

## Administrative Memo

Date: May 29, 2014  
 To: School Administrators  
 From: Sharon Helwig, Ph.D. – Assistant Commissioner  
 Subject: CCR-14-008 – ACT® Statewide Test Administration

On January 14, 2014, the State Board of Education approved the administration of the ACT® to all grade 11 students in Missouri public schools, beginning in 2014-15, with the exception of students who are eligible for the Missouri Assessment Program-Alternate (MAP-A). The purpose of this memo is to provide schools with key dates pertaining to the 2014-15 statewide administration of the ACT®, as well as to provide a link to Frequently Asked Questions about the assessment. Please remember that dates and testing procedures for the ACT® are dictated by that company's requirements. In order for the statewide assessment to be considered as an official ACT® score those procedures must be followed.

### Administration Dates

Statewide administration of the ACT® will occur on a single date, at the same time, and under standardized administration conditions, for all grade 11 public school students in Missouri. A makeup date will be available for students who are not able to test on the designated statewide administration date. In addition, an extended window will be provided for students testing with approved accommodations. Spring 2015 ACT® testing dates are as follows:

School Year	2014-2015	2015-2016
INITIAL Test Date	Tuesday April 28, 2015	Tuesday April 19, 2016
MAKEUP Test Date	Tuesday May 12, 2015	Tuesday May 3, 2015

Approved Accommodations Window: April 28-May 12, 2015

### Scheduling

Districts should plan to administer the ACT® as the first activity of the day on the designated testing dates (both the statewide administration date and the makeup date). Testing **must** begin by 9:00 a.m. in order for scores to be reportable. Total testing time is approximately 3 ½ hours.

### Staff preparation

To prepare for statewide ACT® administration, each district will need to designate testing staff to organize, oversee, and administer the assessments. At a minimum, districts will need to identify a Test Supervisor, Back-up Test Supervisor, Room Supervisor (one per testing room), Proctor(s) (required in addition to the Room Supervisor, one for every 25 students in the testing room), and a Test Accommodations Coordinator. Testing staff must be identified by early October.

ACT will be providing required training for all testing staff in fall 2014. Training activities will include:

- Test Accommodations Coordinators Webcast – Available October 6, 2014
- Test Accommodations Coordinators' Q& A Session – December 10, 2014 (all states with April test dates)
- Test Administration Training Webcast (all testing staff) – Available December 8, 2014
- Test Administration Q&A Session - TBD (Missouri public schools only)

The plan described above is predicated on full execution of a contract between ACT® and the state of Missouri.

Answers to Frequently Asked Questions may be found at <http://dese.mo.gov/college-career-readiness/assessment/act#FAQ>