

AACS National Competition Academic Testing Procedures

Test Coordinator Required

1. Contact information is **required** for the authorized adult who will be the test coordinator for students that will be participating in the academic testing for Nationals.
2. All testing information will be communicated to this person, including testing window, access to the tests, and tie-breaker testing (if needed); therefore, the test coordinator **must** be able to contact students whether testing is done at the school or on-site at Nationals, particularly during tie-breaker testing April 11, 2019, 10:45 a.m.–4:00 p.m. EST.
3. This contact information is collected on the school registration form which the school submits to the state competition director at the conclusion of state competition.

Testing Window 2019

1. The online academic testing window will begin on Thursday, April 4 at 8:00 AM ET. It will close at 10:45 AM ET on Thursday, April 11.
2. The tie breaker test series begins at 1:00 PM. Each tie-breaker test is 20 minutes. If ties recur, contestants are immediately notified and must take the next tie-breaker. Three tie-breaker tests will be at 1:00, 2:00, and 3:00 if needed.

Testing Information and Rules

1. One examination will be given in each category. The time limit for an academic category cannot exceed 75 minutes.
2. Examinations must be taken during the testing period.
 - a. Examinations may be taken **at the student's school**. Other locations are not acceptable. The exam **must be proctored**.
 - b. Examinations may be taken on campus during National Competition. If taken at National Competition, the examinations must be taken at the designated testing site(s) during the scheduled on-campus testing periods.
 - (1) Students may use their own computers.
 - (2) A computer lab will also be available.
3. Selected-response questions will be posed in a variety of forms.
4. **Please note** the AACS calculator use policy, which may vary from your state competition policy.
 - a. In categories requiring math computation (except for Algebra/Geometry and Advanced Math), non-programmable scientific calculators will be permitted.
 - (1) The following will not be permitted: (1) calculators with graphing capabilities, (2) calculators which use paper tape or printers, (3) hand-held computers, pocket organizers, or laptop computers, and (4) programmable calculators.
 - (2) Any necessary tables or charts will be provided.
 - b. Graphing calculators are permitted for **Algebra/Geometry and Advanced Math**.
5. No Bibles, reference materials, notes or study guides will be allowed during testing.

Online Testing Done at the Competitor's School (for on-campus testing instructions, see below)

1. Academic Testing must be completed during the following times: April 4, 8:00 AM ET–April 11, 10:45 AM ET. All times are EASTERN.
2. Testing must be **completed** by April 11, 10:45 AM, to allow for tie-breaker testing if needed.
3. The proctor must monitor every competitor during the online testing to be sure that students are not browsing the Internet while taking a test.

4. The proctor must not allow students to bring any written materials, including Bibles, books, notebooks, or papers into the testing area. Students may bring blank scratch paper and a pencil for math and/or science tests. The proctor must watch for any possible cheating from pre-written materials that might be hidden in purses or other personal articles. No Bibles, reference materials, notes or study guides will be allowed during testing.
5. After a student clicks *Start Test*, he/she will have 75 minutes to complete the test. When the student timer runs out, the student is automatically logged out of the test and not allowed back in. The test will automatically be scored at this time.
6. Before beginning a test, each student must read the “honesty agreement” and check the box, stating that he/she has read and understands the statement.
7. Please instruct any student taking the **Spanish** test not to allow any browser-suggested translations to English. Translating the page into English could be an unfair advantage and would be considered cheating.
8. Remind students that each test may include several sets of directions. Students must read directions carefully.
9. Students should use the *Previous* and *Next* buttons beneath each question to navigate through the test. In addition, they can click the number squares which show the questions that have been answered or skipped over. They should **not** use the back or forward buttons in the Internet browser.
10. While the program is designed for PC’s or Mac’s (desktop or laptop) in a computer lab, if a school can maintain secure testing procedures, students may test with iPads or Android tablets.

Tie-Breakers

1. First-, second-, and third-place ties will be broken. Ties will be broken online.
2. The first tiebreaker is incorporated in each initial test. Each test has been assigned tiebreaker questions. The tiebreaker questions will be graded only if the student ties for 1st–3rd place.
3. If additional tiebreakers are needed, the testing coordinator will be sent an email that details the instructions and names of students who need to be tested.
4. The tie breaker test series begins at 1:00 PM on Thursday of National Competition. Each tie-breaker test is 20 minutes. If ties recur, contestants are immediately notified and must take the next tie-breaker. Three tie-breaker tests will be at 1:00, 2:00, and 3:00 if needed. All times are EASTERN time zone.

On-Campus Testing Instructions (for off-campus testing, see instructions above)

1. See the competition booklet for testing times, locations, and instructions regarding testing on-campus during Nationals.
 - a. Times (all times are EASTERN)
 - i. Wednesday
 - 8:00 a.m.–10:30 a.m. (latest check-in 9:15 a.m.)
 - 1:00 p.m.–5:00 p.m. (latest check-in 3:30 p.m.)
 - ii. Thursday
 - 8:00 a.m.–10:30 a.m. (latest check-in 9:15 a.m.)
 - iii. TIEBREAKER tests (if needed)
 - Thursday, 1:00, 2:00, and 3:00 p.m.

If a competitor is involved in tie-breaker testing, the school’s test coordinator (as identified on the school’s Nationals registration form) will receive notification via email. Notices will be sent as soon as the testing period ends and scores are generated (between 10:45 and 12:30 on Thursday). After each tie-breaker test is scored, if ties are not broken and further tie-breaker tests are needed, another notice will be sent to the test coordinator. It is the responsibility of the school’s test coordinator to contact the competitor and ensure that the competitor reports

for tie-breaker testing at the required time(s). Tie-breaker testing will be conducted at one computer lab; students will not use their own devices for tie-breaker testing.

- b. Location: Test must be taken under the supervision of a proctor. The location is noted in the competition booklet. There will be one computer lab available. If the student is using his own device, he must test at the proctored testing site (listed in the competition booklet).
 - c. Equipment: Computers will be available in the computer labs used for on-campus testing. The student may use his own computer or tablet, but he must test at the proctored testing site (listed in the competition booklet).
2. After a student clicks *Start Test*, he/she will have 75 minutes to complete the test. (Each tie-breaker test is 20 minutes.)

Results

1. Winners will be announced and awards presented at the AACCS Nationals Awards Ceremony on Thursday evening.
2. Awards will be mailed to the school for presentation to winners who do not attend the on-campus event.
3. Results will be posted on the AACCS website during the week following Nationals.