

# ACT Administration Observation

\* Required

1. Date: \*
2. Observer's name: \*
3. LEA: \*
4. School: \*
5. Name of Teacher/Proctor:\*
6. Names of other adults present:
7. ACT assessment observed:  

English	Reading	Math	Science
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8. Were requirements described in the TAM for seating and room arrangements met?

Comments:

9. Did the proctor/test administrator read the script as written in the Test Administration Manual? \*  
Mark only one answer.  
Beginning only  
End only  
Beginning and End  
Other:

Comments:

10. How many adults are in the room during the testing session? \*

Comments:

11. What are the adults in the room doing?  
Check all that apply.  
Sitting at desk (computer)  
Helping students use the system (technology)  
Walking around to monitor students testing  
Other:

Comments:

12. What are students doing that have finished the assessment?
13. Did any students ask for help?  
Mark only one answer.  
Yes  
No  
Other:
14. If yes, what did the teacher do to help them?
15. Were appropriate accommodations provided to students with IEP or 504 plans?  
Mark only one answer.  
Yes  
No  
Not observed  
Other
16. In the observer's opinion, what went well with this test administration?
17. What areas are challenging?
18. Questions for administrator:
- a) What went well?
  - b) What was challenging?
  - c) What support do you need? How can USBE help?