



ALABAMA
VIRTUAL ACADEMY
at Eufaula City Schools

Alabama Virtual Academy

State Testing Handbook

2023-2024

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ALVA TESTING POLICY

All full-time students enrolled in public schools in the state of Alabama are required to participate in state assessments.

The state opt-out policy does not apply to our school because ALVA students are out of district. One of the enrollment documents signed each year is the Non-Resident Application. This application/agreement states that the student will follow the rules and regulations established by the school system and by the Eufaula City Board of Education. The district policy is that all non-resident students attend required testing. Students who do not attend required testing are violating that agreement and the board has the right to revoke enrollment.

If you are concerned about attending in person testing due to extenuating medical circumstances, please reach out to your student's teacher with further details.

The performance of students on state mandated assessments provides data on student academic progress and reflects the teamwork of parents, students, and teachers.

In addition, the state of Alabama requires 12th graders to show mastery of College and Career Readiness. The primary way this is accomplished is earning benchmark scores on ACT WorkKeys, a state required assessment typically given in the fall. If students do not earn a benchmark score, they will be responsible for earning an alternate Career Readiness Indicator.

Other Career Readiness Indicators are:

- Benchmark score on any section of the ACT
- Qualifying score on an AP test
- Approved transcript showing college or postsecondary credit while in high school
- Accepted for enlistment into the US military
- Career Tech Credential (Microsoft Word & PowerPoint)
- Completing an in-school youth apprenticeship program
- Attaining career and technical education completer status
- Complete three courses within an approved ALSDE CTE Program with a C or higher
- ACT WorkKeys credentialing retest – week of March 4, 2024

Per district policy, failure to participate in required assessments may result in student withdrawal from ALVA.

STUDENT AND FAMILY EXPECTATIONS

- Families will routinely check student emails for testing communication. All emails go to student accounts and are copied to the email address associated with that student. If Learning Coaches are not receiving testing communication, they should reach out to their student's homeroom teacher to verify their email address.
- Families will place all testing dates on their family calendar and will not schedule vacations, doctor appointments, etc. on testing weeks.
- Families will confirm testing locations through Testing Nirvana for EACH in-person test administration.
- If a change of test site is requested, families will reach out to their homeroom teacher/advisor right away. Please keep in mind that each test will have a final date for site changes. These dates are listed in the handbook and will be communicated in newsletters and in the Testing Nirvana site assignment email. Changes cannot be made after that date due to the preparation of testing materials. There is no guarantee that site changes can be made. Changes can only be made if there is space available at the requested location.
- Students will arrive 15 minutes prior to their scheduled start time and be ready to begin their assessments on the date(s) and time(s) assigned by school staff.
- Families are not allowed to stay inside the testing facilities. Sign in and out will be done in a car line. Families are welcome to stay in their car in the parking lot if they choose; however, they will not be allowed to remain in the testing facility.
- Do not obstruct access to facility entrances during sign in and sign out.
- Students will NOT bring any digital device to testing. For state testing purposes, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes cell phones, smart watches, and health tracking devices. Exceptions to this policy are digital devices that are medically necessary for the health and/or well-being of students. All exceptions must be pre-approved and submitted to the System Testing Coordinator.
 - If a student has a digital device at a testing location, it must be powered off and given to an ALVA staff member PRIOR to entering the testing room. Devices will be returned at the conclusion of testing. ALVA will not be held liable for lost/damaged devices while in our possession.
 - Students who are in possession of a digital device will have their score(s) invalidated. In addition, anyone in violation of the digital device policy will be dismissed from testing and not allowed to return for any additional testing sessions. Students may be withdrawn as they will be in violation of the Eufaula City Schools district policy that requires attendance for in person testing.
 - A completed Digital Device Acknowledgement must be on file for each student prior to testing. Please click [HERE](#) to sign the acknowledgement.
- Students are expected to dress and behave appropriately. Disruptions at the test site could result in dismissal from the test site.

- Parents will promptly pick up students at the end of the testing session. Please plan accordingly.
- Quiet is to be observed in all testing rooms and testing areas.
- Students are not allowed to talk during breaks in the testing room or bathroom breaks.
- All participants shall show respect for the property and facilities used during this event and assume financial responsibility for any damages they cause.
- Comply with requests and direction from facility staff, instructors, and facilitators who are acting in the performance of their duties.
- Unauthorized use of facility computers or equipment is prohibited.
- Carrying or concealing objects that may be used as weapons is prohibited.
- No use or possession of illegal chemicals, substances, or alcohol is allowed.
- Pets or animals, other than service animals directly within the control of the individual with an ADA-certified disability, are not allowed in the facility.
- Families will notify ALVA staff of any student health needs by completing the [Student Health Information for State Testing](#) survey.

MCKINNEY-VENTO

Transportation assistance is provided for students identified as eligible for support throughout the McKinney-Vento Act. Additional information regarding specific assistance will be provided prior to your student's testing date(s).

WHAT TO EXPECT ON TESTING DAY

ALVA provides testing sites across the state. Sites range in size from very small to very large, depending upon the number of students in the area. While every effort is made to assign our students to the site closest to the home address we have on file, there could be times when that site is full. In that event, the students will be placed at the next closest site where space is available. It is imperative that families keep their address updated in our system.

Each student will be provided computers for computer-based tests as well as paper and pencils. Students will NOT be provided hand-held calculators. ACAP Summative has calculators imbedded in the testing platform. Students who wish to use a calculator for PreACT, ACT plus Writing, or ACT WorkKeys will need to bring their own. Please refer to [ACT's calculator policy](#) to confirm your calculator is permitted.

Testing sites will vary and may be at locations such as hotels, convention centers, community centers, or colleges. We do not have any control over the thermostats/temperatures. It's best to dress in layers, so you will be able to adjust your comfort accordingly. Please wear school appropriate clothing.

Students will be supervised at all times while at the testing site. They may not leave the site or access any digital device such as cell phones and smart watches until they have completed testing and have exited the testing room.

Please check testing arrival times carefully. Please do not arrive at the site earlier than 15 minutes prior to your scheduled check in time. Parents, Learning Coaches and/or other family members/adults will not be allowed to enter the building. Check in and check out will be done in a car line outside.

Students will receive name labels with their ALVA student identification number. The drop off person will receive a duplicate label. The pickup person can be different from the drop off person, but they must have the ID number that is on the label. Students will not be able to leave with anyone who cannot provide that ID number.

Students will NOT bring any digital device to testing. For state testing purposes, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes cell phones, smart watches, and health tracking devices. Exceptions to this policy are digital devices that are medically necessary for the health and/or well-being of students. All exceptions must be pre-approved by the ALSDE Office of Assessment.

- If a student has a digital device at a testing location, it must be powered off and given to an ALVA staff member PRIOR to entering the testing room. Devices will be returned at the conclusion of testing. ALVA will not be held liable for lost/damaged devices while in our possession.
- Students who are in possession of a digital device will have their score(s) invalidated. In addition, anyone in violation of the digital device policy will be dismissed from testing and not allowed to return for any additional testing sessions. Students may be withdrawn as they will be in violation of the Eufaula City Schools district policy that requires attendance for in person testing.
- A completed Digital Device Acknowledgement must be on file for each student prior to testing. Please click [HERE](#) to sign the acknowledgement.

STATE ASSESSMENTS

****ALL state assessments are required to be given in person. Tests cannot be given remotely.** Students must travel to their assigned location in order to test.

****Students may not take tests at their local school. Per the state of Alabama, students must test with their district. ALVA students are enrolled with Eufaula City Schools and are tested at specified locations around the state.**

****Testing dates could change due to state and federal COVID-19 mandates.**

PreACT

October 24 – 26

All Grade 10 students are required to take the PreACT. This is a one (1) day test. Specific testing dates are assigned based on testing sites. The PreACT simulates the ACT testing experience with shorter testing times on all four ACT test subjects: English, Math, Reading, and Science. The PreACT predicts future success on the ACT test and provides both current achievement and projected future ACT test scores on the 1-36 ACT score scale.

Students will not be provided hand-held calculators. Students who wish to use a calculator for the mathematics section of the PreACT will need to bring their own. Please refer to the [ACT calculator policy](#) to confirm your calculator is permitted.

VERY IMPORTANT – 10th grade students **MUST** have a state issued driver's permit/license, a state issued photo ID, a passport, or a photo military ID in order to test. This is an ACT requirement. If a student does not have one of the required pieces of identification, they can complete the [ACT Student Identification Form](#). The form must have a picture attached and be completed in its entirety. A site administrator will sign the form once students arrive on site.

Students who do not have any of the required photo IDs or a completed ACT Student Identification Form will **NOT** be allowed to test and may be subject to the district policy of withdrawal for not participating in state testing.

The final date to request a site change for PreACT will be Friday, September 29, 2023. There is no guarantee that site changes can be made. Changes can only be made if there is space available at the requested location.

ACT WorkKeys

October 24 – 26

All Grade 12 students are required to take ACT WorkKeys. This is a one (1) day test. Specific testing dates are assigned based on testing sites. ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations.

ACT WorkKeys assessments measure the cognitive and non-cognitive skills needed for success in the workforce. Students will take the Workplace Documents, Applied Math and Graphic Literacy tests. Based on the scores attained on the three assessments, students may be eligible to earn a Bronze, Silver, Gold, or Platinum Certificate.

If students do not earn a benchmark score of silver, gold, or platinum, they will be responsible for earning an alternate Career Readiness Indicator.

Other Career Readiness Indicators are:

- Benchmark score on any section of the ACT
- Qualifying score on an AP test
- Approved transcript showing college or postsecondary credit while in high school
- Accepted for enlistment into the US military
- Career Tech Credential (Microsoft Word & PowerPoint)
- Completing an in-school youth apprenticeship program
- Attaining career and technical education completer status
- Complete three courses within an approved ALSDE CTE Program with a C or higher
- ACT WorkKeys credentialing retest – week of March 4, 2024

VERY IMPORTANT – 12th grade students **MUST** have a state issued driver's license, a state issued photo ID, a passport, or a photo military ID in order to test. This is an ACT requirement. If a student does not have one of the required pieces of identification, they can complete the [ACT Student Identification Form](#). The form must have a picture attached and be completed in its entirety. A site administrator will sign the form once students arrive on site.

Students who do not have any of the required photo IDs or a completed ACT Student Identification Form will **NOT** be allowed to test and may be subject to the district policy of withdrawal for not participating in state testing.

The final date to request a site change for ACT WorkKeys will be Friday, September 29, 2023.

There is no guarantee that site changes can be made. Changes can only be made if there is space available at the requested location.

WIDA Screener

WIDA Screeners, if necessary, are given in the first semester. Specific dates are set after meeting with ELL staff.

WIDA Screener is an English language proficiency assessment given to new students in grades 1-12 who, when enrolling, state that English is not their primary language. This is a one (1) day test. The WIDA Screener helps educators identify English language learner (ELL) levels. It is a flexible, on demand assessment that can be administered any time during the school year.

ACCESS for ELLs

February 5 - 9. Testing will occur throughout this time frame. Students will be assigned specific dates and times based on student locations and grade level testing requirements.

***Note – students who enroll after this date and are identified as English Language Learners will be notified of their testing date.**

All students in grades K-12 who have been identified as English Language Learners (ELLs) and are receiving ELL services are required to take the ACCESS for ELLs assessment. This is a one (1) day test. ACCESS for ELLs is an English language proficiency assessment that is used to monitor ELL students' progress in acquiring academic English with the school context, as well as language associated with language arts, mathematics, science, and social studies across four domains of Speaking, Listening, Reading, and Writing.

This assessment generates results that serve as a criterion to aid in determining when ELL students have attained the language proficiency needed to participate meaningfully in content area classrooms without program support and on state academic content tests without ELL accommodations.

Alternate ACCESS for ELLs is a performance-based assessment developed specially for English Language Learners in grades 1-12 with significant cognitive disabilities.

Participation Criteria:

- Student must be classified as ELL
- Student must be identified as eligible for special education services as a student with a significant cognitive disability.
- Student participates in content instruction on the Alternate Achievement Standards that are aligned to the Alabama Courses of Study.

ACAP Alternate

March 4 - 15

Students in grades 2-8, 10, and 11 with significant cognitive disabilities and who qualify for an alternate assessment as determined by the IEP team are required to take the ACAP Alternate Assessment. This is a one (1) day test. Specific testing dates are assigned based on testing sites. The Alabama Comprehensive Assessment Program (ACAP) Alternate is an assessment administered as an alternate to the general education curriculum. Each assessment is aligned to the Alabama Alternate

Achievement Standards in ELA, Math and Science. Students in grades 2-8, 10 and 11 will take ELA and Math. Students in grades 4, 6, 8, 10, and 11 will also take Science.

ACT plus Writing

March 12 and 13

Students in grade 11 are required to take ACT plus Writing. This is a one (1) day test. Specific testing dates are assigned based on testing sites. The ACT is the capstone of ACT College and Career Readiness Solutions and is aligned to Alabama's College and Career Readiness Standards. ACT plus Writing contains four multiple choice tests – English, Mathematics, Reading, and Science – and a writing test. The score range for each of the four multiple-choice tests is 1-36. The Composite Score is the average of the four test scores rounded to the nearest whole number.

The ACT plus Writing is accepted by all four-year colleges and universities in the United States. Results are used for Annual Yearly Progress accountability and enables school and district leaders to track student performance with aggregate and standards-based reporting past high school classes. It will raise college awareness and exposure among all students and will be used as an instructional improvement program statewide to improve the college and career readiness of Alabama students.

VERY IMPORTANT – 11th grade students **MUST** have a state issued driver's license, a state issued photo ID, a passport, or a photo military ID in order to test. This is an ACT requirement. If a student does not have one of the required pieces of identification, they can complete the [ACT Student Identification Form](#). The form must have a picture attached and be completed in its entirety. A site administrator will sign the form once students arrive on site.

Students who do not have any of the required photo IDs or a completed ACT Student Identification Form will **NOT** be allowed to test and may be subject to the district policy of withdrawal for not participating in state testing.

The final date to request a site change for ACT plus Writing will be Friday, February 22, 2024. There is no guarantee that site changes can be made. Changes can only be made if there is space available at the requested location.

ACAP Summative

April 1 - 5

April 8 - 12

Students in grades 2-8 are required to take the ACAP Summative assessment. Specific testing dates are assigned based on testing sites. The Alabama Comprehensive Assessment Program (ACAP) Summative is an online assessment used to measure students' achievement of Alabama's Courses of Student Standards. Assessment supports instruction and student learning, and the results help determine whether the goals of the education system are being met. The ACAP Summative is also used for student, school, and district accountability systems and gives citizens a standard way to determine the quality and progress of Alabama's education system. Students in grades 2-8 will take ELA and Math. Students in grades 4, 6, and 8 will also take Science. Students in grade 2 will take the assessment to provide a baseline for 3rd grade scores. 2nd grade scores will not be used for accountability purposes.

Due to the length of each section, this is a multi-day test. Specific testing dates are assigned based on testing sites. Students will test over a two (2) day period.

Students may only test during their assigned grade level week.

IMPORTANT: Testing times assigned via Testing Nirvana are approximate time frames. Testing could be shorter or longer. Dates and times may be extended or changed due to unforeseen circumstances such as inclement weather and technical issues. Students must attend testing on the rescheduled date(s) and/or time(s).

This testing is in person and the district policy for in person attendance will apply.

The final date to request a site change for ACAP Summative will be Friday, March 8, 2024. There is no guarantee that site changes can be made. Changes can only be made if there is space available at the requested location.

Alabama Literacy Act

The *Alabama Literacy Act* was created to help improve reading outcomes to ensure students are reading on grade level by the end of third grade. Students must demonstrate sufficient foundational reading skills to read and comprehend grade-level texts in English language arts, science, social studies, and even math. Beginning with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills for promotion to the fourth grade.

Students who score above the lowest achievement level on the Alabama Comprehensive Assessment Program (ACAP) Summative assessment in the Reading Sub score have demonstrated the knowledge to be able to tackle grade level material at the next grade.

Students who do not score above the lowest achievement level on the ACAP Summative Assessment in the Reading Sub score will need additional support. This support will be given during the summer in

the form of a reading camp and students will be required to take the ACAP Supplemental at the end of the camp.

ACAP Supplemental

June 24 – 28

Students in third grade who do not demonstrate sufficient reading skills on the ACAP Summative will be required to take the ACAP Supplemental. This is a one-day test.

Students will be notified if they are required to test once ACAP Summative scores are received at ALVA.

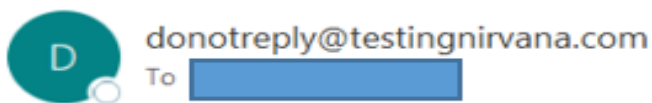
Specific testing dates are assigned based on testing sites. Testing locations, dates and times will go out early June. Testing assignments go to student's alvirtual.org email accounts and the Learning Coach email.

TESTING NIRVANA CONFIRMATIONS

Testing Nirvana is used by our schools to manage the task of identifying an appropriate testing site for your student, as well as assigning testing dates and times. It is extremely important that you confirm your testing location and dates. Errors to your testing location or schedule can be corrected if you contact us right away!

Testing schedules will be sent out to students based on their individual testing requirements and their assigned testing site.

You will receive an email from Testing Nirvana that contains a link to confirm your testing details. The email will be from a Do Not Reply email address and will look like this.



The email will contain a link to RSVP that looks like this. Below the link you will find basic testing information. You must click the link to view and confirm your assigned testing schedule.

[Click here to RSVP](#)

WHO:

WHEN:

TEST:

WHERE:

- When you click the link, you will need to enter specific student related information to log into Testing Nirvana. Once that information is entered, click Submit.

**Fill out the form below
and press Submit.**

Select Your School ▼

Email Address

Student Last Name

Submit

* All fields are required

- Select Your School: Alabama Virtual Academy @ Eufaula
 - Email Address: This should be the Learning Coach email address.
 - Student Last Name: Student's Last Name
- The next page will prompt you to select the test. Click the arrow beside the test name. Listed below is an example.

ALABAMA
 VIRTUAL ACADEMY
 AT EUFAULA CITY SCHOOLS

Select the Test
 23-24 ACCESS ➤

Select the Event
 No events scheduled

- Once you select the test, the testing assignment(s) will appear.

Testing Documents

PRINT

First Name	Last Name	Grade	Site	Address	Distance	Day	Time	Map	Tests	Edit
									Math	
									Science	

✓

CONFIRM ALL

✗

SET ALL TO NOT CONFIRM

- Helpful documents will appear on the left under “Testing Documents.”

- Click the **green CHECK** to confirm your testing schedule.
 - Click the **red "X"** if you are unable to keep your assigned testing schedule.
- When you confirm ALL assignments, you will receive an email from Testing Nirvana with all your test schedule details for your reference. Please save this so it's easily accessible.
 - If you click the red "x" because you are unable to keep your assigned testing schedule, a pop-up box will appear for you to explain why you are not confirming. Be sure to specify why you need a new schedule and any other details so your request can be reviewed.

STUDENT ASSESSMENT RESULTS

Paper score reports for each student's assessment are sent to the district at various times. There is no timeline for any test on how quickly we will receive scores. Score reports will be placed in the student file, and a copy will be emailed home to the student's alvirtual.org email address.

FAQ

How can I prepare for my state assessment?

State assessments cover the material you are already learning in class. You do not need to do any special studying for these tests.

Why do we have to test?

State and Federal laws require that all students attending public school participate in state assessments to help evaluate how well schools are doing to educate students.

How do I change my test site?

First, if you move during the school year, please let us know! We want to make sure you are assigned to the nearest site available. Students may be moved to a different testing location if there is additional space and it is prior to the final date for changes. Site changes will not be made after a change deadline. Please email your homeroom teacher to request an alternate site.

Change Deadlines

- PreACT – September 29, 2023
- ACT WorkKeys – September 29, 2023
- ACT plus Writing – February 22, 2024

- ACAP Summative – March 8, 2024

How do I change my address?

Please submit proof of residency to JaKarra Jackson at jjackson@alvirtual.org.

I didn't receive a testing assignment email from Testing Nirvana. What do I do?

Testing Nirvana sends emails to the student's alvirtual.org email address and to the Learning Coach email that is listed on the student's account. You can check this email by logging into the parent portal. Click [here](#) for instructions on how to check and/or change your email address. If you have verified your email address is correct and confirmed that your student did not receive the email at their alvirtual.org address, please email your student's homeroom teacher.

What if I live more than an hour from my nearest test site?

Site assignments are determined by geographical location and the address we have for you on file. Please make sure we have the correct address on file. We book testing sites in major cities across the state and work hard to minimize travel. However, it is possible you may have to drive longer than an hour. Please reach out to see if there are any locations that may be closer. ALVA does not provide gas cards, cabs, Ubers, or Lyfts for students to attend testing.

Are snacks allowed?

Snacks are generally not allowed. However, due to the length of some tests, a very short snack break may be allowed. It is completely based on the individual tests. Please do NOT unless you have received specific instructions that you are allowed to do so. If your student has a medical need for snacks, please reach out to your advisor prior to testing so we are aware of the circumstances.

Why can't I have my cell phone, smart watch or other digital device?

Cell phones, smart watches and other digital devices are strictly prohibited by the State of Alabama. Such devices compromise test security and confidentiality. Students should leave any digital devices with the adult signing them in. If a student has a digital device at a testing location, it must be powered off and given to an ALVA staff member PRIOR to entering the testing room. Devices will be returned at the conclusion of testing. ALVA will not be held liable for lost/damaged devices while in our possession.

Students who are in possession of a digital device will have their score(s) invalidated. In addition, anyone in violation of the digital device policy will be dismissed from testing and not allowed to return for any additional testing sessions. Students may be withdrawn as they will

be in violation of the Eufaula City Schools district policy that requires attendance for in person testing.

A completed Digital Device Acknowledgement must be on file for each student prior to testing. Please click [HERE](#) to sign the acknowledgement.

I want to pop in and check on my student during the test. Is this possible?

Parents and other unauthorized persons are not allowed in the testing room. ALVA staff must protect the confidentiality and security of these tests at all times. Each employee or proctor who has any contact with the tests or students goes through extensive training regarding this confidentiality. All staff must pass background checks before having any contact with our students.

Can I stay in the building while my student tests?

Families are not allowed to stay inside the testing facility. If you choose, you may wait in the car in the parking lot. You have done everything that you can to prepare your child for testing. Now is the time to let them shine!

Why can't my student leave when they are done?

Dismissing students during a test administration can be very distracting to other students who are still testing and is not allowed by the Alabama Department of Education. It is very important that students take their time and check their work before submitting their test. Students will be dismissed at the conclusion of the day's testing.

Can someone else pick up my student?

Absolutely! Students will receive name labels with their ALVA student identification number. The drop off person will receive a duplicate label. The pickup person can be different from the drop off person, but they must have the ID number that is on the label. Students will not be able to leave with anyone who cannot provide that ID number.

What happens if my student is sick on the test day?

If you know the day before your scheduled testing day that your child will not be able to attend, please contact your advisor. We will work with you to reschedule. If it's the morning of testing, there is no need to call. You will be receiving a phone call from one of the site staff members attempting to reschedule. **Students are required to have a doctor's note if they are unable to attend testing due to a medical reason.**

If we live far away, do we have to attend testing?

All students enrolled in Alabama public schools are **REQUIRED** to attend testing. We try to make sites within an hour of all students, but in some cases that is not possible.

Is there any financial assistance available to get to testing?

Financial assistance is not provided for testing. Per your enrollment agreement, parents are responsible for providing their students with the means to attend all state assessments. Please watch for emails with testing schedules and check Testing Nirvana as well. This will allow you to set up any arrangements you will need in order to get your student to testing.

I do not have a car. How do I get to testing?

Please watch for emails with testing schedules and check Testing Nirvana as well. This will allow you to set up any arrangements you will need in order to get your student to testing.

I work full time. How do I get my student to testing?

We set your student's testing schedules as early as possible in order to allow you time to make scheduling arrangements. Students testing at our testing sites will have several weeks notice of their specific schedule. Please plan accordingly and make any arrangements you will need in order to get your student to testing.

Can my anxious student test in a small group or alone?

We do our very best to make our testing sites as safe and welcoming as possible for all students. Testing groups are set up to allow students plenty of personal space. However, only students with a documented need in an IEP or 504 plan will be provided with a small group accommodation.

If you have further concerns, please contact your homeroom teacher in advance to discuss your student's needs.

How will my student's medical needs be met during testing?

Please complete the [Student Health Information for State Testing](#) survey if your student has any medical needs that need to be addressed during testing.

If you have concerns, please contact your homeroom teacher in advance to discuss your student's needs.

What do we do if we are late?

Please continue to make your way to the testing site if you are running late. If you are contacted by one of the site staff or teachers, let them know you are on your way. If possible, the late arriving student will be signed in during the next available scheduled break. If it is not possible to allow them in, you will be notified via Testing Nirvana with your student's makeup testing information. Please know it is your responsibility to follow up on makeup testing. If you do not receive an makeup assignment email from Testing Nirvana within 48 hours of the missed test, please reach out to your student's homeroom teacher.

How do I know when my student is finished testing?

Assignment emails have a start time and approximate ending time. Plan to be at the testing site no later than the time on your assignment email. If there are any changes, the testing site will send out a notification (either by phone and/or text) to the mobile number on your student's account to notify you of the time change. Please be sure to make any changes to mobile numbers in the parent portal. Click [here](#) for instructions on how to check and/or change your number.

What does my student need to bring to testing?

Students do not need to bring anything to testing. All regular test related materials (computers, pencils, scratch paper, calculators, etc.) will be provided at the testing site. It is recommended that students taking ACAP Summative bring a book to read when they are finished. Students taking any other test are not allowed to have a book in the testing room. Site staff are not responsible for lost or stolen items. No electronic items are allowed.

My student has an IEP/504 plan. How does the site know what accommodations my student may have?

The Testing Coordinator works closely with our Special Education department and 504 Coordinator to gather all information regarding accommodations and provide them to the site staff. Allowable testing accommodations that are documented in IEPs/504 will be received at the test site. If you have questions about your student's testing accommodations, please reach out to your advisor or case manager.

Is testing on Central or Eastern Time?

All testing assignments are scheduled for Central Time. If you live in an area that observes Eastern Time, please be sure to make the appropriate time adjustments.

A technology issue arose during testing, and we are being told we have to come another day. Why?

All testing is via online platforms. While we do everything we can to avoid technical issues, they do happen. If this is the case, students are still required to complete testing, which may mean staying longer or coming an additional day.

ACT CALUCLATOR POLICY



ACT Calculator Policy

Updated September 1, 2023

ACT® Test
ACT® WorkKeys®
PreACT®
PreACT 8/9

This calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials. Examinees found not following this policy may be dismissed and their tests voided for prohibited behavior.

Examinees may use any 4-function, scientific, or graphing calculator, as long as it is not on the prohibited list and it is modified (see below), if needed. Examinees are encouraged to use a familiar calculator, but all problems may be solved without a calculator. Calculators may only be used on the mathematics test, including ACT WorkKeys Applied Math. Sharing calculators during the test is not permitted.

Accessible calculators (such as audio/"talking" or Braille) are allowed if authorized in advance of testing by ACT for the ACT and by the test coordinator for all other products.

Examinees are responsible for:

- Bringing—and using—a permitted calculator
- Knowing whether their calculator is permitted (for the most current information on the calculator policy, visit www.act.org/calculator-policy.html or call 800.498.6481 for a recorded message containing highlights from this policy)
- Making sure their calculator works properly and has new batteries, if battery-operated
- Bringing a backup calculator and/or extra batteries, if they wish, in case their primary calculator fails

Testing staff is responsible for:

- Monitoring during the test to ensure examinees are using only permitted calculators
- Dismissing any examinee found to be using a prohibited calculator during testing

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality, including:

Texas Instruments:

- All model numbers that begin with TI-89 or TI-92
- TI-Nspire CAS
Note: The TI-Nspire (non-CAS) is permitted.

Hewlett-Packard:

- HP Prime
- HP 48CII
- All model numbers that begin with HP 40C, HP 49C, or HP 50C

Casio:

- fx-CP400 (ClassPad 400)
- ClassPad 300 or ClassPad 330
- Algebra fx 2.0
- 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 QWERTY format letter keys
 - This does not apply to calculators that are provided in a secure test delivery platform.
 - Letter keys not in QWERTY format **are** permitted.

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. These calculators include the Hewlett-Packard HP 38C series, HP 39C series, and HP 48C.
- Calculators with power cords: Remove all power/ electrical cords.



In a computer-based testing environment:

- An on-screen calculator may be available. Test coordinators can check the administration instructions for details.
- Calculators may not be connected in any way to the computer or device being used for testing.

