

2011|2012

INSTRUCTIONS FOR COMPLETING
YOUR ANSWER FOLDER



EXPLORE[®]



Visit ACT's website at www.actstudent.org/explore/

Before you begin marking your EXPLORE® answer folder, be sure to read the following.

The information on your EXPLORE answer folder will be used to prepare reports for you and your school. Be careful to follow these instructions and those on the answer folder itself. Errors may make it impossible for ACT to prepare reports for you.

ACT will send two copies of your score report to your school: one for you and your parents, and one for your school. Information you provide through EXPLORE will not be released to other institutions and organizations.

Because your answer folder will be processed by computer, **make sure you:**

- Use a soft-lead (No. 2) pencil; DO NOT use ink or mechanical pencil.
- Fill in only ONE oval under each letter or number you enter.
- Grid the blank oval (top oval in list) below each box intentionally left empty. It is not necessary to fill empty ovals after your name, address, or city in blocks B, N, and O, respectively.
- Keep your pencil marks within the ovals.
- Fill in corresponding ovals completely, making marks heavy and dark.
- Erase errors completely.

A

School name and address. On the lines provided, print the name of your school, city, and state.

B

Student's Name. (Note: Complete this section only if you do not have a barcoded label affixed to the left of this block. If you have a barcoded label, please skip to block C.) Print your name in the boxes labeled Last Name, First Name, MI (middle initial). Begin in the first box for each part of your name. Enter as much of your name as possible, using one box for each letter. Do not extend any part of your name into the boxes reserved for another part of your name. Fill in the corresponding oval in the column directly below each letter of your name. Fill in the empty oval below any space or hyphen in your name.

C

Barcode Label Users Only. If your answer folder has a barcoded label affixed above this block, you will skip blocks D through I. Review the barcoded label for accuracy of your mailing address. If any part of your mailing address is incorrect on the label, fill in the oval in block C.

When you turn to page 3, complete only the block or blocks among N, O, P, and Q necessary to correct your address.

If your answer folder does not have a barcoded label above block C, continue with block D.

D

Date of Birth. Fill in the oval next to the month you were born. Next, print the day and the last two digits of the year of your birth in the boxes provided. Enter a zero for any blank. For example, you would enter January 6, 1998, as Jan 06 98. Fill in the corresponding oval below each box.

E

Gender. Fill in the appropriate oval.

F

Race/Ethnicity Background. F1. Fill in the oval corresponding to the response that best represents whether or not you are of Hispanic or Latino background. Mark only one response.

F2. Fill in the oval corresponding to the phrase that best represents your race as commonly recognized by your family and friends. Mark all that apply.

G

Current Grade in School. Fill in the corresponding oval to show your current grade level.

H

Student ID Number. Enter your school-assigned student identification number as directed by your room supervisor, beginning in the first box. Then fill in the corresponding oval below each number (see example below). ACT will use this number only for positive identification of your test record and to match your EXPLORE record to other ACT tests you might take in the future (such as PLAN® or the ACT®).

H											
STUDENT ID NUMBER											
↙ Start here.											
1	2	3	4	3	4	0	2	0			
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

I

Sort Code. Disregard block I unless your room supervisor gives you specific instructions for filling in this block.

J

Plans and Background. There are eighteen questions in this section. Read the instructions and questions carefully. Choose your response to each question and fill in the correct oval.

Student Background

- What language do you know best?
 - English
 - A language other than English
 - English and another language about the same
 - Prefer not to respond
- Which one of the following best describes the program of courses you plan to take or are taking in high school?
 - College preparatory
 - Other (career/technical, general, etc.)

High School Coursework Plans

Questions 3 through 7 refer to subjects you may study during high school. Use choices A through I below to indicate the total number of years you plan to study each subject in grades 9 through 12. Count each semester as half a year. Mark only one response for each subject.

- English
- Mathematics and Computer Science
- Social Studies (for example: history, civics, government, economics)
- Natural Sciences (for example: biology, chemistry, physics)
- Foreign Languages (other than English)
 - None
 - Half-year
 - One year
 - One and a half years
 - Two years
 - Two and a half years
 - Three years
 - Three and a half years
 - Four years or more

Questions 8 through 12 refer to the grades or rankings you have earned in each subject. Use choices A through F below to indicate your overall school performance in each subject last year and this year. Mark only one response for each subject.

- English
- Mathematics and Computer Science
- Social Sciences (for example: history, social studies)
- Natural Sciences (for example: general science, earth science, biology)
- Foreign Languages (other than English)
 - I earned mostly A's (90% and above)
 - I earned mostly B's (80% and above)
 - I earned mostly C's (70% and above)
 - I earned mostly D's (60% and above)
 - I earned mostly F's (below 60%)
 - I have not taken courses in this subject.

- Are you currently participating in accelerated or honors courses?

Yes
No

Your Parents' Highest Level of Education

What is the highest educational level of your parent(s) or guardian(s)? Mark only one response for each parent/guardian.

- Mother or guardian 1
- Father or guardian 2
 - Did not complete high school
 - High school diploma or equivalent
 - Career/technical training such as military, apprenticeship, certificate program, etc.
 - Some college, but no degree
 - 2-year college degree (associate's)
 - 4-year college degree (bachelor's)
 - Some education or degree above a 4-year college degree
 - I don't know

Educational Plans after High School

- Which ONE of the following most closely describes your future educational plans?
 - Not planning to complete high school
 - No education or other training planned for after high school
 - Job-related training offered through military service
 - Apprenticeship or other on-the-job training
 - Career/technical school
 - 2-year community college or junior college
 - 4-year college or university
 - Graduate or professional studies after a 4-year degree (law school, medical school, master's degree, etc.)
 - Undecided about future education plans
 - Other

17. Are you currently participating in an outreach program sponsored by a college, university, or state agency? (Examples include Upward Bound, GEAR-UP, EAOP, MESA.)

Yes
No

Your Career Plans

18. The list on page 6 of this booklet groups 26 career areas by general type of work and provides examples of jobs in each area. Find the **one** career area with jobs you think you would like best. Fill in the oval containing its letter, A through Z, on the answer folder.

K

Test Form. Will be filled out after test books are distributed. Please wait for your room supervisor's instructions on how to fill out block K.

L

Needs Assessment. Read the seven items listed on your answer folder. Mark all areas in which you feel you need additional help.

M

Supplemental Local Items. Do not complete this section unless instructed to do so by your room supervisor.

When you have finished completing this block, put your pencil down, look up, and wait for further instructions.

The following information will be provided only to the agency that sponsors this assessment program so that they may communicate educational opportunities to you. If a barcode label has been applied to page 1 of your answer folder, complete blocks **N** through **Q** **only as necessary** to correct the mailing address printed on your label.

N

Mailing Address (Page 3 of Your Answer Folder)

If instructed to do so by your room supervisor, print your current mailing address in the large boxes. Be sure to leave a space between the parts of your address and grid the blank oval underneath the space. If you need to abbreviate, refer to the list below:

- | | |
|--------------------------|------------------------|
| ApartmentAPT | MountainMTN |
| AvenueAVE | NorthN |
| BoulevardBLVD | ParkwayPKY |
| CircleCIR | PlacePL |
| CourtCT | PointPT |
| DriveDR | RoadRD |
| EastE | RouteRT |
| FortFT | SouthS |
| GardenGDN | StreetST |
| HeadquartersHQ | TerraceTER |
| HeightsHTS | TrailTRL |
| HighwayHWY | TrailerTRLR |
| LakeLK | TurnpikeTPKE |
| MountMT | WestW |

Examples

Leave one space between parts of your address. (House No. & Street & Apt. No.; or P.O. Box & No.; or RR & No.)

Enter "1420 Fieldcrest Place Apt 315" as:

1	4	2	0		F	L	D	C	R	S	T		P	L		A	P	T		3	1	5
---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	--	---	---	---	--	---	---	---

Enter "Route 2 Box 188" as:

R	O	U	T	E		2		B	O	X		1	8	8								
---	---	---	---	---	--	---	--	---	---	---	--	---	---	---	--	--	--	--	--	--	--	--

Enter "P.O. Box 907354" as:

P	O		B	O	X		9	0	7	3	5	4										
---	---	--	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

Enter "3056 Johnson Manor Dr Apt N29" as:

3	0	5	6		J	O	H	N	S	N		M	A	N	O	R		D	R		N	2	9
---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	--	---	---	---

Enter "108 1/2 Oakland Street" as:

1	0	8		1	/	2		O	A	K	L	A	W	N		S	T						
---	---	---	--	---	---	---	--	---	---	---	---	---	---	---	--	---	---	--	--	--	--	--	--

O, P, and Q

City, State Code, and ZIP (Page 3 of your Answer Folder)

Enter your city, state code, and ZIP code. For block **P**, State Code, see the list of state codes in the right-hand margin below block **O**, City.

R and S

Disregard Blocks R and S unless your room supervisor gives specific instructions for filling in these blocks.

Career Clusters and Career Areas (A-Z)

Use this list to respond to question 18 in the *Plans and Background* section on your answer folder.

ADMINISTRATION & SALES CAREER CLUSTER

A. Employment-Related Services

Managers (Human Resources, Training/Education, Employee Benefits, etc.); Recruiter; Interviewer; Job Analyst

B. Marketing & Sales

Agents (Insurance, Real Estate, Travel, etc.); Buyer; Sales/Manufacturers' Representatives; Retail Salesworker; Telemarketer

C. Management

Executive; Purchaser; General Managers (Financial, Office, Property, etc.); Specialty Managers (Retail Store, Hotel/Motel, Food Service, etc.). Other managers are in Career Areas related to their work. For example, see Career Area X.

D. Regulation & Protection

Inspectors (Customs, Food/Drug, etc.); Police Officer; Detective; Park Ranger; Security Manager; Guard

BUSINESS OPERATIONS CAREER CLUSTER

E. Communications & Records

Receptionist; Secretary (including Legal and Medical); Court Reporter; Clerks (Order, Billing, Hotel, etc.)

F. Financial Transactions

Accountant/Auditor; Cashier; Bank Teller; Budget/Credit Analysts; Tax Preparer; Ticket Agent

G. Distribution & Dispatching

Shipping/Receiving Clerks; Warehouse Supervisor; Mail Carrier; Dispatchers (Flight, Cab, etc.); Air Traffic Controller

TECHNICAL CAREER CLUSTER

H. Transport Operation & Related

Truck/Bus/Cab Drivers; Locomotive Engineer; Ship Captain; Aircraft Pilot; Sailor; Chauffeur

I. Agriculture, Forestry & Related

Farmer; Nursery Manager; Pest Controller; Forester; Logger; Groundskeeper; Animal Caretaker

J. Computer & Information Specialties

Programmer; Systems Analyst; Information Systems Manager; Computer Repairer; Desktop Publisher; Actuary

K. Construction & Maintenance

Carpenter; Electrician; Bricklayer; Tile Setter; Painter; Plumber; Roofer; Firefighter; Custodian

L. Crafts & Related

Cabinetmaker; Tailor; Chef/Cook; Baker; Butcher; Jeweler; Silversmith; Hand Crafter

M. Manufacturing & Processing

Tool & Die Maker; Machinist; Welder; Bookbinder; Printing Press Operator; Photo Process Worker; Dry Cleaner

N. Mechanical & Electrical Specialties

Mechanics/Technicians (Auto, Aircraft, Heating & Air Conditioning, Electronics, etc.); Repairers (Office Machine, Appliance, TV/DVD, etc.)

SCIENCE & TECHNOLOGY CAREER CLUSTER

O. Engineering & Technologies

Engineers (Aerospace, Agriculture, Nuclear, Civil, Computer, etc.); Technicians (Electronics, Mechanical, Laser, etc.); Surveyor; Drafter; Architect; Technical Illustrator

P. Natural Science & Technologies

Physicist; Astronomer; Biologist; Statistician; Soil Conservationist; Food Technologist; Crime Lab Analyst

Q. Medical Technologies (Also see Area W)

Pharmacist; Optician; Prosthetist; Technologists (Surgical, Medical Lab, EEG, etc.); Dietitian

R. Medical Diagnosis & Treatment (Also see Area W)

Physician; Psychiatrist; Pathologist; Dentist; Optometrist; Veterinarian; Nurse Anesthetist; Audiologist; Physician Assistant

S. Social Science

Sociologist; Experimental Psychologist; Political Scientist; Economist; Criminologist; Urban Planner

ARTS CAREER CLUSTER

T. Applied Arts (Visual)

Artist; Graphic Artist; Photographer; Illustrator; Floral/Fashion/Interior Designers; Merchandise Displayer

U. Creative & Performing Arts

Writer/Author; Musician; Singer; Dancer; Music Composer; Movie/TV Directors; Fashion Model

V. Applied Arts (Written & Spoken)

Reporter; Columnist; Editor; Advertising Copywriter; Public Relations Specialist; TV Announcer; Librarian; Interpreter

SOCIAL SERVICE CAREER CLUSTER

W. Health Care (Also see Areas Q and R)

Administrator; Recreational Therapist; Psychiatric Technician; Dental Hygienist/Assistant; Geriatric Aide; Licensed Practical Nurse

X. Education

Administrator; Teachers & Aides (Preschool, Elementary & Secondary, Special Education, PE, etc.). Other teachers are in Career Areas related to their specialty. For example, Physics Teacher is in Career Area P.

Y. Community Services

Social Service Director; Social Worker; Lawyer; Paralegal; Home Economist; Career Counselor; Clergy

Z. Personal Services

Waiter/Waitress; Barber; Cosmetologist; Flight Attendant; Household Worker; Home Health and Care Aide; Travel Guide

Interest Inventory

*****To be completed only by students grade 7 or above*****

The things you like to do now can give you clues about jobs you might like in the future. This inventory will help identify jobs you may want to explore. Show how much you would like doing each of the activities listed below. Mark an answer to an activity even if you are uncertain how you feel about it. Consider whether you would **like** or **dislike** the activity, not your ability to do it.

For **each** activity, choose one of the answers below. On page 2 of your answer folder, in the section labeled *Interest Inventory*, fill in the oval that contains the letter for your answer. Try to answer **like** or **dislike** as often as possible.

I would **dislike** doing this activity D

I am **indifferent** (I don't care one way or the other) I

I would **like** doing this activity L

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> 1. Explore a science museum 2. Play a musical instrument 3. Help someone make an important decision 4. Conduct a meeting 5. Calculate the interest on a loan 6. Build a picture frame
 7. Study biology 8. Draw cartoons 9. Teach people a new hobby 10. Campaign for a political office 11. Plan a monthly budget 12. Pack things into boxes
 13. Learn about star formations 14. Write short stories 15. Entertain others by telling jokes or stories 16. Hire a person for a job 17. Sort, count, and store supplies 18. Assemble a cabinet from written instructions
 19. Attend the lecture of a well-known scientist 20. Play in a band 21. Help settle an argument between friends 22. Discuss a misleading advertisement with a salesperson 23. Figure shipping costs for catalog orders 24. Design a bird feeder | <ul style="list-style-type: none"> 25. Learn how the brain works 26. Prepare drawings to illustrate a magazine story 27. Give a tour of an exhibit 28. Develop new rules or policies 29. Prepare a budget for a club or group 30. Build furniture
 31. Read books or magazines about new scientific findings 32. Write a movie script 33. Help rescue someone in danger 34. Interview workers about company complaints 35. Find errors in a financial account 36. Run a lawn mower
 37. Study chemistry 38. Compose or arrange music 39. Show children how to play a game or sport 40. Present information before a group 41. Take inventory in a store 42. Trim hedges and shrubs
 43. Use a microscope or other lab equipment 44. Sketch and draw pictures 45. Find out how others believe a problem can be solved 46. Conduct business by phone 47. Keep expense account records 48. Shelve books in a library | <ul style="list-style-type: none"> 49. Read about the origin of the earth, sun, and stars 50. Read about the writing style of modern authors 51. Help people during emergencies 52. Work in a political campaign 53. Operate office machines 54. Repair damage to a tree after a storm
 55. Study plant diseases 56. Select music to play for a local radio station 57. Take part in a small group discussion 58. Plan work for other people 59. Set up a bookkeeping system 60. Fix a toy
 61. Measure chemicals in a test tube 62. Design a poster for an event 63. Work on a community improvement project 64. Explain legal rights to people 65. Make charts or graphs 66. Engrave lettering or designs on a trophy or plaque
 67. Read about a new surgical procedure 68. Write reviews of Broadway plays 69. Give directions to visitors 70. Manage a small business 71. Count and sort money 72. Watch for forest fires |
|---|--|---|



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Rev 1