General Alerts
1. Room Supervisors administering computer-based tests must be familiar with ACT’s QualityCore CBT Room Supervisor’s Manual: End-of-Course Assessment. Heretofore, this document will be referred to as CBT Room Supervisor’s Manual.
2. The CBT Room Supervisor’s Manual must be downloaded and printed. ACT will NOT ship any materials, including manuals, to schools administering computer-based End-of-Course Assessments.
3. No relative of a student who is taking the test may serve as a Room Supervisor or Proctor for that student.
4. No student or student teacher may serve as a Room Supervisor or Proctor.

Preparing Test Room
5. Testing rooms, including classrooms, must offer adequate testing conditions.
6. As in the administration of all standardized tests, students should be seated so that cheating is discouraged. Since a standard seating chart might not be appropriate for a computer lab, the Room Supervisor may prepare a simple diagram illustrating the location of students in relation to other students in the room. The sample seating chart on page 6 of these alerts may not adequately show the set-up of your lab.
7. The testing room must offer adequate writing surfaces, uncrowded seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction.
8. All instructional materials (bulletin boards) related to potential test questions or information that could provide strategies for solving problems must be removed or covered prior to the test.
9. VanGuard must be installed on all computers that will be used for testing. See instructions on page 2 of the CBT Room Supervisor’s Manual.

Possession of Prohibited Items by Testing Staff
10. 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.
11. All electronic devices, except computers being used by students taking End-of-Course tests, must be turned off before testing begins, and they must remain off until timed testing ends for all students.
12. All copiers, scanners, printers, telephones and other electronic devices must be disabled or removed from the testing room before testing begins.
Prohibited Behaviors for Students
13. All CBT Room Supervisors must be familiar with prohibited behaviors and irregularities listed on page 3. These behaviors include the following:
   - Giving or receiving assistance
   - Using a prohibited calculator
   - Using a calculator on any test other than Algebra I or Geometry
   - Sharing a calculator with another student
   - Using any device to share or exchange information at any time during testing or during the break
   - Using dictionaries or other aids
   - Exhibiting confrontational, threatening, or unruly behavior
   - Creating a disturbance or allowing an alarm or phone to sound in the test room
   - Recording assessment content by electronic or other means
14. The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. School personnel will collect such devices before students can enter the testing room. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.
15. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.
16. Students may bring Number 2 pencils (not mechanical pencils) with erasers into the testing room.
17. No highlighters, pens, mechanical pencils, rulers, or other devices are allowed in the testing room.
18. Students should NOT be allowed to bring calculator watches, watches with timers or alarms, unapproved calculators, foreign language or other dictionaries, textbooks, backpacks, or other bags into the room.
19. Room Supervisors will report all irregularities that involve prohibited behaviors of students or circumstances that may affect the scoring of a student’s test on ACT’s Testing Irregularity Report printed on page 11 of the CBT Room Supervisor’s Manual. The ALSDE must be contacted immediately when such an incident occurs, and a copy of the Testing Irregularity Report should be sent to the ALSDE.
20. For all other test irregularities, the standard Irregularity Report (see page 5 of these alerts) provided for all other state tests must be utilized. These Irregularity Reports will not be sent to ACT, but a copy should be forwarded to the ALSDE. In cases of unusual circumstances (e.g., bomb threats or incidents of cheating), the STC must notify the ALSDE immediately.

Approved Materials to Be Provided for Testing
21. Materials needed for testing include the following:
   - CBT Room Supervisor's Manual
   - QualityCore Alerts for CBT Room Supervisors and Proctors
   - Roster of students to be tested with each student’s QualityCore ID
   - Seating chart
   - One sheet of scratch paper for each student
   - Supply of soft-lead Number 2 pencils (no ink or mechanical pencils)
Calculators
22. Students are allowed, but not required, to use an approved calculator on the Algebra I and Geometry EOC tests. Calculator Guidelines for Algebra I and Geometry Tests are described on page 9 of the CBT Room Supervisor’s Manual.

Accommodated Testing
23. 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 materials (large-type or braille format).
24. 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. Students receiving other accommodations may also require the use of paper and pencil format. Contact Nannette Pence or Susan Beard in Student Assessment at 334-242-8038 if you have questions.
25. All reader’s scripts, large print, and braille materials are ordered from the ALSDE.
26. All allowable accommodations are found in the Special Populations Manual.

Guidelines for Room Supervisors
27. Students should not be allowed to select their own seats. The Room Supervisor will record students’ names on a seating diagram prior to the day of testing.
28. Once students are checked in, the Room Supervisor will write ABSENT beside the student’s name for any student who is not present for testing.
29. Students must be provided with information as it appears on the Test Assignment Roster in order to log in to the VanGuard system and take the QualityCore End-of-Course Assessments. See page 2 of the CBT Room Supervisor’s Manual for specific instructions.
30. Unlike the paper and pencil test, students should be given one sheet of scratch paper for use during the each section of the CBT End-of-Course Assessment. The student must record his or her name on the scratch paper before testing begins. ALL scratch paper, both used and unused, must be collected at the end of test of the test section.
31. Students must use Number 2 pencils with erasers (no mechanical pencils) when writing on the scratch paper.
32. The use of notes, any foreign language or English dictionary is not permitted.
33. The Room Supervisor may not answer questions regarding individual test items or questions about how to use a calculator. Response to questions may be, “Do the best you can.”
34. If students note typographical errors or ambiguities in particular test items, Room Supervisors should first instruct students to do the best they can, and then include an explanation of the question or comment on a copy of the Testing Irregularity Report (page 11 of the CBT Room Supervisor’s Manual).
35. Room Supervisors must administer tests according to standard testing procedures. At no time may the Room Supervisor leave the room unattended.
Test Administration/Online Test Center
36. A basic overview of the CBT test administration is located on page 4 of the CBT Room Supervisor’s Manual. Included in this overview are instructions for ending a test session, beginning a second session, and exiting the Online Test Center.
37. Information pertaining to launching the test and opening the student’s Online Test Center are located on pages 4-5 of the CBT Room Supervisor’s Manual.
38. If there are login issues that cannot be resolved by verifying the roster details, the Room Supervisor should contact QualityCore Customer Services at 1-866-764-7228.
39. When a student completes Part 1 and begins Part 2, he or she can no longer return to Part 1 to review answers. The student can review his or her answers in the current module as time permits.
40. Before the student submits a completed test, a review page will display. The page will list all items on the test, the status of each item (answered, unanswered, or flagged), and how much time remains.
41. After finishing Part 1, the student will click SUBMIT.
42. The student will need to log in again to access the Online Test Center and proceed to Part 2.
43. If both parts are administered within the same day, a break may be allowed between parts. Students may use the restroom, but they must NOT be allowed to take any scratch paper with them.
44. Instructions for stopping the test in the case of an emergency are located on page 5 of the CBT Room Supervisor’s Manual. The ALSDE must be notified immediately if an emergency occurs.
45. Verbal Instructions for administration of the Computer-Based EOC tests are found on page 6-7 of the Room Supervisor’s Manual. Verbal instructions must be read verbatim.
   • General Instructions—page 6
   • Part 1 Multiple Choice—pages 6-7
   • Part 2 Multiple Choice—page 7
46. The Room Supervisor may NOT admit anyone to the testing room once the timed tests have begun. (The Building Test Coordinator will determine how makeup exams will be handled for late arrivals.)

After Testing
47. All materials must be inventoried and returned with the Room Supervisor’s Receipt and Return of QualityCore Testing Materials form to the Building Test Coordinator. Materials that must be returned to the Building Test Coordinator include the following:
   • CBT Room Supervisor’s Manual
   • Class Roster
   • Seating Chart/Diagram
   • Irregularity Forms (if applicable)
   • All scratch paper (used and unused)
Irregularity Report

Test:_________________________________________  Test Date:______________________________

Room Supervisor:___________________________  Proctor:__________________________

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). This report should be completed only if unusual circumstances have occurred. If the report is completed, it should be given to the Building Test Coordinator. Building Test Coordinators should submit all reports to the System Test Coordinator.

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Name of Person Reporting Irregularity________________________________________

Position of Person Reporting Irregularity____________________________________

Signature of Person Reporting Irregularity____________________________________  Date________
### SAMPLE SEATING CHART

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**Test Date:**

**Room Supervisor’s Desk**

- Prior to the test record students’ names in the boxes on the seating chart, making sure the seating chart mirrors the actual room set-up. If this chart does not reflect the setup of the room, complete a diagram that does.
- If a student is absent, write ABSENT in the appropriate box on the chart.
- After testing, check the roster and seating chart to make sure you have scratch paper for each student.