



Mock PSAE

Sophomore Test Proctor
Training

Pre Test Activities

- Encourage students to check posters around the school for their room assignments
- Make contact with your proctor partner and decide who will pick up materials on test day
- Familiarize yourself with the room that you have been assigned to



Test Day

We are on a tight schedule this year and need to stay as close to printed times as possible.

We are short on proctors and subs, please think twice before calling in sick.

Day 1 Materials Pick Up

- Pick up materials from the MITS Lab
- Your testing box will contain...
 - ACT test Booklets
 - MM answer sheets pre printed with student information
 - Detailed instructions to be read aloud
 - Class roster for attendance
 - Answers to FAQs
 - Extra pencils
 - Tissue

Testing Day 1

- Students will be taking the Mock ACT
- Attempt to model the environment of an actual ACT, but allow some leeway. If a student takes part in an prohibited activity but is not disrupting others, remind them of the rules, but do not dismiss them.
- If a student is disrupting the testing environment have the 2nd proctor escort the student to room 192
- Students can write directly in their booklets on Day 1 but **Not** Day 2

Morning of Day 1

- 7:00-7:10 Pick up materials from MITS Lab
- 7:10-7:25 Place answer sheets on desks in an alphabetical pattern, check students in (see ID), direct them to find their assigned seat
- 7:25-7:30 Take attendance on provided roster. Distribute test booklets and pencils if needed.
- Begin reading general instructions from detail sheet

Testing Day 1

- Mock ACT
 - 7:32- 8:17 English Test (45mins)
 - 8:20 – 9:20 Math Section (60mins)
 - The math section spans two pages on the answer sheet
 - Calculators are allowed but not required
 - 9:20 – 9:27 *Break*
 - 9:30 – 10:05 Reading Section (35mins)
 - 10:10 – 10:45 Science Section (35mins)

Testing Day 1

- Collect answer sheets in alphabetical order, test booklets, and pencils.
- Tell students they will receive a score report and test booklet tomorrow before being dismissed. They are not guaranteed to receive their own test booklet back.
- 2nd proctor returns all materials to the MITS Lab
- Dismiss students at 11:00, there will be no bell but do not let them out early, others may still be testing

Testing Day 2- Materials

- Pick up materials from MITS Lab
- Testing Box will include...
 - ACT Booklets (to hand back from yesterday)
 - Work Keys booklets (students Do Not keep)
 - MM answer sheets pre printed with student information
 - Score reports from Day 1 testing
 - Detailed instructions to be read aloud
 - Class roster for attendance
 - Answers to FAQs
 - Extra pencils
 - Scratch paper
 - Tissue

Morning of Day 2

- 7:00-7:10 Pick up materials from MITS Lab
- 7:10-7:25 Place answer sheets on desks in an alphabetical pattern, check students in (see ID), direct them to find their assigned seat
- 7:25-7:30 Take attendance on provided roster. Distribute test booklets and pencils if needed.
- Begin reading general instructions from detail sheet

Testing Day 2

- Mock Work Keys
 - 7:30- 8:15 Math Section (45mins)
 - Calculators are allowed but not required
 - 8:23 – 9:23 Locating Information Section (60mins)
 - 9:23 – 9:28 *In Class Break*
 - 9:35 – 10:10 Reading Section (45mins)
- Do Not let students write in these booklets, we will need to reuse them next year! Walk around to monitor this.

Testing Day 2

- Collect answer sheets in alphabetical order, test booklets, and pencils.
- Pass back score reports from Day 1.
Discuss results as time allows. (Next Slide)
- 2nd proctor returns all materials to the MITS Lab
- Dismiss students at 10:30, there will be no bell but do not let them out early, others may still be testing

Score Report

Understanding Your Standardized Test Scores

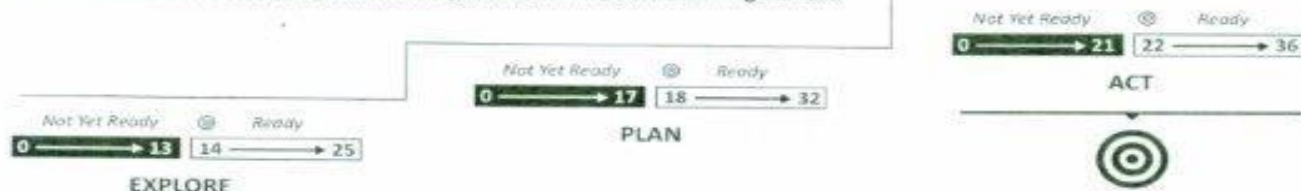
Why do we take these tests?

The purpose of the EXPLORE, PLAN and ACT tests is to measure student's progress in the essential skills they need to be successful in high school and entry-level college courses. The tests are sorted into four areas - Math, English, Reading and Science Reasoning - give a detailed description of particular skills students should be able to perform.

What do these tests test?

The tests are based on the College Readiness Standards. The College Readiness Standards define important skills colleges and employers believe students should learn during high school. How you perform on the tests suggest your *progress* toward readiness for college or a career.

Think of the 3 tests as a stepping stone toward graduation and success after high school.



Students *Not Yet Ready* are typically behind in progress towards basic college readiness. *Ready* scores indicate if you are on target.

Name:	Austin Baniak					ID:	1023226				
	English	Math	Reading	Science	Composite						
EXPLORE	23	24	25	21	23						
PRACTICE PLAN											
PLAN	19	21	20	23	21						
PRACTICE ACT I	26	24	24	26	25						
PRACTICE ACT II	28	24	30	28	28						

Does this test "matter?"

These tests play an important role in helping you plan your high school courses and plan your options after graduation. Doing well on standardized tests creates opportunities and choices. The ACT, along with other things, is what many colleges look at when considering admissions. Below are the average GPA's and ACT scores Waubensie Valley students have been admitted with to a selection of colleges. The third row shows the range of ACT scores for the middle 50th percentile of all students admitted. That being stated, District 204 makes no guarantees regarding acceptance into a college or university.

College	Open Enrollment	Average GPA	ACT Ranges
College of DuPage	Open Enrollment	3.0 GPA	22-24
Northern Illinois	Open Enrollment	3.4 GPA	22-26
Illinois State	Open Enrollment	3.5 GPA	23-28
Iowa	Open Enrollment	3.5 GPA	24-27
North Central	Open Enrollment	3.7 GPA	25-30
IUC	Open Enrollment	3.8 GPA	26-30
Tennessee	Open Enrollment	3.8 GPA	31-33
Northwestern	Open Enrollment		

If you do not achieve a 21 or higher on the ACT, COD will not allow you to take classes for credit.

How can I improve my score?

The best way to improve your score is to make decisions that stretch you to be a better student. The skills that your classes focus on are the same that will help you perform better on standardized tests. Making your mind up to do better in school will give you more opportunities and choices after graduation. Take tough classes. Do your homework. Seek help when you need it.

FAQ's

- Q: Do I need to rearrange the seats in my room?
 - A: Ideally desks will be arranged in rows facing the same direction. Because this is a practice test you do not need to rearrange the room. Do what you can to minimize students from facing each other but you do not need to rearrange the room.
- Q: How do I seat students? Do we need a seating chart?
 - A: Before students arrive please distribute their answer sheets alphabetically on the desks. Students should be directed to find their seat once they check in. Students should not be allowed to pick their own seat. You do not need to complete a formal seating chart.

FAQ's

- Q: What do I do if a student arrives late to the test?
 - A: If you haven't started the first section of the test allow them to enter and be seated. If testing has already begun, have your 2nd proctor escort the student to room 192 (ISI).
- Q: If all of my students are on time can I start before the time schedule shows?
 - A: Yes, if everyone in your class is there on time you may start ahead of schedule.

FAQ's

- Q: What do I do if a student's cell phone/watch/electronic device goes off during testing?
 - A: Instruct the student to turn off the device. Remind them that during the real PLAN/PSAE this would result in them being ejected from testing and their scores would be voided. Since today is a practice session, we will allow them to continue testing.
- Q: What do I do if a student falls asleep or isn't paying attention?
 - A: Calmly remind the student of the importance of these tests and encourage the student to complete the exam. If the student continues to put their head down, and is not being a disruption, leave them alone. If the student is causing a disturbance have your 2nd proctor escort them to room 192.

FAQ's

- Q: A student shows up without an ID, should I turn them away?
 - A: No, please allow all students to test regardless of if they have an ID with them. Remind the student that they will not be allowed to take the actual PLAN/PSAE without a photo ID.
- Q: Do I really have to read all instructions verbatim?
 - A: Yes, we are trying to make sure this practice test mirrors the real thing. We need to stick to the verbal instructions so students know what to expect next year.

FAQ's

- Q: Can students bring food or drink with them?
 - A: Students can bring a snack for the break, but it must be kept under their desk. Students should take their snack into the hall; food should not be eaten in the class room. Students can drink water during testing.
- Q: What about calculators?
 - A: Students may use approved calculators on the Math sections of the PSAE only. Students cannot use calculators with a QWERTY keyboard that plug into the wall, or can communicate with others wirelessly. A common banned calculator is the Ti-89. If you have a question on a calculator allow the student to continue to use it, but remind them that next year there will be strict standards on approved calculators. It is their responsibility to know if their calculator is approved. All math problems can be solved without a calculator.