The following FAQ has been developed by the North Carolina Department of Public Instruction (NCDPI) to assist school systems in the administration of the ACT Plan. This information should be used in conjunction with other testing materials in the administration of the test, including all information from the test publisher. Additional information about the ACT Plan may be found at http://www.act.org/aap/northcarolina/explore-plan.html and http://www.act.org/stateservices/northcarolina

**Eligibility**

1. **Who is required to take the ACT Plan?**
   All public school students, including traditional, charter, and regional school students, in grade 10 according to PowerSchool will participate in the ACT Plan. The only exceptions are as follows:
   - Students who have a significant cognitive disability, receive instruction in the Extended Content Standards, and whose current Individualized Education Programs (IEPs) document participation in the NCEXTEND1 grade 10 alternate assessment.
   - Students whose current IEPs document participation in the College and Career Readiness Alternate Assessment (CCRAA) at the 10th grade level and also have the proper parental permission.
   - Students deemed medically fragile because of a significant medical emergency and/or condition and unable to participate in testing. All medical exceptions must be approved by the Division of Accountability Services/North Carolina Testing Program.
   - Students who have been retained in the 10th grade for the 2014–15 school year and previously took the ACT Plan assessment during the 2013–14 school year.

2. **May non-public schools and home schools participate in the statewide administration of the ACT Plan?**
   No. The statewide administration of the ACT Plan is for North Carolina public schools. As with any vendor assessment, the North Carolina Department of Public Instruction (NCDPI) does not function as a third-party for non-public or home schools.

**Administration Dates and Times**

3. **What are the administration dates and times for the ACT Plan?**
   The testing window for the ACT Plan is October 1-31, 2014. Schools may schedule testing anytime within the window. The ACT Plan program has been designed to be administered within a half day during school-supervised sessions. It takes about 3 hours and 15 minutes to complete the entire program: approximately 60–70 minutes for the non-test sections and 2 hours and 20 minutes for the four tests of educational development.
4. **What time of day does the ACT Plan begin?**
The start time for the administration is a local decision.

5. **Do the special status codes outlined in the ACT Plan Test Supervisor’s Manual need to be completed by the school?**
No. This information is not mandatory to complete. School systems can decide if they would like to collect this information.

6. **Must calculators be supplied by the school or by the student for the ACT Plan test?**
Calculators may be supplied either by the school or by the student. There is no strict policy stating that the school must supply the student calculators. However, all calculators must be cleared before and after testing. The school must ensure that any calculator used meets the requirements stated in the ACT Plan Test Supervisor’s Manual.

7. **Can students be tested in groups on different days since the testing window is from October 1 through October 31?**
ACT Plan offers a number of administration options to best match the needs of your school. However, in a standard time administration session, all students should be tested at the same time with one makeup day following the administration. ACT Plan recommends that all four academic tests (English, Mathematics, Reading, and Science) are administered in one session.

   The district or school should determine if the standard time administration will be a 1-day or a 2-day administration. If the entire ACT Plan program is administered in one day, the student information sections of the test must be administered first, followed by the four academic tests.

   Because of the time required to complete the student information sections of ACT Plan, some schools prefer to administer the test over a 2-day period. In this case, the student information sections must be administered on Day 1, and the academic tests on Day 2.

   Students who utilize testing accommodations may be tested in groups as staffing allows. ACT Plan strongly suggests testing occur at the same time but realizes there are scheduling challenges when one-on-one readers are used.

**Accommodations:**

8. **How are accommodated testing materials acquired for the ACT Plan students?**
There is not an ACT-approved process for the ACT Plan accommodations. However, the ACT Plan accommodations’ requests should be supported by the students’ IEPs, Section 504 Plans, or limited English proficiency plans/documentation. Schools or districts use the online ordering website [http://www.act.org/aap/northcarolina/explore-plan.html](http://www.act.org/aap/northcarolina/explore-plan.html) to enter the total number of accommodated testing materials needed at each school. Accommodated materials include audio DVDs, reader’s scripts, large print test books, and Braille test books.
9. **Should students’ IEPs and/or Section 504 Plans or limited English proficiency plans/documentation include accommodations for the 2014–15 administration of the ACT Plan?**

**IEPs:** Accommodations for these assessments should be added to the students’ IEPs as annual reviews occur. The ACT Plan has specific accommodations policies that may differ from those of the North Carolina state-developed assessments, and IEP Teams must take these policies into consideration when making accommodations decisions.

Until accommodations are documented for these assessments at annual reviews, accommodations decisions for the ACT Plan should be supported by classroom and testing accommodations documentation in the students’ current IEPs.

**Section 504 Plans and LEP Plans/Documentation:** Section 504 committees and LEP teams/committees may address accommodations for the ACT Plan on students’ Section 504/LEP plans, or may use existing classroom and testing accommodations documentation to support testing accommodation decisions for the test. The ACT Plan has specific accommodations policies that may differ from those of the North Carolina state-developed assessments, and Section 504 committees and LEP teams must take these policies into consideration when making accommodations decisions.

10. **What changes are there to the IEP accommodations form to reflect the ACT Plan?**

Page 6b of the IEP DEC4 form has been added to provide space for IEP Teams to address participation and accommodations for the ACT Plan. These accommodations should be documented in CECAS. The ACT Plan has specific accommodations policies that may differ from those of the North Carolina state-developed assessments, and IEP Teams must take these policies into consideration when making accommodations decisions.

11. **ACT requires a separate one-on-one setting for the read aloud accommodation. Is the same true for the ACT Plan?**

ACT Plan recommends that a reader read for only one student in a separate room and be required to read from the script provided without change or comment.

12. **Do we need to fill out the Review of Accommodations Used During Testing form for the ACT Plan?**

A Review of Accommodations Used During Testing form does not need to be completed for the ACT Plan for the 2014–15 school year.

13. **If a student has the Test Administrator Reads Test Aloud – by Student Request accommodation, may a DVD or a human reader be used?**

A human reader should be used in the provision of this accommodation.

14. **Whom may we contact with accommodation questions concerning the ACT Plan?**

Call ACT Customer Service at 877-789-2925

15. **Does ACT allow for a read aloud accommodation on the ACT Plan reading test?**

Yes. Unlike the reading tests administered through the North Carolina Testing Program, ACT Plan reading tests may be read aloud.
16. **May students who are scheduled to have the read aloud accommodation have the test read aloud to them in a small group?**
   ACT Plan recommends that if a read aloud accommodation is used, the teacher/proctor should use the ACT Plan Reader’s Script in a one-on-one setting. Using the read aloud accommodation with a group will extend the testing time and may be distracting to students.

17. **Must a student have everything read aloud if he or she has the read aloud accommodation?**
   No. A student does not need to have the entire test read aloud if this is outlined in his or her IEP.

**Medical Exceptions:**

18. **Does a request for a medical exception need to be submitted to the North Carolina Department of Public Instruction (NCDPI) for students required to take ACT Plan?**
   Yes. All requests for medical exceptions for the ACT Plan must be approved by the Division of Accountability Services/North Carolina Testing Program.

**Limited English Proficient Students:**

19. **Will limited English proficient students (LEP) in their first-year in a U. S. school be required to take the ACT Plan?**
   Yes. LEP students will be required to take the ACT Plan.

20. **Are LEP only students eligible for testing accommodations on the ACT Plan?**
   Yes. LEP students are eligible to receive state testing accommodations on the ACT Plan.

21. **Are foreign language dictionaries permitted for use by students taking the ACT Plan?**
   No. Foreign language dictionaries are not permitted for use on the ACT Plan.

**Alternate Assessments:**

22. **Is an alternate assessment available for the ACT Plan?**
   Yes, currently the CCRAA is available for 10th graders who qualify to take this test, have the appropriate documentation in their IEP, and have the required parent/guardian permission. The CCRAA at Grade 10 is appropriate for students who exhibit severe and pervasive delays in all areas of the conceptual, linguistic, and academic development as well as in adaptive behavior, including communication, daily living skills, and self-care, and who are following a course of study that, upon completion of high school, may not lead to admission into a college-level course of study resulting in a college degree. The CCRAA administration must occur during the October 1st through October 31st testing window.

   For students in the North Carolina Extended Content Standards the `NCEXTEND1` alternate assessments of English II, Math I, and Biology serves as the alternate assessment for the ACT Plan. Students who qualify for this alternate assessment must have a significant cognitive disability, receive instruction in the Extended Content Standards, and have current IEPs.
documenting participation in the NCEXTEND1 grade 10 alternate assessments. The grade 10 NCEXTEND1 administrations occur during the last ten instructional days of the school year.

Other

23. Will the ACT Plan replace the PSAT?
No. The PSAT will still be available to school systems. The PSAT’s funding is not impacted by the ACT Plan.

24. Where can I find more information on the web regarding the ACT Plan administration in North Carolina?
Information regarding the ACT Plan assessment can be found on the ACT State Services page at http://www.act.org/aap/northcarolina/plan.html or http://www.act.org/stateservices/northcarolina/
These pages includes resources and information for parents, students, and educators regarding the assessment.