

Summative Exam Training ~ March 28, 2016

ACT Aspire

McDavid-Jones Elementary



## *Agenda*

- Don't forget to sign in! Sign in sheet is circulating.
- PowerPoint
- Handouts ~ Manuals, Alerts, Test Schedules, PE Schedule
- Test Security Policy ~ Please sign and place at the end of the table
- Questions/Concerns
- Adjourned

### **Notes:**

- Seating charts will be sent to you via email.
- More information about irregularities will be sent via email.



Summative Exam Training March 20, 2016  
ACT Aspire ~ Tech Monitors  
McDavid-Jones Elementary



*Agenda*

- **Don't forget to sign in!**
- **Items to Consider**
  - A. Time factors and how to expedite the process –
  - B. Computer lab ready
  - C. Leave rooms by 7:40
  - D. Tech monitors in labs and ready to start before group arrives
  - E. Handing out admission tickets
- 2. Computer problems
  - A. Resuming the test even if it shows ACTIVE
  - B. Tech problems such as not letting the student type.
  - C. Entering comments for irregularities
  - D. Log in problems
- 3. Transition
  - A. Tickets
  - B. Restroom
  - C. Break
- 4. Other items
  - A. Attendance/snack
  - B. Instructions to be read verbatim
  - C. Cell phones
  - D. Seating charts
  - E. Make sure all have submitted
  - F. Note the start time

Comments/Concerns