pick-up or drop-off at a staffed UPS site.
- The STC should NOT call UPS to arrange pickup; the LEA may incur a service charge that cannot be paid by ACT or the ALSDE if UPS is contacted for pickup.
- If normal pickup area is not supervised, or a UPS driver is not expected to come within 24 hours after testing is complete for a system, the STC must take the packages to a UPS service location.
- For documentation of shipment, the STC should record the tracking number of the traceable shipping label.

ACT’s Anonymous Hotline (Page 24)

- Any person who has reason to suspect that prohibited behavior(s) occurred during the administration of an ACT QualityCore End-of-Course Assessment should share his or her concern by contacting ACT’s anonymous hotline at 877.777.7296 or by using an anonymous reporting website http://act.alertline.com/gcs/welcome.


- The Building Test Coordinator will use this form to report any irregularities that may affect the scoring of a student’s answer document to ACT.
- If the ALSDE has approved voiding of a student’s answer document, the STC should attach the voided answer document to the appropriate Contract Testing Irregularity Report.
- Although more than one student who tested in the same session may be listed on the form, a separate form must be completed for each Test Roster.
- The original document must be submitted to ACT. One copy of this form should be submitted to Rebecca Mims at the ALSDE, and another copy should be kept on file in the LEA.
Contract Test Booklet Tracking Log (Page 27)

- The Room Supervisor’s Receipt and Return of QualityCore End-of-Course Testing Material (page 15 of this QC Handbook) will substitute for the Contract Test Booklet Tracking Log. The Contract Test Booklet Tracking Log will NOT be used for distribution and collection of materials in Alabama.

Use of Calculators on the ACT QualityCore End-of-Course Assessment (Page 29)

- All testing staff must be familiar with information pertaining to the use of calculators on the QualityCore End-of-Course Assessment. NO iPads are allowed in the testing room!

Test Supervisor’s Checklist (Pages 30-31)

- Although not comprehensive, the checklist printed on pages 30-31 in the Test Supervisor’s Manual could be helpful.
Timeline for Administering QualityCore End-of-Course Assessments

Step 1 .................................................................................................................. Establish testing window
1st day of testing (NO EARLIER THAN April 24) ....................................................... 
Last day of testing (NO LATER THAN May 23) ...........................................................

Step 2 ........................................... Determine the number of students to be assessed in each subject area
Note: All tests should be MC/MC (multiple choice/multiple choice)

- **English 9**
  - **Number of Paper and Pencil Tests—Form 5**
    - English 10 ............... Number of Paper and Pencil Tests—Form 6
    - Algebra 1 ................. Number of Paper and Pencil Tests—Form 6
    - Geometry ........................ Number of Paper and Pencil Tests—Form 6

- **English 9**
  - **Number of Computer-Based Tests—Form 5**
    - English 10 ............... Number of Computer-Based Tests—Form 6
    - Algebra 1 ................. Number of Computer-Based Tests—Form 6
    - Geometry ........................ Number of Computer-Based Tests—Form 6

Step 3 .................. Submit School Order form for Special Print Materials for Accommodated Testing
Deadline for submitting order form to ALSDE ............................................ March 25, 2013
See Order form on page 11 of this document. Remember that paper and pencil administrations are required for students receiving reading accommodations or utilizing large-print or braille format.

Step 4 .................................................................................................................. Confirm Unit Usage
Using the information from Step 2 above, complete this step. Step-by-step instructions may be accessed at [www.act.org/qualitycore/qcresources.html Confirm Unit Usage](www.act.org/qualitycore/qcresources.html) (PDF version).

Form 6 must be selected for Spring 2013 testing for all courses except English 9; Form 5 must be selected for English 9. ACT suggests that schools order an average of 3 to 5 tests in each subject area for paper and pencil assessments. Deadline for confirming unit usage for paper and pencil tests is 4 weeks prior to the first day of testing. For schools that begin testing on April 24, 2013, the deadline is ......................................................... March 27, 2013

Step 5 .......................................................... Create and Upload Users and Teachers
Step-by-step instructions may be found at [www.act.org/qualitycore/qcresources.html Create/Upload Users & Teachers](www.act.org/qualitycore/qcresources.html) (PDF version).

Step 6 .......................................................... Create and Upload Students
All students in grades 8-12 were uploaded from the ALSDE to the QualityCore system in October; however, students who are missing from the QualityCore system will need to be added. Step-by-step instructions may be found at [www.act.org/qualitycore/qcresources.html Create/Upload Students](www.act.org/qualitycore/qcresources.html) (PDF version)

Step 7 .................................................................................................................. Create Class Test Rosters
Keep in mind that separate rosters must be built for students being assessed with paper and pencil tests and those being assessed with computer-based tests.
Step-by-step instructions may be found at [www.act.org/qualitycore/qcresources.html Create Class Test Rosters](www.act.org/qualitycore/qcresources.html) (PDF version)

Step 8 .................................................................................................................. Finalize Class Rosters
Deadline for finalizing test rosters for paper and pencil tests ...................... March 27, 2013
Rosters for computer-based tests may be finalized one day prior to testing
Step-by-step instructions may be found at [www.act.org/qualitycore/qcresources.html Finalize Class Rosters](www.act.org/qualitycore/qcresources.html) (PDF version)

Step 9 .................................................................................................................. Submit Test Schedule
Deadline for submitting Test Schedule for schools within a system .............. April 3, 2013
See pages 12 and 13 of this document for Test Schedule (options 1 and 2).
# BUILDING TEST COORDINATOR’S RECEIPT AND RETURN OF QUALITYCORE END-OF-COURSE TESTING MATERIALS

**DIRECTIONS:** This form accompanies testing materials which are delivered to schools and returned to the central office. Answer documents to be scored are returned to the STC in the envelopes provided by ACT. All other materials are returned to the STC to be shipped back to ACT. No materials will remain in the school or school system. This form is to be filed in the LEA by the STC.

**School:**

**Building Test Coordinator:**

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### Materials Received

I have checked materials shipped for my school against the Pack/Return Slips (attached). I understand that I must return all items listed on the Pack/Return Slips. No materials may be left in the school after testing.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Returned</th>
<th>Discrepancy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>English 10</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Algebra I</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Geometry</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Signature of Building Test Coordinator: __________________________  Date Received: ______________________

Signature of System Test Coordinator: __________________________  Date Distributed: ______________________

### Materials Returned to System Test Coordinator

I have checked materials listed on the Pack/Return Slips (attached). All testing materials, except answer documents to be scored, will be shipped back to ACT in the original boxes.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Returned</th>
<th>Discrepancy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>English 10</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Algebra I</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Geometry</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Number of Answer Documents to Be Scored

<table>
<thead>
<tr>
<th>Subject</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>_____</td>
</tr>
<tr>
<td>English 10</td>
<td>_____</td>
</tr>
<tr>
<td>Algebra I</td>
<td>_____</td>
</tr>
<tr>
<td>Geometry</td>
<td>_____</td>
</tr>
</tbody>
</table>

Signature of Building Test Coordinator: __________________________  Date Returned: ______________________

Signature of System Test Coordinator: __________________________  Date Received: ______________________

*Any discrepancy in test materials returned must be reported to ALSDE immediately.

---

*QualityCore End-of-Course Assessments: Handbook for System and Building Test Coordinators – Revised March 11, 2013*
**Room Supervisor’s Receipt and Return of Quality Core End-of-Course Testing Materials**

DIRECTIONS: This form accompanies testing materials which are delivered to the Room Supervisor and returned to the Building Test Coordinator each day. All materials must be returned to secure storage each day. This form is to be filed in the LEA by the System Test Coordinator.

Name of School: __________________________________________________________

Name of Room Supervisor: ________________________________________________

<table>
<thead>
<tr>
<th>□ English 9</th>
<th>□ English 10</th>
<th>□ Algebra I</th>
<th>□ Geometry</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEFORE TEST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Received</td>
<td>Serial Numbers on Materials</td>
<td>Quantity Returned</td>
<td>Serial Numbers of Any Missing Materials</td>
</tr>
<tr>
<td>Standard Test Booklets</td>
<td>_______ to _______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Large-Type Test Booklets</td>
<td>_______ to _______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Braille Test Booklets</td>
<td>_______ to _______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Answer Documents*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Room Supervisor’s Manual(s)</td>
<td>_______</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Reference Sheets*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Since answer documents and reference sheets are included as tear-out pages within the test booklets, the quantity returned will equal the number of used test booklets returned.

---

**Verification of Delivery and Return of Materials**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Room Supervisor/Test Administrator</th>
<th>Date</th>
<th>Signature of Building Test Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Delivery</td>
<td>____________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return</td>
<td>_____________________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LEA REPORT OF TRAINING ACTIVITIES
Spring 2013

(System Name)                                           (School Name or Central Office)
QualityCore End-of-Course                                               (Name of Assessment)                                               (Date of Training)

Place an X in boxes to indicate all who attended this training section:
[ ] System Special Education Coordinator [ ] System 504 Coordinator
[ ] System EL Coordinator [ ] Monitors
[ ] Room Supervisor [ ] Principals
[ ] Building Test Coordinator [ ] Proctors
[ ] Alternates [ ] Other____________________

TRAINING SECTION MATERIALS AND ACTIVITIES

If any answer is “NO” please explain on back. YES NO

1. Copies of the appropriate QualityCore End-of-Course manual(s) were provided and reviewed. ______ __________
2. Copies of the appropriate sections of the Handbook for System and Building Test Coordinators were distributed to each participating staff member. ______ __________
3. Any handouts provided by the SDE necessary for training were distributed to appropriate participants ______ __________
4. Copy of the LEA test schedule for each school was distributed to appropriate participants. ______ __________
5. LEA roles and responsibilities were explained and discussed. ______ __________
6. Clear statement was made regarding testing procedures and breaks. ______ __________
7. Clear statement was made of manner in which pupil misconduct during test will be handled. ______ __________
8. Explanation was given to importance of adhering to standardized testing. ______ __________
9. Information was distributed on where, when, and from whom materials will be obtained. ______ __________
10. Information was distributed on packaging procedures and the returning of materials to whom, where, and when. ______ __________
11. Explanation was given for close attention to security procedures for receiving, using, and returning test materials. ______ __________
LEA Report of Training Activities, Page 2

(System Name)                                           (School Name or Central Office)

QualityCore End-of-Course (Name of Assessment) (Date of Training)

<table>
<thead>
<tr>
<th>Signature of Staff Participating in Training Section</th>
<th>Position in School or Central Office</th>
<th>Responsibility in Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Room Supervisor ☐ □ Administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monitor ☐ □ Alternate ☐ Proctor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building Test Coordinator ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room Supervisor ☐ Proctor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monitor ☐ Alternate ☐ Building Test Coordinator</td>
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<td></td>
<td></td>
<td>Room Supervisor ☐ Proctor</td>
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<td></td>
<td></td>
<td>Monitor ☐ Alternate ☐ Building Test Coordinator</td>
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<tr>
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<td>Room Supervisor ☐ Proctor</td>
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<td></td>
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<td>Monitor ☐ Alternate ☐ Building Test Coordinator</td>
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<td></td>
<td></td>
<td>Room Supervisor ☐ Proctor</td>
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<tr>
<td></td>
<td></td>
<td>Monitor ☐ Alternate ☐ Building Test Coordinator</td>
</tr>
</tbody>
</table>

Note: This form will be stored in the LEA by the System Test Coordinator

Signature of System/Building Test Coordinator
Testing Irregularity Report
Alabama QualityCore End-of-Course Assessments

School personnel should complete this report if unusual circumstances have occurred (e.g., misconduct of student, illness of student, suspicion of cheating, interruption of testing).

The Building Test Coordinator should submit all reports to the System Test Coordinator for delivery to ACT. If applicable, affected answer document(s) and/or test booklet(s) should be attached to the original form and packaged behind the School Header in the Tyvek envelopes containing used answer documents to be sent to ACT. One copy of this form should be sent to the ALSDE, and one copy should be retained in the LEA.

<table>
<thead>
<tr>
<th>School Name</th>
<th>System Name</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Room Supervisor</th>
<th>Test Roster Name/Assignment ID</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Course (e.g., English 10)</th>
<th>Test Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Student Name*</th>
<th>Student QualityCore ID*</th>
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</table>

Description of Prohibited Behavior or Irregularity:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action Taken:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Answer Document(s) Attached: [  ] Yes [  ] No

Group Irregularity: [  ] Yes [  ] No

<table>
<thead>
<tr>
<th>Name of Person Reporting Irregularity</th>
<th>Signature of Person Reporting Irregularity</th>
<th>Date Reported</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name of System Test Coordinator</th>
<th>Signature of System Test Coordinator</th>
<th>Date Received</th>
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<tbody>
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</table>

*List names and QualityCore IDs of students affected by group irregularity on back of this form.
**Monitoring of Test Administration**

System: ___________________________  School: ___________________________

Test: __________________________________________________________________________

Room Supervisor: ________________  Number of Students: ________________

Monitor: _________________________  Number of Proctors: __________________

Type of Administration:  [ ] Paper/Pencil  [ ] CBT

BRIEFLY DESCRIBE ROOM (i.e., classroom, library, etc.): ____________________________

YES  NO

1. Does the Room Supervisor have ample supplies?  ______ ______

2. Is the Room Supervisor familiar with the Supervisor’s Manual?  ______ ______

3. Does the Room Supervisor read the directions verbatim?  ______ ______

4. Do students appear to understand directions?  ______ ______

5. Has an appropriate testing environment been provided (lighting, seating, freedom from distraction or interruption)?  ______ ______

6. Does the Room Supervisor/Proctor circulate about the room occasionally to verify that the students are marking the answer document appropriately?  ______ ______

7. Is the procedure regarding time limits followed as specified in the Supervisor’s Manual?  ______ ______

8. Does the Room Supervisor adhere to test security policy?  ______ ______

9. Does the Room Supervisor properly check out and in testing materials from the Building Test Coordinator, which includes counting the number of test booklets?  ______ ______

10. Does the Room Supervisor return all testing materials to the Building Test Coordinator immediately following the testing section?  ______ ______

11. Are testing materials stored in a secure location in the school prior to the *QualityCore End-of-Course* administration and returned to the System Test Coordinator immediately following testing?  ______ ______

12. Are students with disabilities and/or English Learners receiving appropriate testing accommodations specified in their IEP/504 Plan/I-LEP?  ______ ______

Please note on back any variation(s) from standardized administration procedures.

*QualityCore End-of-Course Assessments: Handbook for System and Building Test Coordinators – Revised March 11, 2013*
## School Order Form for Special Print Materials

**Spring 2013 Administration of QualityCore End-of-Course Assessments**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>SSID</th>
<th>Large Print English 9</th>
<th>Large Print English 10</th>
<th>Large Print Algebra I</th>
<th>Large Print Geometry</th>
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</thead>
<tbody>
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</tbody>
</table>

**Student’s Name** | SSID | Braille English 9 | Braille English 10 | Braille Algebra I | Braille Geometry |
<table>
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</tbody>
</table>

**Reader’s Scripts Required for Room Supervisors Providing Read-Aloud Accommodations**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>English 9</th>
<th>English 10</th>
<th>Algebra I</th>
<th>Geometry</th>
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</tbody>
</table>

*One reader’s script should be ordered for each Room Supervisor providing reading accommodations. In addition, paper/pencil tests must be ordered for each student eligible to receive reading accommodations. Standard paper/pencil tests will be ordered from ACT.*

---

**Building Test Coordinator’s Signature**

**System Test Coordinator’s Signature**

**Date Sent to State Department**

**System Test Coordinators ordering materials for Spring 2013 testing should return this form by Monday, March 25, 2013, to**

Mrs. Rebecca Mims, Student Assessment, State Department of Education
P.O. Box 302101, Montgomery, AL 36130-2101
Phone: (334) 242-8038 ♦ FAX: (334) 242-7341 ♦
Testing Dates
Option 1: Two 45-Minute Test Sections Administered in One Day

If any of your schools have chosen the option of testing Multiple Choice Section 1 and Multiple Choice Section 2 in one day, complete the following table.

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Code</th>
<th>Indicate Date for Each QualityCore End-of-Course Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>English 9</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Signature of System Test Coordinator: ________________________
Date Sent to ALSDE: ____________________

PLEASE RETURN THIS FORM BY MAIL, FAX, OR E-MAIL **3 WEEKS PRIOR TO TESTING** TO:

Kanetra Germany
State Department of Education, Student Assessment
P.O. Box 302101, Montgomery, AL 36130
FAX (334) 242-7341
E-mail: rmims@alsde.edu
Testing Dates
Option 2: Two 45-Minute Test Sections Administered in Two Days

System Name: 
System Code: 

If any of your schools have chosen the option of testing Multiple Choice Section 1 on one date and Multiple Choice Section 2 on a second day, complete the following table.

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Code</th>
<th>Indicate Date for Each QualityCore End-of-Course Test Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>English 9 Section 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English 9 Section 2</td>
</tr>
</tbody>
</table>

Signature of System Test Coordinator: ______________________________ Date Sent to ALSDE: ________________

PLEASE RETURN THIS FORM BY MAIL, FAX, OR E-MAIL 3 WEEKS PRIOR TO TESTING TO:
Rebecca Mims
State Department of Education, Student Assessment
P.O. Box 302101, Montgomery, AL 36130
FAX (334) 242-7341
E-mail: rmims@alsde.edu