

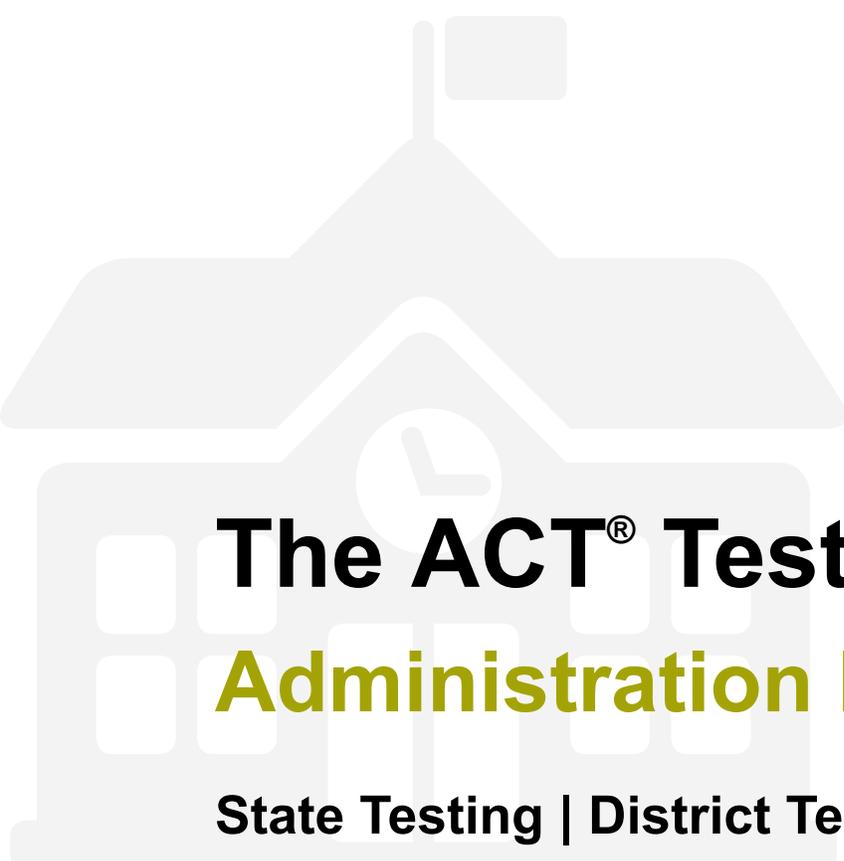
Spring 2021

Test Date(s): _____

Test Room: _____

Room Supervisor: _____

High School Name: _____



The ACT[®] Test

Administration Manual

State Testing | District Testing

- Online Testing
- Standard Time
- Accommodations

The **ACT**[®]

www.act.org



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CONTACTING ACT

Business Hours

Days	Times
Monday–Friday:	7:00 a.m.–5:00 p.m. Central time
Test day or first day of the testing window:	6:00 a.m.–6:00 p.m. Central time

Contact Information for Testing Staff

Type of Question	Phone	Contact Form / Email
General, technical, standard time	800.553.6244, ext. 2800	act.org/stateanddistrict/contactus
Accommodations, English learner supports	800.553.6244, ext. 1788	ACTStateAccoms@act.org

Note: The toll-free numbers are for testing staff. Please do not give these numbers to examinees or parents.

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POLICIES

General Testing

Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. ACT provides policies, requirements, and administration instructions to help create a fair testing environment for all examinees. All testing staff are required to read the materials provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (www.apa.org)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (www.ncme.org)

Test Dates

Tests must be administered only on the published test dates. Tests administered on any other date, without prior approval from ACT, will not be scored.

Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information or use such information for any purpose other than administering the tests. Questions concerning attendance or test day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your school.

All forms and information contained in administration manuals and other ACT-provided documentation are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., Rosters, Irregularity Reports, etc.) are to be referred directly to ACT or the state agency.

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT immediately and document the details as an irregularity.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the designated state education agency or district assessment office in subsequent investigations and respond to requests for information in a timely manner.

In cases where examinees dispute an ACT decision or communication regarding the administration, the examinees and/or their representatives may contact you directly and request information.

Right to Terminate

ACT reserves the right to terminate its relationship with any testing personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.

Authorized Observers

An observer authorized by ACT or from your state education agency or district assessment office may visit your test site. Such a visit is normally not announced in advance.

If an observer arrives, take the following steps before allowing access to the testing area or test materials:

1. Check credentials.

Observers must have the following:

- Photo ID (driver's license, employer ID, etc.)
- Employer ID, business card, etc. showing company/agency affiliation
- Written authorization from ACT (if observer is not from a state education agency or district assessment office)

Note: If an employer ID has a photo, separate photo ID is not needed.

2. If the observer provides the necessary credentials, give the observer your full cooperation. If not, deny access to the testing area and test materials.
3. Include the observer's name and company/agency and whether or not the observer was admitted in an irregularity.
4. Call ACT if you have concerns about an observer.

Note: The visit may include conducting enhanced test security procedures on test day.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test location until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and

away from the test rooms. Please inform ACT Media Relations (800.553.6244, ext. 1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is uniformly answered.

Online Testing

Testing with the Online Format

The online format is available to examinees testing with standard time or with eligible ACT-authorized accommodations.

Technical Requirements

All requirements for an online administration are addressed in the *ACT Technical Guide for Online Testing*. The guide is available on your State or District testing web page under the Configuration section.

Systems for Online Testing

PearsonAccess^{next} is the web application used by test staff (i.e., test coordinators, room supervisors) to manage online testing and start and monitor tests. It is located at <https://testadmin.act.org>.

TestNav is the test delivery engine used by examinees to take the tests. It can be downloaded at <https://download.testnav.com>.

Student Authorization Tickets

The Student Authorization Ticket is a printout that contains the examinee's individually assigned username and password to access the test. The test coordinator prints the tickets found in PearsonAccess^{next} before test day and gives them to the room supervisor the day of testing.

Login Security

To ensure the confidentiality of examinees, their results, and exam content:

- Keep your staff login details confidential. Don't share them.
- Keep Student Authorization Tickets secure.
- Do not allow examinees to look at or have access to another examinee's Student Authorization Ticket.
- Do not allow examinees to remove a Student Authorization Ticket or its content from the test room by any means, or have access to one outside of testing.
- Collect all used and unused Student Authorization Tickets from examinees before dismissal and return them to ACT.

Seal Codes

Seal codes are numeric codes examinees must enter at the beginning of each test to begin that particular section. Seal codes are unique to each test session and ensure standardized progress through the tests by all examinees in the room. The room supervisor retrieves the seal codes in PearsonAccess^{next} during testing.

Overview of the Online Process

Online testing requires specific actions be taken before, on, and after test day. The following table provides a high-level overview of these activities and who completes them.

Stage	Who	Activities
Before test day	Test coordinator	<ul style="list-style-type: none"> • Create user accounts in PearsonAccess^{next} • Create test sessions and assign examinees in PearsonAccess^{next} • Print Student Authorization Tickets in PearsonAccess^{next} and store them in a secure location • Prepare the test sessions in PearsonAccess^{next} the day before test day
	Technical coordinator	<ul style="list-style-type: none"> • Set up proctor caching • Rerun applicable system checks the week before test day on all computers to ensure each computer meets all requirements • Precache test content two days prior to the start of testing
	Examinee	<ul style="list-style-type: none"> • Complete non-test information online
On test day	Test coordinator	<ul style="list-style-type: none"> • Distribute Student Authorization Tickets and scratch paper to room supervisors • Start the test sessions in PearsonAccess^{next} • Assist staff with questions/issues; contact ACT if necessary <p><i>Note: The technical coordinator is expected to assist with system issues.</i></p>
	Room supervisor	<p>Before testing:</p> <ul style="list-style-type: none"> • Prepare computers for testing • Unlock the test session in PearsonAccess^{next} <p>During testing:</p> <ul style="list-style-type: none"> • Retrieve seal codes in PearsonAccess^{next} • Distribute Student Authorization Tickets and scratch paper to examinees • Monitor examinee progress in PearsonAccess^{next} • Document irregularities in PearsonAccess^{next} • Ensure that all examinees submit their tests in TestNav <p>After testing:</p> <ul style="list-style-type: none"> • Remove students from sessions who did not test • Students who partially tested should be Marked Complete. • Lock and stop the test session in PearsonAccess^{next} <p>IMPORTANT: If an examinee did not log in to TestNav (e.g., absent, denied admission), do not mark the test complete. Instead, remove the examinee from the session in PearsonAccess^{next}.</p>
After test day	Technical coordinator	<ul style="list-style-type: none"> • After all examinee tests are complete, purge all test content from the proctor caching computer. See the Purge Cached Test Content section located in the <i>Technical Guide for Online Testing</i>.

Testing with Accessibility Supports

Testing with Accommodations

Accommodations are available only for examinees with disabilities as documented in an IEP, 504 Plan, or other accommodations/supports plan.

These accommodations must be used regularly in the academic environment, and should not be introduced just prior to taking the ACT.

Examples of accommodations include, but are not limited to:

- Timing/scheduling supports (e.g., extra testing time, testing over multiple days, breaks as needed)
- Audio supports (e.g., text-to-speech)
- Response supports (e.g., scribe to record responses, speech-to-text software for the writing test)

Authorization

The test accommodations coordinator identifies examinees who qualify to test with:

- Accommodations–based on their Individualized Education Program (IEP), 504 plan, or other accommodations/supports plan
- English learner (EL) supports–based on limited English proficiency
- Designated supports–based on an identified need

Timing Codes and Guidelines

Each examinee has an authorized timing. This determines which verbal instructions must be read to that examinee. **To schedule testing for an examinee, refer to the Accommodations and Supports Roster, which lists each examinee’s authorized timing and accommodations materials kit.**

To see which test timings apply to each timing code, see the chart below.

Authorized Timing	Timing Code
Standard time	Timing Code 1 (TC1)
Double time over multiple days	Timing Code 2 (TC2)
Triple time over multiple days	Timing Code 3 (TC3)
Standard time over multiple days	Timing Code 5 (TC5)
Breaks as needed	Timing Code 5 (TC5)
One and one-half time	Timing Code 6 (TC6)
One and one-half time over multiple days	Timing Code 7 (TC7)
Standard time multiple-choice, double time writing section only, single day	Timing Code 8 (TC8)

Multiple day testing (TC2, TC3, TC5 multiple-day testing, and TC7) will occur over several days of the accommodations testing window; however, each test must be completed during a single session. The days do not have to be consecutive.

Single day testing (TC1, TC5 breaks as needed, TC6, TC8) occurs all in one day, and all tests must be completed in a single session.

All examinees in the room must have the same authorized timing. Examinees testing with accommodations may not test in a standard time room. If they do, tests from that room will not be scored or scores will be canceled.

If you are administering ACT (no writing), skip the “writing test” section of each timing code and ignore Timing Code 8. In the verbal instructions for each timing code at the end of Test 4, you will receive clear instructions on how to conclude your administration.

IMPORTANT: When testing with accessibility supports, examinees may use less time than allowed with their authorized timing. Do not move to the next test until the standard time has expired and all examinees in the room have completed that test section, or the allotted time has expired.

Timing Chart

Authorized Timing

Timing	Authorized Timing	Time Allowed Test 1	Time Allowed Test 2	Time Allowed Test 3	Time Allowed Test 4	Time Allowed Writing
1	Standard time, single day	45 minutes	60 minutes	35 minutes	35 minutes	40 minutes
2	Double time over multiple days	90 minutes	120 minutes	70 minutes	70 minutes	80 minutes
3	Triple time over multiple days	135 minutes (or 180 minutes — see note)	180 minutes	105 minutes	105 minutes	120 minutes
5	Standard time over multiple days	45 minutes	60 minutes	35 minutes	35 minutes	40 minutes
	Breaks as needed, single day	45 minutes	60 minutes	35 minutes	35 minutes	40 minutes
6	One and one-half time, single day	70 minutes	90 minutes	55 minutes	55 minutes	60 minutes
7	One and one-half time over multiple days	70 minutes	90 minutes	55 minutes	55 minutes	60 minutes
8	Standard time multiple-choice, double time writing only, single day	45 minutes	60 minutes	35 minutes	35 minutes	80 minutes

Note:

- For Test 1, using triple time, examinees are allowed up to 180 minutes if using text-to-speech. The computer will keep official time.
- When providing breaks as needed, total break time cannot exceed 90 minutes.
- For Timing 6 or 7, examinees must have their tests manually timed by the room supervisor.

Accommodations and Supports Roster for the ACT

All examinees authorized by ACT to use accommodations and/or EL supports on the ACT test are listed on the Accommodations and Supports Roster in PearsonAccess^{next}. It lists each examinee's test name, delivery format, accommodations materials kit, and timing code. For online testing, use the roster to assign students with the same timing code to test sessions. After examinees have been assigned to test sessions, the roster will list each examinee's session name.

Testing More Than One Examinee at a Time

ACT encourages group administrations for examinees authorized for the same timing and similar accommodations and/or supports. If more than 20 examinees will test in one room, a proctor is required to assist with the administration.

All examinees in the room must have the same authorized timing and must be working on the same test at the same time (e.g., when administering Test 1, all examinees must be working on Test 1).

Testing with Designated Supports

Designated supports are available to any examinee for whom a need has been identified and are approved by the test accommodations coordinator. Most require advance planning to deliver.

Examples of designated supports include, but are not limited to:

- Testing in a small group or one-to-one
- Food, drink, or access to medication, for examinees with medical needs
- A written copy of the verbal instructions (provided locally)

Testing with Arrangements and/or Supports

You may provide select arrangements and supports for any administration if all of the following conditions are met:

- Arrangements are consistent with the examinee's plan on file at the school
- Arrangements will not disrupt testing or provide an advantage to the examinee over other examinees
- Breaks are provided as outlined in the verbal instructions
- Timing is provided as outlined in the verbal instructions
- The correct test materials are used for the type of administration (e.g., standard time)
- The computer is configured the same as it is for all other examinees

Allowed arrangements and supports are:

- Assigned seating (e.g., at the front of the room to hear verbal instructions, at a table instead of a desk)
- Using hearing aids
- Wheelchair access
- Testing in a quiet environment (e.g., small group or individual room)
- Food, drink, or access to medication, for examinees with medical needs (These examinees should test separately to avoid disturbing other examinees.)
- A written copy of the verbal instructions
- A sign language interpreter for the signing of verbal instructions (The interpreter may sign the verbal instructions to one or multiple examinees in the same room. Sign systems include American Sign Language (ASL), Signing Exact English (SEE), and cued speech. The sign language interpreter must not be a relative. Test items may not be provided.)

If these arrangements and/or supports are provided, please submit an Irregularity Report explaining what was done.

Testing Examinees with Hearing Impairments

Examinees with hearing impairments may be able to test with standard time and use standard time materials. These allowed arrangements do not require additional staff, or a separate room.

Sign Language Interpreter

- Seat an examinee using an interpreter at the front of the room.
- The interpreter:
 - ~ May sign all spoken instructions
 - ~ May also translate any questions from the examinee to testing staff and sign the responses to those questions
 - ~ May not translate or sign the test questions, or answer any test questions for the examinee
 - ~ Is expected to stay in the room throughout the administration

Note: A sign language interpreter may not be a relative.

Assigned Seating

- Assign an examinee who can lip-read to a seat with a clear view of the room supervisor.
- Make sure all instructions are given in sight of the examinee.

Testing with Accessibility Supports

All examinees have access to built-in accessibility features when testing online. The use of these accessibility features does not require authorization.

Accessibility features include:

- Answer eliminator
- Screen zooming
- Magnifier
- Line reader
- Answer masking
- Highlighter
- Color contrast

Makeup Testing

Eligibility for Makeup Testing

For the ACT taken online, if you are unable to administer the tests to an examinee due to absence or illness, you may reschedule that examinee to test on another day within your testing window.

You may not reschedule examinees who completed testing or were dismissed for prohibited behavior. Examinees dismissed for prohibited behavior are not permitted to test in any other test session. This includes testing via paper.

Note: If you have any paper testing examinees at your school who missed their initially scheduled test date, they may be eligible to use the online window to complete makeup testing. This will allow the examinees to test sooner, rather than waiting for the scheduled paper subsequent test date. If you are unsure if the examinee's accommodations can be provided in an online format, please contact ACT for assistance.

Makeup for Single-Day Testing

For single-day testing, reschedule an examinee if he or she:

- Was absent for or was not admitted to the test session (i.e., did not log in to TestNav)
- Began testing but did not complete all tests (e.g., illness)

Use this table to determine your action.

If the examinee...	Then...
Did not log in and will take a makeup session	Remove the examinee from the test session and assign him or her to another test session in PearsonAccess ^{next} . <i>Note: When you move the student to a new test session, you will need to print a new Student Authorization Ticket.</i>
Began but did not finish and will take a makeup session	Contact ACT for instructions specific to the examinee.

*Note: Examinees must take all the tests in the makeup session, even if some were completed in the initial session. **Tests from one session cannot be combined with tests from another session.***

Makeup for Multiple-Day Testing

For multiple-day testing, reschedule an examinee if he or she:

- Was absent (i.e., did not log in to TestNav for that sitting)
- Logged in to TestNav for that sitting but did not enter the seal code to begin the test

Use this table to determine your action.

If the examinee...	Then...
Will take the missed test	Resume the examinee's test in PearsonAccess ^{next} on test day.
Will not take the missed test (will not finish testing)	Contact ACT for instructions specific to the examinee.

Note: If an examinee is absent for a group sitting, he or she can make up the missed test and then rejoin the group for the next sitting as long as everyone will be taking the same test at the same time. If the examinee cannot take the missed test in time to rejoin the next group sitting, you may need to reschedule all remaining tests for that examinee individually.

TEST FACILITIES

Facility Requirements

Introduction

The test coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

Principles of Accessibility

Under the Americans with Disabilities Act (ADA), tests must be offered in locations accessible to individuals with disabilities, or in rare cases, in accessible alternative locations.

Selecting Facilities

Select facilities that:

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day

You may also want to have:

- A room to use as test-day headquarters for staff and materials
- Security personnel

Selecting Test Rooms

Select test rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be rearranged, if needed, to meet seating requirements
- Are quiet and free from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock or other timepiece
- Provide convenient and adequate access to restrooms
- Have computers with high-speed internet access
- Have access to a printer
- Have their own supervisor computer for administrative monitoring

Note: Observing examinees testing in multiple rooms from a central location (such as a hallway, through glass walls, or security cameras) is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.

Selecting Test Rooms for Accessibility Supports

- Examinees with different timing must test in separate rooms.
- Examinees with authorized accommodations and/or English learner supports must not test in a standard time room.

- Examinees authorized to test with breaks as needed must test one-to-one.
- Examinees using text-to-speech may test as a group if they use headphones.
- ACT encourages group administrations for examinees authorized for the same accommodations and/or supports.
- ACT prefers classrooms and recommends no more than 20 examinees in one room.
- ACT recommends reserving the same room for each day you will be testing and scheduling consecutive days for examinees authorized to test over multiple days (although you may skip days as necessary).

Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

ACT recommends:

- Using single-level classrooms
- Avoiding multiple-level seating (it makes it easier to see another examinee's test)
- Seating 15 to 30 examinees in a room for standard time administrations
- Not seating more than 100 examinees in one room

To ensure a fair and secure testing environment:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Arrange the room so that:
 - ~ The room supervisor will be facing the examinees during testing.
 - ~ Testing staff can freely circulate the room and have a clear view of all examinees and materials.
 - ~ Seating minimizes the possibility of prohibited behavior.

Seating Arrangements—Online Testing

Seating arrangements must minimize any possibility of prohibited behavior. For online testing, it is critical that examinees cannot see each other's screens. The following table contains additional requirements.

If the room has...	Then workstations...
No carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • Must face the same direction (except when using a U-shaped configuration) • Must be spaced so examinees are at least three feet apart (side-to-side measured shoulder-to-shoulder) and at least five feet apart (front-to-back measured head-to-head) • Must be set up so that examinees in one row cannot see the screens of other examinees' computers in front of or to the side of them
Carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • Do not need to face the same direction • May face the wall or each other if there is adequate privacy between examinees
U-shaped seating configuration	<ul style="list-style-type: none"> • Must face outward from the center of the U-shaped configuration • Must be spaced at least three feet apart

Work Surfaces

Work surfaces must be smooth, hard surfaces large enough for examinees to work comfortably with the items needed for testing. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards balanced on examinees' legs are not allowed.

Note: For left-handed examinees, use standard left-handed desks or work surfaces that are large enough for these examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.

Ensuring Quiet Test Sessions

Take the following actions to ensure quiet test sessions:

- Ask the building's administration to turn off audible signals that normally sound at the beginning and end of classes.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

Off-Site Testing

Each school is expected to serve as a test site, testing all of the eligible students who are enrolled at the school. If you cannot meet the facility requirements at the school, you must find an alternative location (community college, church, banquet hall, other high school, etc.).

Consider off-site testing if:

- Audible signals and announcements cannot be turned off during test sessions
- You do not have a quiet area to test away from other activities
- You have an examinee who cannot test at the school

You do not need to be approved to test at an off-site location. ACT requires you provide information about the location on your test administration forms.

Note:

- *Test materials are shipped to and picked up at the school (or the district if your testing program includes the district shipping model) as scheduled by ACT. Test materials must be kept secure in the transfers between the school and the off-site location and at the off-site location.*
- *If you will not be the test coordinator at the off-site location, assign a substitute test coordinator from your school to the off-site location. You are responsible for training the designated substitute test coordinator. The substitute test coordinator will not receive communications from ACT, but is expected to be responsible for the tasks outlined in this manual.*
- *Even if a proctor is not required for the number of examinees testing, ensure at least two staff members from your school are assigned to the off-site location to allow the room supervisor the ability to take a break if needed.*

Sharing an Off-Site Location

If more than one school (including yours) plans to share the same off-site location:

- Each school must meet staffing requirements at the off-site location
- Each test coordinator (TC) must designate rooms to test only the school's examinees

- Each TC must designate a secure storage area to store only the TC's school's materials to avoid accidentally using another school's materials; mixing test materials will cause a delay in scoring
- Each school is responsible for returning its own test materials. Materials cannot be returned together.

Seating Arrangement Examples—Online Testing

Online Testing Seating Arrangement Examples

Acceptable

Without Dividers, Carrels, or Partitions

With Dividers, Carrels, or Partitions

U-Shaped Seating

Table Spacing

6-Foot Tables

8-Foot Tables

Tables more than 9 feet

Tables under 6 feet

Round tables any size

Unacceptable

Examinees Facing Each Other Without Dividers, Carrels, or Partitions

Examinees Too Close Together/Inadequate Aisle Space

Desk Surface Too Small

TEST STAFF

Staff Requirements

Selecting Testing Staff

The test coordinator is responsible for selecting testing staff.

Who May Act as Testing Staff

The test coordinator is responsible for choosing people of integrity when they select their testing staff. Room supervisors, the technical coordinator, and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

All testing staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws.

Who May Not Act as Testing Staff

- High school students, volunteers, and lower-division undergraduates
- Anyone who intends to take the same tests within the next 12 months
- Anyone involved in test preparation activities for the same tests at any time during the current testing year (September 1–August 31).

Note: ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

Relatives

To protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your test site or any school in your state on the same test date:

- You may not serve as test coordinator or substitute test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified colleague.
- You may not have access to the secure test materials before or after the test day/window.
- You may serve as a room supervisor or proctor, provided that the examinee is not assigned to test in a room where you are working.
- You must not have access to any of the examinee's test materials.

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Scores for an examinee will be canceled if any of these policies are violated.

Athletic Coaches

ACT has provided assurances to the National Collegiate Athletic Association (NCAA) that scores achieved through all ACT testing programs are comparable. Scores are used in determining Division I and Division II NCAA Initial-Eligibility.

To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:

- May not serve as test coordinator
- May not have access to secure test materials before or after testing
- May serve as a room supervisor, but may not supervise one-to-one testing for a student-athlete

The policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.

Attentiveness

Staff must remain attentive to their testing responsibilities throughout the administration. Reading (except the manuals or supplements), grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.

Testing Staff Lists

Test coordinators complete Testing Staff Lists (included in the back of the manual) for each test date, listing all personnel involved in administering the tests (including anyone assisting with materials or security).

Staff Compensation

ACT does not compensate testing staff for administering State testing or District testing.

User Accounts

Staff need to have user accounts set up in PearsonAccess^{next} before test day. The test coordinator must create these accounts for the technical coordinator and all room supervisors.

Staff Roles and Responsibilities

Test Coordinator Role

The test coordinator may serve at only one location and must be on file at ACT. The test coordinator has overall responsibility for coordinating test operations, including storing materials and setting up test rooms. The test coordinator provides the continuity and administrative uniformity necessary to ensure that the examinees are tested under standardized and secure conditions.

Number required: One per test site

Test Coordinator Responsibilities

Prepare facilities:

- Select and reserve test rooms
- Prepare test rooms for test day according to ACT guidelines

Assign and train staff:

- Identify a sufficient number of qualified personnel to serve as room supervisors and proctors
- Conduct a local training session for all testing staff before the test dates, including review of the administration materials and systems
- Create user accounts for staff in PearsonAccess^{next}

Coordinate testing activities:

- Submit accommodations and/or supports requests with the assistance of test accommodations coordinators
- Receive, check in, and securely store test materials
- Schedule test dates within the testing window for examinees testing with accommodations and supports
- Arrange for examinees to complete non-test information
- Plan seating arrangements for each room
- Create a roster of examinees scheduled to test in each room before test day
- Organize test materials for room supervisors (including printing and distributing Student Authorization Tickets)
- Notify examinees of the test date(s), location, and materials needed
- Ensure site readiness checks are completed and prepare all computers with the assistance of the technical coordinator
- Create and assign examinees to test sessions in PearsonAccess^{next}
- On the morning of test day, start the test sessions in PearsonAccess^{next}

Maintain security:

- Read and comply with all policies and procedures in the materials provided by ACT
- Ensure tests are administered in strict compliance with all policies and procedures documented in these materials
- Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration
- Promptly return test materials to ACT after each test window

- Provide a timely response to requests from ACT when additional information is needed

Ensure complete documentation:

- Ensure room supervisors complete all required documentation during the administration
- Verify and return all documentation after testing
- Oversee the documentation of all irregularities and consult directly with ACT regarding actions to be taken

Replacing the Test Coordinator

If the test coordinator is unable to supervise the test administration, the district test coordinator must update the test coordinator information on the Manage Contacts screen in PearsonAccess^{next} and grant user access to the new test coordinator. ACT uses this information for communications and shipments.

Substitute Test Coordinator Role

If the test coordinator becomes ill or is otherwise unable to be present on test day, the substitute serves as test coordinator. If the test coordinator cannot be present on test day due to off-site testing, the test coordinator may appoint a substitute test coordinator to serve off-site. The substitute is encouraged to assist the test coordinator prior to, during, and after testing and is also expected to participate in training provided by ACT prior to the test date. The substitute coordinator can serve at only one site.

Number required: One per test site

Substitute Test Coordinator Responsibilities

The substitute test coordinator is responsible for all of the same activities as the test coordinator. If the test coordinator is not present, the substitute carries out all needed activities. If the test coordinator is present, the substitute may assist the test coordinator, as needed.

Note: If the test coordinator is not able to supervise the administration, the substitute must notify the appropriate district official to update user access in PearsonAccess^{next}.

Test Accommodations Coordinator Role

The test accommodations coordinator may assist with activities around administering test accessibility supports.

Number required: Optional

Test Accommodations Coordinator Responsibilities

- Submit requests for ACT-authorized accommodations and English learner supports in the Test Accessibility and Accommodations System (TAA)
- Help organize materials for any examinees testing with accommodations and supports
- Help with accommodations and EL supports test administrations

Technical Coordinator Role

The technical coordinator installs and configures testing system software, and helps the test coordinator set up computers for testing. The person in this role must be available on test day to assist and troubleshoot any technical issues that may arise.

Number required: One per test site

Technical Coordinator Responsibilities

- Ensure the school's computers and infrastructure meet online testing requirements
- Help the test coordinator and other staff set up for test day (includes examinee and administrative computers and test rooms)
- Troubleshoot technical issues staff or examinees may have on test day
- Rerun applicable system checks the week before test day on all applicable computers (if the test environment is "unfrozen" for an update)

Additional responsibilities, if proctor caching:

- Install ProctorCache software on the proctor caching computer
- Create the TestNav configuration in PearsonAccess^{next}
- Precache test content **two days** prior to testing
- After all examinees have completed testing, purge all content from the proctor caching computer

Room Supervisor Role

Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

Number required: One per test room

Room Supervisor Responsibilities

Prepare for test day:

- Assist the test coordinator, as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities:

- Individually identify and admit examinees to rooms; verify ID and mark the roster
- Direct examinees to seats once they are admitted
- Ensure all examinees admitted to a room are assigned the same timing
- Ensure all examinees authorized to test over multiple days are ready to begin the same test

Administer the test:

- Prepare the room for testing (includes testing computers)
- Take responsibility for a test room and provide an environment conducive to testing
- Distribute student authorization tickets and scratch paper to examinees
- Help examinees log in to TestNav
- Retrieve seal codes from PearsonAccess^{next} and help examinees enter them to start individual tests
- Read verbal instructions verbatim to examinees
- For one and one-half time testing (Timing Codes 6 and 7): Properly time tests and record the start, 5 minutes remaining, and stop times on the test administration forms
- Use PearsonAccess^{next} to unlock, monitor, manage, and stop test sessions for the room
- Lock the test session in PearsonAccess^{next} if testing over multiple days
- Ensure examinees submit all tests and log out of TestNav before dismissal
- Close TestNav and PearsonAccess^{next}

Maintain security:

- Keep test materials secure during testing and breaks

- Monitor for prohibited behavior during testing and breaks
- Collect and account for all test materials before dismissing examinees

Ensure complete documentation:

- Complete all information on the appropriate administration forms
- Document irregularities in PearsonAccess^{next}
- Return all test materials and forms to the test coordinator after testing

Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

Number required: The following table describes the minimum number of required proctors. **If your state or district has a stricter proctor policy, you should abide by that policy.**

Number of Proctors Needed for Standard Time ACT Online Administrations

Number of Standard Time Examinees	Proctors Needed
1–30	1*
31–60	2
61–100	3
101–150	4
151–200	5

**ACT recommends the use of a proctor in case of technical difficulties, but it is not required.*

Number of Proctors Needed for Accommodations/Supports ACT Online Administrations

Number of Accommodations/Supports Examinees	Proctors Needed
1–20	1*
21–40	2
41–60	3
61 or more	1 additional proctor per every additional 20 examinees

**ACT recommends the use of a proctor in case of technical difficulties, but it is not required.*

Proctor Responsibilities

Prepare for test day:

- Assist the test coordinator as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities:

- Help room supervisors individually identify and admit examinees

- Direct examinees to their seats

Administer the test:

- Prepare the room for testing
- Distribute student authorization tickets and scratch paper to examinees
- Help examinees log in to TestNav
- Help examinees enter seal codes to start individual tests
- For one and one-half time testing (Timing Codes 6 and 7): Verify proper timing of the tests, using a different timepiece than the room supervisor
- Monitor testing progress
- Ensure examinees submit all tests and log out of TestNav before dismissal

Maintain security:

- Monitor for prohibited behavior during testing and breaks
- Report any irregularities to the room supervisor immediately
- Accompany examinees to the restroom if more than one leaves during the timed portion of the test
- Collect and account for all test materials before examinees are dismissed

Roving Proctor Role

Schools that use multiple rooms, floors, or buildings are encouraged to appoint roving proctors to assist the test coordinator.

Number required: Optional

Roving Proctor Responsibilities

- Assist with check-in and/or directing examinees to test rooms and seats
- Help the test coordinator prepare the test materials for test rooms
- Monitor hallways or escort examinees
- Give room supervisors a break during testing
- Keep the hallways quiet if other rooms are still testing
- Count and prepare test materials for return to ACT

Rotating Proctor Role

Proctors are normally expected to serve in a single assigned room for the entire test session. However, if schedules require, proctors may be “rotated” or replaced at the break, provided no room is ever left unattended.

Number required: Optional

Rotating Proctor Responsibilities

Rotating proctors are responsible for all proctor tasks once they have replaced the existing proctor.

Interpreter/Reader/Scribe

Individuals who serve as an interpreter, reader, or scribe must meet all of the following criteria:

- Proficient in English, and if applicable, the appropriate sign language system
- Experienced in administering standardized or other “high-stakes” tests
- Employed by the school district where the examinee attends school
- Agrees to administer the tests in compliance with ACT policies and procedures

- Reads and signs the agreement for their administration
- Not a relative or guardian of the examinee
- Not a private consultant or individual tutor whose fees are paid by the examinee or examinee's family
- Not engaged in test preparation activities for ACT during the current academic year
- Athletic coaches may not supervise one-on-one testing for a student-athlete, even if their sport is not in season at the time of testing

Test scores achieved under the supervision of an individual who does not satisfy all requirements will be canceled.

Note: The reader role is not applicable to online testing.

Interpreter Role

The interpreter may sign *verbal instructions* to multiple examinees in the same room.

The test coordinator is responsible for obtaining the services of a qualified interpreter. The interpreter must sign the Interpreter's Agreement.

Number required: Optional

Interpreter Responsibilities

If an interpreter signs the **verbal instructions**:

- Use American Sign Language (ASL), Signing Exact English (SEE), and/or cued speech
- Sign all verbal instructions spoken by the room supervisor
- Interpret any questions from examinees and interpret the room supervisor's responses

Note: Cued speech, under this definition, means providing visual phonemic access to the sounds of the words using the official set of phoneme signs. This functions like an exact read-aloud because it does not add meaning cues to the communication.

Note: Test items may not be interpreted for online testing.

All interpreters stay in the room throughout the administration and sign an Interpreter's Agreement.

Scribe Role

If authorized, an examinee may use a scribe for the writing test or to mark multiple-choice answers. Examinees authorized to use a scribe must test one-to-one. The room supervisor serves as the scribe.

The scribe must sign a Scribe's Agreement.

Number required: Optional

Scribe Responsibilities

- As the examinee dictates the essay or multiple-choice answer, write verbatim what the examinee says on the lined pages or mark the multiple-choice answer on the screen
- Do not make any corrections not dictated by the examinee
- Sign a Scribe's Agreement

Note: The scribe may write down notes dictated by the examinee. The examinee is responsible for telling the scribe what is and is not part of the final essay or the final multiple-choice answer.

Staff Training

Purpose of Training Staff

All testing staff must understand all ACT policies and procedures and their responsibility for implementing them. It is critical that all test sites follow the same procedures for a fair and standardized testing experience. Properly training staff also helps reduce the risk of a misadministration.

Staff Training Requirements

The test coordinator is responsible for providing manuals, supplements, and training to all test site staff before test day.

Manuals

ACT provides manual(s) to communicate its policies, procedures, and expectations. They are proprietary information and copyrighted by ACT. Manuals should be used by staff to prepare for and administer the tests, and must not be copied or shared for any other purposes. Test coordinators should provide each testing staff member a complete administration manual before the training session. It is especially important for room supervisors to read and understand the policies, procedures, and directions.

Supplements

Supplements or notices may be sent to test coordinators before the test day via email or included in test materials shipments. These supplements contain the most up-to-date information on policies and procedures. They should be distributed to all staff and are intended to augment the policies and procedures contained in the administration manuals.

Training Session

Test coordinators hold a training session before test day to prepare staff (both new and experienced) for test day activities. This training session is required. The session should be used to discuss policy, address procedural and logistical issues, and ensure everyone has a common understanding of what is to take place on test day. An outline of topics is provided to guide the discussion.

Note: This is separate from the briefing session conducted on test day.

Training Session Outline

The test coordinator is expected to discuss the following topics with staff during the training session. A separate session may be held with accommodations testing staff to cover topics relevant to accommodations. All training sessions must occur before test day and include information from training conducted by ACT.

Testing Systems:

- Explain how to navigate and the tasks that staff must complete in PearsonAccess^{next}
- Provide an overview of TestNav and ensure staff are comfortable assisting examinees on test day as needed

Facilities Requirements and Setup:

- Demonstrate proper seating arrangements and test room preparation, including:
 - ~ Ease of staff observation and movement
 - ~ Seating left-handed examinees
 - ~ Timepieces
 - ~ Any items in the room that need to be covered/removed for testing

Test Materials:

- Discuss the difference between secure and non-secure materials
- Explain materials that will be supplied by:
 - ~ ACT
 - ~ Your site
 - ~ Examinees
- Describe the process for how materials will be distributed to and from room supervisors on test day and how room supervisors will distribute materials to examinees in the test room
- Outline the importance of:
 - ~ Never leaving materials unattended
 - ~ Verifying counts of secure materials before and after testing
 - ~ Not allowing unauthorized individuals access to test rooms or materials

Non-Test Activities:

- Discuss when and where all examinees, including those testing with accommodations and/or supports, will complete non-test information
- Discuss the sections that must be completed and the importance these sections play in score reporting

Test Administration:

- Discuss when and where staff members are to report on test day
- Explain how to use the Roster
- Review acceptable forms of identification
- Explain the process for seating examinees and the rules to follow when choosing where to seat an examinee
- Discuss start times and when to stop admitting examinees to the test room
- Discuss the policy for watches, cell phones, and other electronic devices for both examinees and staff
- Explain how to use the manual on test day, stressing the importance of following instructions exactly and reading verbal instructions verbatim
- Explain how to use any supplemental materials
- Discuss timing procedures and administering breaks for all types of administrations
- Discuss monitoring the test room and expected staff behavior, including:
 - ~ Handling prohibited behavior
 - ~ Handling testing irregularities
 - ~ Checking calculators
 - ~ Checking authorized bilingual dictionaries
- Review how to fill out the Test Administration Forms and submit Irregularity Reports

Note: If there are additional rules or policies specific to your state, district, or test site, be sure to also cover those items with testing staff. Staff should have a comprehensive understanding of all expectations and procedures before test day.

Available Staff Training Resources

Additional staff training resources are available on your State or District testing website. The url for this site is provided in email communications from ACT.

Test Day Briefing Session

A staff briefing session is required each test day morning, even with experienced staff. This is the time to make sure all staff are present and make any necessary adjustments to staff assignments. Make sure everyone understands their responsibilities and answer questions in a group setting so everyone has the same information. In particular, discuss the following:

- Information in any ACT notice
- Cell phone and prohibited devices policy and procedures
- Calculator policy and procedures
- Test site specific information
- How staff are to communicate with the test coordinator during testing
- Arrangements for left-handed examinees
- Arrangements for examinees authorized to test with accommodations and supports
- How to handle breaks
- What to do with examinees dismissed for prohibited behavior

TEST MATERIALS

Materials Overview

Materials Provided by ACT

All Materials

Non-Test Materials

- *Non-Test Instructions for Student* (one personalized for every examinee registered)
- *Administration Supplement State Use Questions* (if applicable)
- *Taking the ACT State Testing and District Testing*
- Barcode labels

Test Administration Materials

- Administration manual(s)
- Applicable supplements, including the *Calculator Policy*
- Blue scratch paper
- Test Administration Forms (separate from the manual)
 - ~ One set of forms is required for each test room
 - ~ Do not separate the pages (use and submit it as a single sheet)
 - ~ Make a photocopy of each completed form and keep for at least six months

Each contains the following forms:

- ~ Test Room Report (completed by the test coordinator and room supervisor)
- ~ Roster (completed by the test coordinator and room supervisor)
- ~ Seating Diagram (completed by the room supervisor)
- ~ Administration Report (completed by the room supervisor)

Return Materials

- Processing envelopes
- Polymailers
- Colored return stickers

Materials Provided by Your Site

Your site is responsible for providing the following in each test room:

- No. 2 pencils with erasers to lend to examinees who do not bring them (for scratch work)
- Pencil sharpener
- Reliable timepieces: watch, stopwatch, interval timer, or accurate wall clock
- Signs, cards, or other materials used in admissions procedures
- Permitted calculators (if your site chooses to provide them to examinees)
- Computers with high-speed internet access

Materials Provided by Examinees

Examinees are asked to bring No. 2 pencils with good erasers and a permitted calculator (if desired). For online testing, examinees can use the available system calculator (if preferred).

If any of the following are authorized for accommodations, examinees are expected to supply their own:

- Abacus
- Screen reader
- Augmentative or alternative communication device (AAC)
- Magnifying glass
- Color overlays
- ACT-authorized word-to-word bilingual dictionary
- Snacks, drinks, and medication

Security of Materials

Secure Test Materials

Secure test materials include the Student Authorization Tickets with examinees' individually assigned username and passwords to access the tests and any used scratch paper.

Keeping Test Materials Secure

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned to ACT. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

Storage of Test Materials

Materials must be kept in secure storage at all times before and after testing.

Secure Storage

Secure storage is considered a locked safe or vault to which only the test coordinator and other specifically authorized individuals have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet.
- The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

Authorized Access

Staff access to materials must be limited to necessary test day preparation activities, the test administration, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and substitute test coordinator; however, a designated staff member may assist with materials if the test coordinator is present and if that individual does not present a conflict of interest.

Unauthorized Transfer of Materials

Test materials may not be shared between schools. Use only the test materials assigned to your school.

Note: If your testing program includes district shipping, review the policies and procedures outlined in the district shipping model.

District Shipping Model

Administration manuals and supplements are written for school staff with the understanding that test materials are shipped directly to the school and back to ACT. However, if your State testing program includes district shipping, then all shipments to and from ACT will first pass

through a district official. ACT will inform the school test coordinator when the school is part of a district shipping model.

The district official is supplied with the *Secure Transport of Test Materials Form*. The supplement explains security measures to take and how to document the transfer of materials to and from schools.

Security Breach

A security breach constitutes any of the following:

- Items are missing from your shipment.
- The materials appear to have been tampered with in any way.
- You have reason to believe someone had unauthorized access to the materials.
- A Student Authorization Ticket is lost, stolen, or otherwise missing (even if only temporarily) at any time.
- An examinee had access to a seal code during a time not authorized for that test.

Report a security breach to ACT immediately. If it occurs during testing, do not allow examinees to leave the building before calling ACT for instructions.

Receiving Materials before Testing

Receipt of Test Materials

Test materials will be shipped to the institution where the test will be administered or to an authorized central office (e.g., district assessment office).

Check In Test Materials

Materials must be checked in by the test coordinator within 24 hours of receiving them from ACT.

1. Examine the cartons for signs of tampering.
2. Open the cartons and check the contents to be sure you have all items on the packing list.

Note: If the contents don't match the packing list, contact ACT immediately.

Prepare Materials for Testing

Before test day, follow these steps to properly prepare the test materials:

1. Print Student Authorization Tickets.
2. Prepare the Test Administration Forms.
 - a. Fill in the test site and room information on each Test Room Report.
 - b. List all the examinees assigned to a test room on each Roster.
3. Reseal all materials in the carton(s) and place them in secure storage.

IMPORTANT: Do not remove the checked-in and sorted test materials from locked storage again until test day morning.

Print Student Authorization Tickets

1. Select the **Testing** icon.
2. Select the **Sessions** title to activate the **Sessions** screen.
3. Check the box next to the session(s) that you want to print Student Authorization Tickets for.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Select the session from the Session List, if more than one was selected.

- Use the following table to determine your next step.

To print Student Authorization Tickets for...	Then...
All examinees in a session	<ol style="list-style-type: none"> Open the Resources drop-down menu. Then select Print all for this session under the Student Authorization Tickets section. Select a print format of 1 per page (default).
An individual examinee (or small group of examinees)	<ol style="list-style-type: none"> Select the examinee(s) for whom to print a ticket. In the Resources menu, select Print selected for this session, which is under the Student Authorization Tickets section. Select a print format of 1 per page (default).

- Print the tickets using your browser.

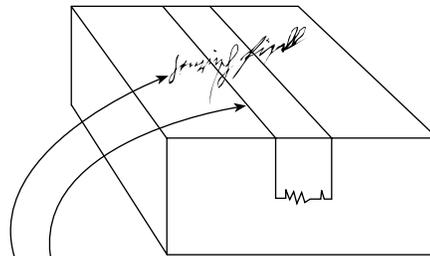
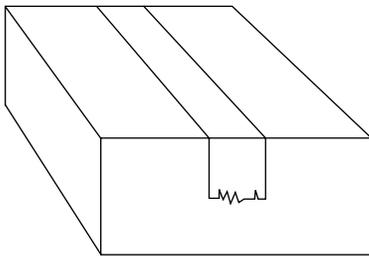
Note: Make sure the printer properties are not set to print 2-sided.

- Repeat the steps above to retrieve and print Student Authorization Tickets for any other sessions.

Store Your Test Materials Shipment

After you have counted and checked the condition of all materials in your shipment, securely store them.

- Reseal the cartons with the provided tape.
- Write your name across the seal.



When delivered, carton will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.

- Reseal in the same place as before.
- Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

- Lock the cartons in secure storage.
- Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

Handling Materials on Test Day

Remove Materials from Storage

1. Materials must remain in secure storage until the morning of test day. At that point, the test coordinator may remove materials, check for tampering, and verify all materials are present. If anything is missing or you suspect tampering, do not proceed. Call ACT immediately.
2. If all materials are present and no tampering has occurred, prepare them for distribution to room supervisors.

Distribute Test Materials to Rooms

Test coordinators distribute materials to room supervisors only on the morning of test day, normally during the briefing session.

1. Organize the appropriate Student Authorization Tickets for each room.
2. Count an appropriate amount of scratch paper for each room. For multiple-day testing, if Student Authorization Tickets are used as scratch paper, provide a new ticket for each day.
3. Personally hand the test materials to each room supervisor.
4. Return any excess materials not distributed to room supervisors to secure storage. If the secure storage location is remote from the testing area, use a room that can be locked when unattended, is convenient to the testing area, and where access is restricted to staff and authorized observers. Materials not locked in secure storage must never be left unattended.

Security during the Administration

Guarantee the security of test materials throughout the administration.

- Keep test materials in a secure location as examinees enter and exit the test room.
- Account for all secure materials before testing, at break, and before dismissing examinees.
- Never leave a test room unattended, even momentarily, if examinees or materials are present.
- Ensure that each test room has sufficient staff for the number of examinees present.
- Actively monitor examinees throughout the administration.
- Pay close attention for cell phone and electronic device use.

Verify Test Materials after Testing

After testing and before dismissing examinees, room supervisors must verify all materials.

1. Collect each examinee's Student Authorization Ticket and scratch paper together.
2. Count to be sure you have a Student Authorization Ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.
3. Place the collected test materials where examinees do not have access.

Once examinees are dismissed, review your set of Test Administration Forms and check that all pages are complete.

Return Materials to the Test Coordinator after Testing

After accounting for all test materials and verifying complete documentation, room supervisors must return materials to the test coordinator immediately after testing.

Materials to Reuse for Multiple-Day Testing

If testing over multiple days, keep materials secure between sittings and make sure examinees receive their own materials each time.

The following materials are to be reused:

- Student Authorization Tickets
- Test Administration Forms
- Manuals

Note: If a Student Authorization Ticket was used as scratch paper, it cannot be reused. Print a new one for the examinee.

Storage after Testing

After accounting for all materials from the room supervisors, test coordinators prepare them for return after each test date. All used and unused secure materials must be returned to locked storage immediately after each test administration.

Collecting, Packing, and Returning Materials after Testing

Prepare Materials for Return

If You Did Not Test

If you did not test any examinees with standard tests or accommodations tests (or both) the test coordinator needs to indicate this in PearsonAccess^{next}. This needs to be completed for each test date/window.

1. Log in to PearsonAccess^{next}.
 - a. Select the **Setup** icon and choose **Organizations**.
The Organizations screen appears.
 - b. Check the box beside your organization.
 - c. In the **Tasks** pane, select **Create / Edit Organizations** in the drop-down menu, and select the **Start** button.
 - d. If your school did not test any standard time examinees during the online window, check "Did Not Test Any Initial Standard Tests." If your school did not test any accommodated examinees during the online window, check the "Did Not Test Any Initial Accommodations Tests."
 - e. Select the **Save** button, and then select the **Exit Tasks** button.
2. Complete the outside of the processing envelope(s) and mark "Did not test (provide reason)."
3. Pack the processing envelope into the polymailer. Use the polymailer with the colored return sticker that is the same color as the envelope you are placing inside.

Keep Materials Separate

Materials should be separated by administration type as outlined below.

Keep Standard Time and Accommodations Materials Separate – ACT Online Testing

Standard Time	Accommodations
Materials from standard time rooms	Materials from accommodations rooms
Standard time Testing Staff List	Accommodations Testing Staff List
	Copy of Accommodations and Supports Roster

Return Materials Color-Coding

Return materials for online testing are olive green.

Materials Needed for Return

Processing Envelopes

Pack the materials into the envelopes as outlined in the procedures for packing the processing envelopes. A checklist is also included on the front of each processing envelope for convenience. Fill out the front of each processing envelope with all requested information.

Do not overpack the envelope. Use multiple processing envelopes, if needed, to accommodate all materials.

Polymailers

Processing envelopes are packed into polymailers for return to ACT. Use one polymailer per administration type. Be sure to match the color of the processing envelopes to the color of the return sticker on the outside of the polymailer.

Completed Testing Staff List(s)

Include the completed applicable Testing Staff List(s) for your test date with your return materials. Make a copy to keep for your records.

Test Room Materials

Each test room's materials should be collected and organized for return.

Collect Materials from the Room Supervisors

For each testing room, test coordinators should use the following checklist to ensure they have secure materials and documentation from each room supervisor.

Note: Room supervisors cannot be dismissed until all required materials have been collected.

Materials Required to Collect:

Student Authorization Tickets

For each room's **Student Authorization Tickets** make sure:

- Student Authorization Tickets are returned for each examinee
- Each examinee's Student Authorization Ticket is bundled with the examinee's scratch paper

Scratch Paper

For each room's **scratch paper**, make sure:

- Scratch paper is returned for each examinee (with name and date at top)
- Each examinee's scratch paper is bundled with the examinee's Student Authorization Ticket

Test Administration Forms

For each **Test Room Report**, make sure:

- All items on the form are completed

For each **Seating Diagram**, make sure:

- All items in the top half of the diagram are completed

For each **One and One-Half Time Administration Report (accommodations/supports)**, make sure:

- The times recorded for each examinee are accurate based on the timing and accommodations details provided

Note: Contact ACT if any discrepancies are identified.

For each **Roster**, make sure:

- All examinees who were scheduled to test are listed, regardless of whether or not they actually tested
- The type of identification used is correctly marked
- Any ACT Student Identification Forms are attached to the roster

Pack the Test Materials

Pack the materials for return to ACT as outlined in this section.

Processing envelopes and return stickers are color-coded for each administration type. Be sure to use the correct materials for packing based on the type of test materials being returned.

Pack the Processing Envelopes

Materials Required to Return:

1. Testing Staff List
2. Test Administration Forms
3. Used Student Authorization Tickets and Used Scratch Paper

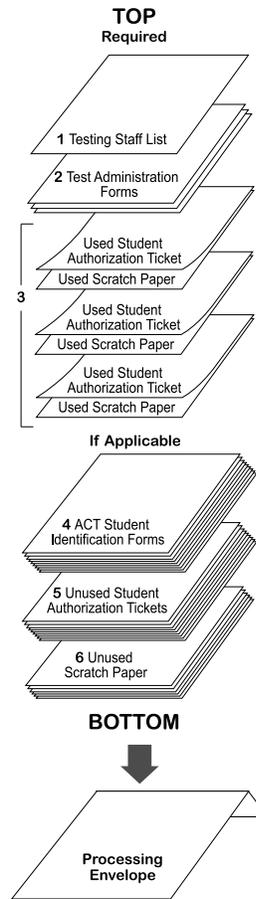
IMPORTANT: Bundle each examinee's used Student Authorization Ticket and used scratch paper together, individually.

Materials to Return if Applicable:

4. ACT Student Identification Forms

IMPORTANT: Attach any ACT Student Identification Forms to the Roster.

5. Unused Student Authorization Tickets
6. Unused Scratch Paper



Pack the Polymailer

1. Pack the processing envelope(s) into the polymailer. Use the polymailer with the colored return sticker that is the same color as the envelope(s) you are placing inside.
2. Number each polymailer 1 of X, 2 of X, etc.
3. Make sure your six-digit ACT High School Code, institution name, and return address are all on the outside of the polymailer.
4. Seal the polymailer.
5. Prepare the polymailer for storage and pickup.

Return the Test Materials

Store Materials for Return

After your materials are packed, return the polymailers to secure storage.

Materials Pickup

1. On the date scheduled for pickup, place the polymailers in a location where the designated carrier will be able to get them. If your school's normal pickup point is secure or constantly monitored, you may leave them there. If it is not, leave a note directing the driver to a staffed location where you can leave the materials. Do not leave the materials unattended.
2. If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

NON-TEST ACTIVITIES

Completing the Non-Test Information

Completing the Non-Test Information Online

Examinees will complete non-test information online. You may choose to schedule an in-school session to complete this portion, or you may inform examinees that they can complete the non-test information on their own. Provide examinees with a personalized *Non-Test Instructions for Student* form and the *Taking the ACT State Testing and District Testing* to assist them in completing the non-test information online. Refer to the *Non-Test Instructions for Test Coordinators* for information on completing the non-test information online and hosting an in-school session.

Note: If you have any examinees testing via the paper format, refer to the appropriate administration manual for paper testing to have the examinees demographic information on their answer document.

TEST ADMINISTRATION

Managing Examinee Data

Change an Examinee's Delivery Format

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Select the **Setup** icon.
2. Select the **Students** title. The Students screen appears with a list of examinees. If you are a district test coordinator, select show all results in the Search drop-down to view the list.
3. Check the box next to the examinee(s) to be edited.
4. In the **Tasks** pane, check the box next to **Manage Student Tests**.
5. Select the **Start** button. The **Manage Student Tests** screen appears.
6. Select a student from the side menu.
7. In the **Delivery Format** field, select the new test delivery format.

Note: You can change an examinee's test delivery format from online to paper or vice versa.

IMPORTANT: If the TAA PIN is present, and you have changed the delivery format, you also need to select the Retrieve Accommodations button to recall the appropriate accommodations format. A confirmation message appears in the message box next to the Retrieve Accommodations button.

8. Select the **Save** button. A "Success – Changes saved" message appears.

Note:

- *If the examinee is being moved from online to paper, remove the examinee from the test session. If the examinee is being moved from paper to online, add the examinee to a test session. Refer to the appropriate sections of this guide for instructions.*
- *An examinee's test format should be changed from online to paper before test materials are scheduled to be shipped. An additional order needs to be placed if the format was changed from online to paper after the scheduled ship date.*

9. When finished, select the **Exit Tasks** button.

Reporting High School Code

If an examinee testing online attends a different high school, the testing staff enters the reporting ACT high school code to correctly report scores for the examinee. Enter this in PearsonAccess^{next} before testing.

The examinee's results will be reported to the school he/she tested at unless an ACT high school code is entered into this box. Verify with the examinee's home high school that their school is listed as reportable in PearsonAccess^{next}

Note: If you're unsure of the correct home high school for an examinee, contact your district office. To find high school codes, go to actstudent.org/regist/lookuphs.

Enter a Reporting High School Code

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Select the **Setup** icon.
2. Select the **Students** title. The Students screen appears with a list of examinees.
3. Select the box next to an examinee to update his or her reporting high school.
Note: All applicable examinees may be selected at this time.
4. In the **Tasks** pane, select the checkbox next to **Create / Edit Students** in the drop-down menu.
5. Select **Start**. The Create / Edit Students screen appears.
6. Select the examinee from the list on the left under **Students**. The Examinee Details appear.
7. Scroll down to **Reporting High School Code - Online Only**, and enter the reporting ACT high school code in the **High School Code** field.
8. Select the **Save** button. A "Success – Changes saved" message appears.
9. Repeat steps above for other examinees if applicable.
10. When finished, select the **Exit Tasks** button.

Change an Examinee's Grade Level and Other Identifying Information

The test coordinator needs to be logged into PearsonAccess^{next} to complete this task.

For ACT to report an examinee's scores appropriately, the grade level, name, student ID number, or date of birth, may need to be changed before testing.

1. Select the **Setup** icon, then **Students**.
The **Students** screen will appear with a list of examinees.
2. Select the box next to all applicable examinees whose grade levels and other details are to be changed.
3. In the Tasks pane, select the box beside **Create / Edit Students**, and then select the **Start** button.
The **Create / Edit Students** screen appears.
4. Select a student from the **Students** menu on the left side of the screen, if more than one name is listed.
5. Change the grade level of the examinee in the **Actual Grade of Student** field, or change other fields as needed.
6. Select the **Save** button.
A **Changes saved** message appears.
7. Repeat steps 4, page 41 through 6, page 41 for other examinees selected.
8. When finished, select the **Exit Tasks** button.

Submit a Request to Enroll or Unenroll an Examinee

The test coordinator needs to be logged in to PearsonAccess^{next} to complete this task.

If an examinee is enrolling in or unenrolling from your school before the administration, you need to submit the request for ACT staff to add or remove the examinee from your organization in PearsonAccess^{next}.

1. Locate the Enroll or Unenroll Students template by selecting the **Support** icon, then **Documentation**.
2. Download the template by clicking the Enroll or Unenroll Students link and enter information in all fields for the student (or for multiple students).
 - Student Code from PearsonAccess^{next} (this code is required if the examinee is being unenrolled)
 - Unenroll School Organization Code (If the examinee is leaving your organization, include the ACT high school code for your organization.)
 - Enroll School Organization Code (If the examinee is entering your organization, include the ACT high school code for your organization.)
 - Last Name
 - First Name
 - Middle Initial
 - Grade
 - Date of Birth
 - State Student ID (be sure this is the number assigned by the state, not a social security number)
 - Delivery Format (enter p for paper testing or o for online testing)
 - TAA PIN from the Accommodations and Supports Roster (for ACT testing only, and if the examinee is authorized by ACT to use accommodations and/or English learner supports)

Save the template locally on your computer in .xlsx or .csv format.

3. Select the **Support** icon, then **Support Requests**.
The **Support Requests** screen appears.
4. In the **Tasks** pane, select **Create / Edit Requests** in the drop-down menu, and then select the **Start** button.
A Details screen for the new request appears.
5. Using the drop-down arrows on the appropriate fields, enter the organization (your school) and category (Enroll Student or Unenroll Student) for the request.
6. Provide an appropriate title for your request; use the word “enroll” or “unenroll” in the title. Enter additional instructions in the **Question / Concern** field.
7. Select **Choose Files** to locate and open the file for uploading to the system.
8. Select the **Create** button. A "Success – Changes saved" message appears.
9. The person submitting the request will receive email notifications from the system confirming that the request was received and also when the enrollment or unenrollment information was completed by ACT staff.

Note:

- *You can view the status of your request at any time through your PearsonAccess^{next} account.*
- *Be sure to read any comments in the email notification to ensure that ACT does not require additional information.*

10. Select **Exit Tasks** to return to the previous screen.

Setting up Test Sessions

Create Test Sessions

Completed by: Test coordinator

Note: Room supervisors cannot create test sessions.

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. In the **Tasks** pane, check the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
4. Complete all required fields.
 - **Session Name:** Name the session so it can be easily identified (e.g., “Double Time with writing,” “standard time”)
 - **Organization:** If the organization is not already selected, select it from the drop-down menu.
 - **Test Assigned:** Select the test to be administered: “The ACT (mc)” or “The ACT with writing (mw)”
 - **Form Group Type:** Select the form group type that matches the day of the week and date when that session will be administered. The form group type must be a date in the future. Past dates cannot be used.
 - **Scheduled Start Date:** Select the date of the session; this must match the date of the Form Group Type. If the session is for examinees testing with accommodations over multiple days, select the first date examinees will test.
 - **Scheduled Start Time:** Leave this as the default (1:00 AM).

Note: To use the Scheduled Start Time field for internal scheduling purposes, change it to the actual test start time.

- Discuss **Precaching Computer** field with the technical coordinator to determine what to select.

Note: Examinees can be assigned now, or test sessions can be created without examinees and added later. It is recommended to add examinees later for test sessions with a large volume of examinees.

5. To add examinees on this screen, follow the steps below. If adding examinees later, proceed to Step 6.
 - a. Select inside the **Students** field. A list of available examinees appears.
 - b. Select an examinee from the list to add him/her to the session.
 - c. To add additional examinees, repeat these steps.

*Note: To remove an examinee, select the "x" next to the examinee's name within the **Students** field.*

6. Select the **Create** button.
7. To create additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

Edit Test Sessions

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session to be edited.
4. In the **Tasks** pane, check the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
5. From the side menu, select a test session to edit. The test session information is displayed.
6. Make changes to the session and select the **Save** button.
7. To make edits to additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

Delete a Test Session

Completed by: Test coordinator

System: PearsonAccess^{next}

IMPORTANT: You need to remove all examinees from a session before it can be deleted. See Remove Examinees from a Test Session, page 46 for instructions.

If you need to delete a test session after it has been created or edited, take the following steps:

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session you want to delete.
4. In the **Tasks** pane, check the box next to **Delete Sessions** and then select the **Start** button.
5. From the side menu, select the test session to delete. The test session is displayed.
6. Confirm the deletion by selecting the **Save** button. A "Success – Changes saved" message appears.
7. To delete additional sessions, repeat the steps above.
8. When you have finished, select the **Exit Tasks** button.

Run the Accommodations and Supports Roster or Other Operational Reports

The test coordinator needs to be logged in to PearsonAccess^{next} to complete this task.

You may run the **Accommodations and Supports Roster** or other **Operational Reports** using these steps.

1. Select the **Reports** icon, then **Operational Reports**.
The **Operational Reports** screen appears.
2. Under Report Categories on the left, check the box(es) for the type of report(s) to view. To run the **Accommodations and Supports Roster**, check the box beside **Students and Registrations**.
A list of available reports appears.
3. Select the title to open and view the report.
The report page appears.
4. Select the **Request Report Refresh** link. You may choose parameters from the drop-downs to narrow the results, although this is not necessary. Then, click the **Refresh Report** button and wait for the report to update. Select the refresh arrows until the **Download Report** button appears.
You may need to refresh more than once.

5. Select **Download Report** to print, save, and view the report.
6. When finished, select **Exit Report** button.

Determining Which Examinees to Assign to a Test Session

All examinees in a test room (in a sitting) test as a group. They must receive the same verbal instructions, work on the same test, and take breaks at the same time. Assign examinees to separate test sessions accordingly. Tests will not be scored or scores will be canceled if this policy is violated. For example, the following may not test together in the same room (same sitting):

- Standard time and any accommodations timing code, including Timing Code 1
- Different timing codes
- Different accommodations
- Those who must test individually, including breaks as needed
- Online format and paper format

Use the Accommodations and Supports Roster to correctly assign examinees testing with accommodations.

If an examinee needs to be moved from one session to another, do not use the **Move Examinees between test sessions** task on the **Sessions/Select Tasks** menu. Instead, remove the examinee from the currently assigned session and assign the examinee to a different session.

Note: When you move the student to a different test session, the Student Authorization Ticket from the previous session will not work and a new one must be printed.

Assign Examinees to a Test Session

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session to which examinees are to be added.

Note: If an examinee is approved to test with accommodations over multiple days, assign the examinee to one test session; that one test session will span multiple days (multiple sittings).

4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears, and the sessions you selected will be displayed in the **Session List**.
5. In the **Tasks** pane, check the box next to the **Add Students to Sessions** title in the drop-down menu. Then select the **Start** button. The Add Students to Sessions screen appears.
6. Select the session to which examinees are to be added from the **Session** drop-down menu.
7. In the **Search** menu, check the box next to **Show all results**.
8. Check the box next to each examinee to be added to this session. Then select the **Add** button.
9. When finished, select the **Exit Tasks** button.

After assigning examinees to test sessions, run the Accommodations and Support Roster again to view the assigned sessions and to confirm that examinees are appropriately grouped.

Remove Examinees from a Test Session

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that you want to remove students from.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. If multiple sessions were selected, select a session from the Session List or Combined View to see student tests in all selected sessions.
6. Check the box next to the examinee to be removed.
7. In the **Tasks** pane, check the box next to **Remove Students from Sessions**. Then select the **Start** button. The Remove Students from Sessions screen appears.
8. Check the box next to the examinee to be removed. Then select the **Remove** button.
9. When finished, select the **Exit Tasks** button.

Setting up for Test Day

Prepare Test Sessions

Completed by: Test coordinator from an administrative computer

System: PearsonAccess^{next}

Note: These steps are performed once for each test session. Test sessions should be prepared 1–2 days before test day. For multiple-day testing, this is performed the day before the first sitting.

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that will be administered in the upcoming days.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Use the following table to determine the next step.

To prepare...	Then...
All sessions	In the Session List pane, to select multiple sessions, select the Combined View button. Then select the Prepare All Sessions button.
An individual session	In the Session List , select a session. Then select the Prepare Session button.

6. Allow a few minutes, depending on the numbers of sessions and size of the sessions being prepared. Then select the **Refresh** button.

Note: The session is now marked as “Ready.” Do not start the test session until the day of testing.

Start Test Sessions

Completed by: Test coordinator

System: PearsonAccess^{next}

Note: On the morning of test day, this task is performed once for each test session. It must be done before room supervisors can unlock their sessions. For multiple day testing, this is performed on the day of the first sitting.

1. Select the **Testing** icon.
2. Select the **Sessions** title to activate the Sessions screen.
3. Check the box next to the session(s) that will be administered today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The **Students in Sessions** screen appears.
5. Choose the session from the left-hand side of the screen; the **Start Session** button appears.

6. Select the **Start Session** button for each test session on each day of testing.

Note:

- *The test session is now marked as In Progress.*
- *The **Start Session** button becomes a Stop Session button. You now have a padlock next to the test.*
- *In the examinee pane, notice the **Student Test Status** is marked as Ready but has a padlock. This means the test is locked. See **Unlock/Lock a Test Session**, page 59 for instructions.*

Launch Applications on Computers

Completed by: Room supervisor

System: PearsonAccess^{next} and TestNav

1. Open an approved browser and launch PearsonAccess^{next} at <https://testadmin.act.org> on an administrative computer.
2. Launch the TestNav application on all test computers.

Note: If the room is being used for text-to-speech examinees, the room supervisor should ensure that the volume on the testing computers is turned on.

Timing Code 8 Password

For Timing Code 8, examinees are to have 80 minutes (double time) for the writing test. However, the writing test's timer in Timing Code 8 expires after 40 minutes. The room supervisor must then extend the time for each examinee so they receive the full time allowed.

On test day, the test coordinator is to contact ACT to obtain a password and then provide it to the room supervisor. If you have more than one test session administering Timing Code 8, you will need a password for each session. Passwords must be kept secure.

Admitting Examinees

Check-In Location

Examinees must be identified and checked in at the test room even if checked previously at a central checkpoint. The marked roster must reflect the examinees present in the test room, not simply those who were assigned to the room.

Make the Electronic Devices Announcement

If possible, make the following announcement to examinees before admitting them to the test room:

Attention. Please listen carefully.

Cell phones, smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities are prohibited.

All devices must be powered off and placed out of sight. You may not handle or access such devices until you leave the test site.

If you have a cell phone or electronic device and can store it in a car, locker, or somewhere outside of the test room before you are checked in, please do so at this time.

Acceptable Identification

An examinee must have an acceptable form of identification to be admitted for testing.

Keep in mind:

- Identification issued or verified by a relative is not allowed.
- All identification must be original; photocopies or reproductions are not allowed.
- Stamped, computer generated, or reproduced signatures are not allowed.

IMPORTANT: School ID must be in hard plastic card format only. Paper or electronic formats are not acceptable.

If the *ACT Student Identification Form* is needed, it can be found at www.act.org/the-act/id.

Acceptable Forms of Identification and Identification Criteria by Roster

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	<p>Must include all of the following:</p> <ul style="list-style-type: none"> • Current (valid) • Issued by a city/state/federal government agency or school • Examinee’s first and last names • Photo is clearly recognizable as the examinee <p>Signature not required.</p> <p>Examples: driver’s license, passport, school ID, state ID.</p>
F	ACT Student Identification Form	<p>Examinees must present the <i>ACT Student Identification Form</i> if they do not have a current official photo ID as described above. All items must be completed and include:</p> <ul style="list-style-type: none"> • Individually completed in English—and signed in ink—by an official at the examinee’s school or notary public (official or notary cannot be a relative) • Recent, recognizable, individual (not group), photo of the examinee attached to form • School or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo • Examinee’s first and last names • Examinee’s date of birth, gender, school name, and location • Signed by the examinee, in ink, in the presence of the school official or notary • Signed by the examinee on test day, in the presence of testing staff <p>Collect and return to ACT with the roster.</p>
R Plus Staff Initials	Staff Recognition	<ul style="list-style-type: none"> • Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a staff member (staff member cannot be a relative) • That staff member’s initials must be printed legibly beside the examinee’s name on the roster (without staff initials, personal recognition is invalid) • If all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member along with his or her initials (e.g., “all examinees in this room were recognized by _____”)

Unacceptable Identification

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter that is not an official ACT identification form
- LA Wallet
- Learner’s driving permit, temporary or replacement driver’s license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified

- Personal recognition by anyone not employed by your school or not a member of testing staff
- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Published photo, including yearbook or newspaper
- Report card
- Social Security card
- Telephone calls to the school to identify the examinee
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page with photo

Admit Examinees to the Test Room

Control who enters and leaves the test room at all times. Do not allow examinees to enter the test room until the room is properly prepared and the room supervisor is ready to admit examinees.

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements.

If the ID is ...	Then ...
Not presented, not acceptable, and/or examinee cannot be recognized by school staff	<ol style="list-style-type: none"> Do not admit the examinee. Write "denied" on the roster beside the examinee's name, using the following notation: D = Denied Complete an Irregularity Report. Determine if the examinee is eligible for makeup testing.
Acceptable or examinee can be recognized by staff	<ol style="list-style-type: none"> Compare the photo on the ID to the examinee. Mark on the roster the type of ID accepted using the following notations as a guide: P = Photo ID F = ACT Student Identification Form R plus staff initials = Personal Recognition by Staff — = Absent (Absence must be indicated so you can decide which examinees to schedule for makeup testing.) Direct the examinee to a seat in the test room and instruct the examinee to wait patiently until testing begins.

Late Arrivals and Examinees without Identification

If an examinee can present acceptable ID or be personally recognized before the Student Authorization Tickets are distributed in the test room, admit the examinee and submit an Irregularity Report.

IMPORTANT: Absolutely no one may be admitted to the test room after the Student Authorization Tickets are distributed in the test room, If this policy is violated, scores for the examinees admitted late will be canceled.

Direct Examinees to Their Seats

After an examinee has been identified and the roster marked, direct the examinee to a specific, assigned seat using the following guidelines. **Never allow examinees to choose their own seats.**

- Examinees can be seated alphabetically.
- You can direct the first examinee to the left side of the room, the second examinee to the middle, the third examinee to the right side, and so on.
- If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.
- Separate friends and relatives or examinees that arrive together.

*Note: If you are testing any examinees using text-to-speech, once seated, instruct the examinee to select **Test Audio** on the TestNav login screen to ensure the volume is right. The volume cannot be adjusted once testing begins without logging out of TestNav.*

Seat Left-Handed Examinees

Determine who will need a left-handed work surface if you are not using tables.

- a. Ask examinees as they are admitted to the test room if they require left-handed desks, or
- b. Write a statement on the board telling left-handed examinees to report to a proctor for their seating assignments.

Sequence and Timing of the Tests

Sequence of Tests

The tests must be administered in the order listed: Test 1—English (first), Test 2—mathematics (second), Test 3—reading (third), Test 4—science (fourth). For the ACT with writing, the writing test is always administered last. If this order is altered, tests will not be scored.

Note: The writing test may not be taken without first taking all multiple-choice tests.

Start Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 a.m. in all rooms to ensure adequate testing time. Start time may be adjusted for accommodations and/or supports administrations as needed.

Time Allowed for Each Test

Each test has a set time allowance based on the timing authorized by ACT. The times specified in the verbal instructions for each test must be followed exactly as stated.

If you are administering the ACT (no writing), ignore the writing test section. In the verbal instructions, you will receive clear instructions on how to continue or conclude your administration.

Timing the Tests

Timing or reading the verbal instructions is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room supervisor must be able to react to any problems or questions that occur in a particular room.

For standard time administrations, the full time for each test must be given, regardless of the number of examinees in the room. **For one and one-half time testing (Timing Codes 6 or 7): Take extreme care to ensure the exact time is allowed for each test.**

Timepieces

Each room needs two timepieces as a precaution in the event one fails. ACT recommends that one of these be an interval timer or stopwatch. Do not use a cell phone as one of your timepieces.

One and one-half time testing (Timing Codes 6 and 7) must be manually timed by the room supervisor, making two timepieces mandatory. All other timing codes (including standard time) are timed by the computer. It is recommended room supervisors in these rooms still have a reliable timepiece to manually time an examinee's test, if necessary.

Accurately Time the Tests —One and One-Half Time

If in a one and one-half time (Timing Code 6 or Timing Code 7) test room, follow these instructions to ensure tests are accurately timed. The computer keeps official time for all other Timing Codes.

1. Record the actual START and STOP times for each examinee on each test and calculate the minutes each examinee used on that test (e.g., total minutes from Examinee Start of Test 1 to Examinee Stop of Test 1). Enter this number on the Administration Report.
2. All examinees in the room must begin each test at the same time. For example, if you are administering Test 1—English, all examinees in the room must be working on Test 1—English. If all examinees in the room complete a test before time is called, you may begin the next test, or dismiss them if it is the last test of the day.
3. Before you announce 5 minutes remaining, and before you call stop, check your timepiece carefully against the time you have written down and verify it with the other timepiece. If a proctor is in the room, the proctor is to double-check the room supervisor's timing. Make sure you record the actual times you made your announcements on the Administration Report.

Posting Start and Stop Times

You may post the START and STOP times or time allowed for each test on the board if one is available. Verify your calculations before writing the time on the board. Do not write time remaining on the board as it can be confusing depending on when examinees check it.

Announcing Time Remaining—One and One-Half Time

If in a one and one-half time (Timing Code 6 or Timing Code 7) test room: Verbal announcement of time remaining must be made before the end of each test. It is important to give the time remaining announcement accurately as examinees rely on it to pace themselves.

Breaks

Breaks can be given based on the guidelines in the verbal instructions for each test administration. Test security procedures must continue to be maintained during any breaks.

Extended Break (for the ACT with Writing Only)

If your school is administering the ACT with writing, you may choose to offer an extended break for lunch or snack between the multiple-choice tests and writing test (for any single-day testing). This decision is determined by the test coordinator and applies to all writing testing rooms and administrations for that test date.

Policies for Allowing an Extended Break

The following policies must be adhered to if allowing an extended break:

- The break must not exceed 45 minutes.
 - ~ Test coordinators may determine the length of the break for their school, so long as it is within the 45-minute guideline.
 - ~ Administrative tasks that typically occur between the multiple-choice and writing tests (sharpening of pencils, collecting and passing out of materials, etc.) may occur outside of this break.
- Security of the test materials must be maintained during this break. They must not be left unattended at any time.
 - ~ Test materials must be collected from examinees prior to the break.
 - ~ A member of the testing staff must remain in the test room with the materials during the break.

- Examinees must be continually monitored for prohibited behavior (discussing test items, accessing a cell phone or electronic device, etc.) during the break. Examinee watches must remain in the test room during break, but should be removed from desks and put away.
 - ~ If an examinee engages in prohibited behavior during the break, the examinee must be dismissed and the examinee's test will not be scored.
- Examinees must remain in the school during the break.
 - ~ If examinees leave the building, they can be given the option to retest all tests on a later test date (if possible) or to have only their multiple-choice tests scored.
 - ~ Examinees who do not return from break will have their multiple-choice tests scored, unless they have informed testing staff in advance not to score.
- Examinees must be seated in their original seats after the break.
- Even if an extended break is allowed before the writing test, the normally scheduled breaks during the administration (e.g., the break between Test 2 and Test 3) must still be given at their assigned lengths. Shortening or skipping other breaks is not allowed.

Extended Break for Accommodations and Supports Administrations

For examinees testing with accommodations and/or supports, the extended break can only be given for single-day testing. The break is administered after Test 4 and may differ in length from the extended break offered to standard time examinees, provided it still falls within the 45-minute guideline.

Violation of Break Policies

Violation of the policies outlined above may result in voiding of test scores.

Suggested Guidelines for Allowing an Extended Break

It is ultimately up to the test coordinator to determine the logistics of giving an extended break during the administration at their school, but ACT has outlined suggestions for ease of implementation:

- Assign proctors to monitor examinees during the break at a ratio of 1 proctor per 30 examinees.
- Provide lunch or snack for examinees or designate a special location for them to eat, so that they do not need to go to the cafeteria or integrate with non-testers. This allows for easier monitoring of prohibited behaviors.

Administering the Tests

Allowed and Prohibited Items in the Test Room

Cell Phones and Electronic Devices

Examinees may not use cell phones, smart watches, fitness bands, media players, or any other electronic devices at any time (including during the break). All devices must be powered off and stored out of sight.

If an examinee accesses a device at any time, or if a device activates after being stored away, the examinee must be dismissed. Staff should:

- Be vigilant in monitoring for prohibited behavior during testing and during the break.
- Strongly enforce the dismissal of any examinee who engages in prohibited behavior.
- Prominently display the prohibited device posters at central locations.

Note: Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them. Exception: If an examinee has been authorized to use a cell phone with a medical device in the room, the cell phone must be held by the room supervisor or proctor during testing and used only for its medical purpose under the direct supervision of testing staff.

Staff should not use cell phones or electronic devices, while in the test room. If staff members have cell phones in the room, they should be turned off or silent.

Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials.

- A permitted calculator may be used only on the mathematics test.
- All problems on this test can be solved without a calculator.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to a computer or device being used for testing.
- Talking calculators must be authorized in advance by ACT. Examinees with talking calculators must test one-to-one.
- A current *Calculator Policy* was provided in your materials shipment.
 - ~ Each room supervisor must be given a copy of this policy.
 - ~ Post it for examinees to see (e.g., at check-in stations, test rooms, etc.).
 - ~ It may be read to examinees as a general announcement before testing begins.

Examinee responsibilities:

- Bring—and use—a permitted calculator.
- Check act.org/calculator-policy.html or call 800.498.6481 for a recorded message about the current ACT calculator policy.

Note: An approved calculator is available in TestNav.

Staff responsibilities:

- Check for prohibited calculators during the test.
- Check periodically to make sure examinees did not switch calculators after the first check.
- If an examinee uses a prohibited calculator, dismiss the examinee for prohibited behavior.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Other Items

Examinees may not bring any of the following into the test room (unless part of an authorized accommodation or support):

- Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- Highlighter pens, colored pens or pencils, correction fluid/tape
- Reading material
- Tobacco in any form

Examinees and staff may bring snacks and beverages into the test room, but may only consume them outside of the room during break.

Examinee Timepieces

Examinees may have a personal timepiece such as a watch, timer, or stopwatch, provided it is:

- On the desk
- Not a distraction to others
- Not a prohibited device (e.g., smart watches, fitness bands)

General Announcements to Examinees

Before testing begins, you may make announcements regarding:

- **Cell phones and electronic devices:** All devices must be powered off and stored away at all times. If an examinee handles or accesses a device, or if a device activates, the examinee must be dismissed and their test will not be scored. Only devices specifically authorized as an accommodation are allowed.
- **Calculators:** Read to the examinees the current list of prohibited calculators (and calculators permitted with modification) from the *Calculator Policy*.
- **Hats:** Some hats may obstruct your view of examinees' eyes and may allow examinees to conceal prohibited behavior, such as using a cell phone, earpiece, or other electronic device. Not all hats may hinder your ability to monitor examinees and some examinees may wear hats or other head coverings due to religious convictions or medical reasons. The announcement to remove hats is left to your discretion.
- **Institutional requirements:** You may dismiss an examinee who purposefully disregards a posted regulation of your site or school policy. Some schools, for example, do not allow smoking on school grounds. Explain to the examinee the reason for the dismissal and document in full on the Irregularity Report.
- **Nervous noise:** Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
- **Restrooms:** Describe the location of restrooms and drinking fountains available during the break.

Monitoring the Test Room

Follow these policies for monitoring a test room:

- A member of the testing staff must be physically present in the room at all times to monitor the examinee(s). Monitoring through glass partitions or via security cameras is not allowed.
- The examinee(s) cannot be left unattended, even briefly.
- The room supervisor must be in the room for the entire session, except when relieved by a proctor for a short break.
- One room supervisor cannot supervise multiple rooms at the same time.

Note: A room supervisor is the person responsible for administering the test in one test room. A test coordinator who supervises a test room is the room supervisor for that room.

Checking for Prohibited Behavior

Follow these guidelines to check for prohibited behavior:

- Throughout testing, move quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document all prohibited behavior and any actions you take on the Irregularity Report.
- If you suspect an examinee but are uncertain, warn the examinee of the behavior and ask ACT for a decision before the examinee is dismissed. If the behavior continues after one warning, promptly dismiss the examinee.
- If you dismiss an examinee for prohibited behavior, follow the instructions exactly. (See **Dismiss for Prohibited Behavior**.)

Answering Questions

You may answer questions for examinees about the mechanics of the test, but must not answer questions about guessing or content. Always refer examinees to the directions in their test. **Do not comment on or add in any way to the test directions.**

Allowing Examinees to Leave the Test Room

Examinees may go to the restroom during testing, but it is best not to announce it. Secure examinees' test materials any time they leave. Always be sure the same examinee returns after leaving. If you have doubts, recheck identification.

Unless authorized by ACT for breaks as needed, examinees who leave the test room during a timed test or return after timing has begun may not make up lost time.

Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

Retrieve Seal Codes

Completed by: Room supervisor

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that you want to retrieve seal codes for.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. In the Session List, select the session to work with.
6. In the **Resources** menu, select **Seal Codes**. The Seal Codes window appears.
7. Repeat steps 5–6 to retrieve seal codes for other test sessions if necessary.

Provide Seal Codes to Examinees

Completed by: Room supervisor

1. Retrieve seal codes in PearsonAccess^{next} during testing when directed to do so in the verbal instructions.

2. Verbally provide the seal code for that test to examinees. Announce it only when directed to do so in the verbal instructions.
 - a. **Provide only the seal code for the test that is about to begin.** Do not provide codes for other tests or write them on the board.
 - b. If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.

Unlock/Lock a Test Session

Completed by: Room supervisor

System: PearsonAccess^{next}

Before examinees can log in to the test session in TestNav, the test session must be unlocked. Take the following steps to unlock a test session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session you will be administering today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Verify that each **Student Test Status** is Ready in the table and that the session is locked.
6. Slide the button to the right to unlock the test. Allow a minute or two for the system to process this activity. The **Student Test Status** now appears without a padlock.

Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating it is locked.

7. Leave PearsonAccess^{next} running during the test session. Do not log out or turn the computer off.
8. To lock the test session, slide the button to the left. The **Student Test Status** now appears with a padlock.

View Examinee Progress in a Session

Completed by: Room supervisor

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. In the table, check the box next to each session you want to view.
4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
5. In the **Session List**, select the session you want to work with. That session's information appears.
6. Search to find the examinee(s) whose status you want to view.
7. Examinee status is shown in the **Student Test Status** column of the list of examinees. The following table describes the possible status conditions.
8. Select an examinee's status while viewing the list to view more detailed information about that examinee's test and item progress.

Status	Description
Ready	The examinee has not yet started the test.
Active	The examinee has logged in and started the test. <i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed.</i>
Exited	The examinee has exited TestNav but has not submitted test responses for the current test. <i>Note:</i> <ul style="list-style-type: none"> • <i>The examinee cannot resume testing in the session unless his or her status is changed to Resumed or Resumed Upload.</i> • <i>If the examinee will not resume testing for any reason, or if the examinee will be scheduled for a makeup session, his or her status must be changed to Marked Complete.</i>
Resumed or Resumed Upload	The examinee has been authorized to resume the test, but has not yet logged in.
Completed	The test has been submitted by the examinee through TestNav.
Marked Complete	The examinee has exited TestNav and will not resume testing. Examinees are marked complete by the room supervisor or test coordinator in PearsonAccess ^{next} .

Resume an Interrupted Test

Completed by: Room supervisor

System: PearsonAccess^{next}

If examinees were logged out of TestNav during a test session, take these steps to resume testing in that session for the affected examinees.

Note:

- *The test session must be unlocked before proceeding.*
 - *Only examinees in Exited or Active status can be resumed.*
 - *If beginning another sitting for a multiple-day session, see **Resume Testing for a Multiple-Day Sitting**, page 61 before proceeding.*
1. Select the **Testing** icon.
 2. Select **Sessions** to access the Sessions screen.
 3. Check the box next to the sessions you want to view.
 4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
 5. In the **Session List**, select the appropriate session.
 6. Find the examinee(s) whose test you want to resume.

7. Use the table below to decide your next step.

If you have...	Then...
A small number of examinees to resume	Select the arrow next to each examinee's status and select Resume .
Multiple examinees to resume at the same time	<p>Check the box next to the examinees whose status is to be updated.</p> <ol style="list-style-type: none"> In the Tasks pane, select Resume Student Tests in the drop-down menu. Then select the Start button. The Resume Student Tests screen appears. Check the box next to the examinees' names to confirm the selection. Then select Resume. Select Exit Tasks to return to the Students in Sessions screen.

8. If necessary, start TestNav on each examinee's computer.

Exit Testing for a Multiple-Day Sitting

Completed by: Room supervisor

System: TestNav and PearsonAccess^{next}

For test timings approved to test over multiple days, the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting.

- Make sure all examinees have submitted the test they were working on and are now on the screen for the next test (where they will continue in the next sitting).
- Direct the examinee(s) to log out of TestNav.
- In PearsonAccess^{next}, lock the test session.

IMPORTANT: Do not mark the examinee's test complete.

Direct Examinees to Log Out of TestNav

Completed by: Room supervisor

System: TestNav

To have an examinee log out of TestNav, instruct them to:

- Press **Ctrl+ Alt+Delete** (on Windows), or
- Select **Sign out of TestNav** from the **user** dropdown at the top of their screen

The examinee is logged out and the timer on the examinee's test is stopped. On the administrative computer, the examinee's status is **Exited**.

*Note: An **Exited** status requires an Irregularity Report if not part of breaks as needed or multiple-day administrations.*

Resume Testing for a Multiple-Day Sitting

Completed by: Room supervisor

System: PearsonAccess^{next} and TestNav

- In PearsonAccess^{next}, unlock the test session. See **Unlock/Lock a Test Session**, page 59 for instructions.
- In PearsonAccess^{next}, resume the Exited status test for each examinee.
- Start TestNav on each examinee's computer.

- When examinees are seated, redistribute the Student Authorization Tickets. Make sure all examinees receives their own.

Note: If the examinee used the Student Authorization Ticket as scratch paper, give the examinee a new ticket.

- Give examinees a fresh sheet of blue scratch paper and have them write their name and today's date at the top.
- Direct the examinee(s) to log in.
 - The examinees will see the screen for the next test (where they left off).
- Continue testing with the next test.

Stop a Test Session

Completed by: Room supervisor

System: PearsonAccess^{next}

Take the following steps to stop the test session after all examinees have completed the last test.

- Select the **Testing** icon.
- Select **Sessions** title to access the Sessions screen.
- Check the box next to the test session(s) to be stopped.
- In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
- On the Students in Sessions screen, verify that all examinees in the session have a Student Test Status of **Completed** or **Marked Complete**.

If not, determine the steps to take before proceeding.

If the examinee...	Then...
Did not begin testing (e.g. absent, not admitted)	The test coordinator must remove the examinee's name from the test session. See Remove Examinees from a Test Session , page 46.
Began testing but did not finish and will not resume (e.g., dismissed, illness)	Mark the examinee's test complete.

- Select the **Stop Session** button.
The session is stopped. The button becomes a **Restart Session** button.

Mark an Examinee's Test Complete

Completed by: Room supervisor

System: PearsonAccess^{next}

When an examinee submits the last test, the examinee's status is automatically updated to Completed. If an examinee does not finish testing (e.g., dismissal, illness), the room supervisor must manually mark the examinee's test complete.

Take the following steps to mark an examinee's test complete.

- Select the **Testing** icon.
- Select **Sessions** title to access the Sessions screen.
- Check the box next to the test session(s) to be stopped.

4. In the select tasks drop-down, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. On the Students in Sessions screen, check the box next to each student to be marked complete.
6. In the Tasks pane, select **Mark Student Tests Complete**. Then select the **Start** button. The Mark Student Tests Complete screen appears.
7. Again, check the box next to each student to be marked as completed.
8. Enter a reason in the **Reason** field. Then select the **Mark Complete** button. A "Success – Changes saved" message appears.
9. When finished, select the **Exit Tasks** button to return to the Students in Sessions screen. The Student Test Status for those students is **Marked Complete**.

Confirm Test Session Status

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Verify that test sessions continuing in another sitting (testing over multiple days) are **locked**.
2. Verify that completed test sessions (all examinees have a status of Completed or Marked Complete) are **stopped**.

Irregularities

Submit an Irregularity Report

The test coordinator or room supervisor uses PearsonAccess^{next} to submit irregularity reports. Every occurrence should be reported and described in detail, especially those that could affect test scores.

1. Select the **Testing** icon.
2. Select **Student Tests** to access the **Student Tests** screen.
3. Type in the last name of the examinee(s) affected by this irregularity under Find Student Tests, then select Search.

Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.

4. In the **Select Tasks** drop-down menu, select **Manage Irregularities** and then select **Start**. The Manage Irregularities screen appears, displaying the selected examinees.
5. Check the box next to each of the selected examinees (do not skip this step).
6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.

Note:

- Be sure the Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon pop-ups located to the right of this field. Select the calendar icon to access the calendar and choose the correct date. Next, select the clock icon at the bottom of the calendar and choose the correct time.
- The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement “Additional details on file” in the comments field, and keep a full written account of the irregularity in your files for 12 months.
- A comment is required when reporting an irregularity.
- If an examinee was dismissed, note this in the comments field.

7. Select **Apply to Selected**.
8. If another irregularity affects the same examinee(s), do the following:
 - a. Uncheck the boxes next to each examinee.
 - b. Select the “+” icon to the right of each examinee to add another entry line to each examinee.
 - c. Check the box next to the new line.

Note: The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.

- d. Repeat steps **6-8**.
9. When finished entering irregularities, select **Save** and then select **Exit Tasks**.

Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If a group irregularity occurs, take security measures to safeguard test materials whenever possible and follow the instructions outlined for that irregularity.

Missing or Stolen Test Materials

Examples: Post-test counts do not match what was distributed, examinee attempts to leave with test materials, secure materials are unaccounted for at any time (before, during, or after testing)

Category: Security

1. Recover the missing materials (if possible).
2. Call ACT immediately.

Interruptions or Disturbances

Examples: Unexpected visitors, a noise or distraction in the room, sudden illness, technical difficulties

Category: Environment or Technical

1. If you can take action to eliminate the disturbance, do so. Otherwise, instruct examinees to stop testing.
2. If the interruption affects all examinees, lock the test session in PearsonAccess^{next} on the administrative computer.
3. Instruct examinees to log out of TestNav.
4. Make note of the time.
5. Determine if you can resume testing.
 - a. If you can resume testing, go to Step 6.
 - b. If you cannot resume testing, call ACT for next steps.
6. Resume testing when possible.
 - a. Unlock the test session in PearsonAccess^{next} (if locked in Step 2).
 - b. Select **Resume** for each test under the **Student Test Status** header.
 - c. Restart TestNav on each examinee's computer and instruct the examinees to log in to resume testing.
 - d. Pick up timing where you left off.

Emergency Evacuations

Examples: Fire alarm, severe weather, public safety concern

Category: Environment

1. Get examinees and staff to safety.
2. If possible, make note of the time and have examinees log out of TestNav.
3. If possible, lock the test session in PearsonAccess^{next} on the administrative computer and collect the test materials (or lock the test room).
4. Call ACT (when safe to do so).

Power Outages

Examples: Loss of electricity, affecting room comfort or equipment

Category: Environment

1. For a brief outage, follow the instructions for **Interruptions or Disturbances**, page 65.
2. For an extended outage, call ACT for next steps.

Reschedules

Examples: Severe weather or facility issues that prevent you from starting any testing

Category: Environment

1. Reschedule to another day within your testing window.
2. Contact ACT to let us know you are unable to test.

Mistimings

Examples: Timepiece malfunction, examinees tested with the wrong timing assignment, staff miscalculated stop time

Category: Examinee or Staff

Call ACT immediately to determine next steps.

Note: If a retest is necessary, examinees must retake all tests, not just the one that was mistimed. Examinees must complete demographics on their answer document, if the retest is on paper.

Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). If an individual irregularity occurs, follow the instructions outlined for that irregularity.

Examinees Who Leave and Return

Examples: Examinee needs to use the restroom, examinee feels ill and needs to leave the room, examinee returns late from break

Category: Examinee

1. Collect and secure the examinee's test materials; give them back upon return.
Note: Do not have the examinee log out of TestNav. TestNav should continue running while the examinee is gone.
2. Time the examinee's departure. Record the lost time on the Irregularity Report.
3. **If examinee returns during the same test:** Have the examinee continue testing where they left off and stop when time is called in the room. Lost time cannot be made up.
4. **If examinee returns during a later test:** Do not let the examinee go back to a previous test. Provide the seal code to continue testing. Have the examinee start the current test and stop when time expires according to the timepiece used by the room supervisor. Lost time cannot be made up.

Note: Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

Examinees Who Leave and Do Not Return

Examples: Examinee becomes ill and cannot continue testing, examinee does not return after break, examinee leaves before testing is completed

Category: Examinee

Note: Examinees cannot return to an incomplete test. It is in the examinee's best interest to complete a test before leaving and/or not begin a new test if they feel they may need to leave.

1. Collect and secure the examinee's test materials and log the examinee out of TestNav .
2. **If testing on a single day:** Decide if tests should be scored or if the examinee should be scheduled for makeup testing. Manually mark the examinee's test complete in PearsonAccess^{next}.

3. **If testing over multiple days:** Schedule examinee to complete the remaining tests, in sequence, within the testing window.

Test Item Challenges

Examples: Examinee thinks a test item is unclear, examinee does not believe there is a correct answer choice listed, examinee finds a typographical error in a test item

Category: Examinee

1. If an examinee challenges typographical errors in the test or ambiguities, instruct the examinee to choose an answer based on the information available and report the details of the challenge after the test is over.
2. Record the following information on the Irregularity Report:
 - a. Examinee's name
 - b. Examinee's Address
 - c. The test item number being challenged
 - d. Examinee's question about the item

Note: For security purposes, do not include a copy or image of the test item.

Attempts to Copy Test Materials

Examples: Taking pictures of test items or materials, removing pages from a test booklet, taking notes about the tests (handwritten or through electronic means, such as a cell phone or calculator), scanning or making copies of test materials

Category: Examinee, Security, or Staff

1. Do not allow staff or examinees to duplicate or record any part of the test by copying, taking notes, photographing, scanning, or using any other means.
2. Ensure all secure materials are collected and returned.
 - a. Room supervisors must collect all materials from examinees before they are dismissed.
 - b. Room supervisors must return all materials to the test coordinator immediately after testing.
 - c. The test coordinator must pack and return materials to ACT following testing.
3. If you observe an examinee attempting to copy test materials, use a photographic, recording, or scanning device, or remove test materials, dismiss them for prohibited behavior.
 - a. Confiscate and clear any devices used in an attempt to copy materials.
 - b. Inform the examinee the tests will not be scored. Manually mark the examinee's test complete in PearsonAccess^{next}.
 - c. Note all details on the Irregularity Report.
4. Call ACT immediately to determine if additional action is needed.

Irrational Behavior

Examples: Examinee yells or disrupts the test room, examinee becomes violent, examinee places self or others in danger

Category: Examinee

1. Try to prevent other examinees from being interrupted, affected, or involved.
2. Handle the behavior as quietly as possible without physical force or contact.
3. If necessary, call security or police to protect staff and other examinees' safety.
4. Collect and retain the disruptive examinee's test materials.

5. Dismiss the examinee and inform the examinee the tests will not be scored. Manually mark the examinee's test complete in PearsonAccess^{next}.
6. Note details on the Irregularity Report.

Refusal to Turn In Test Materials

Examples: Examinee will not allow the room supervisor to collect test materials

Category: Examinee

1. Warn the examinee that taking the test materials is considered theft of ACT's property and will be reported to ACT or other appropriate authorities.
2. Call ACT immediately, providing the examinee's name.
3. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

Prohibited Behaviors at the Test Site

The prohibited behaviors below are taken directly from the Terms and Conditions all examinees agree to when they complete their non-test sections.

Items Brought to the Test

ACT may restrict the items you bring to the test. All items you bring into the test center, such as hats, glasses, purses, backpacks, cell phones, calculators, other electronic devices, pre-approved medications or personal aids, and watches, may be searched at the discretion of ACT and testing staff. Searches may include the use of tools, such as hand-held metal detectors, that detect prohibited items. ACT may confiscate and retain for a reasonable period any item suspected of having been used, or capable of being used, in violation of these Terms and Conditions. ACT may also provide such items to and permit searches of such items by third parties in connection with an investigation conducted by ACT or others. Neither ACT nor testing staff shall be responsible for loss or damage to any items that you bring to a test center.

Prohibited Behaviors

You may not engage in any of the following behaviors in connection with taking the ACT test:

- *Filling in or altering responses to any multiple-choice questions or continuing to write or alter the essay after time has been called. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke*
- *Looking back at a test section on which time has already been called.*
- *Looking ahead in the test.*
- *Looking at another person's test or answers.*
- *Giving or receiving assistance by any means.*
- *Discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.*
- *Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way or at any time.*
- *Disclosing test questions or answers in any way or at any time, including through social media, in whole or in part.*
- *Using a prohibited calculator (act.org/calculator-policy.html).*
- *Using a calculator on any test section other than mathematics.*
- *Sharing a calculator with another person.*
- *Wearing a watch during test administration. All watches must be removed and placed face up on the desk.*
- *Using a watch with recording, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band).*

- *Accessing any electronic device other than an approved calculator or watch. All other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time you are admitted to test until you leave the test center.*
- *Using highlighter pens, colored pens or pencils, notes, dictionaries, or other aids.*
- *Using scratch paper. ***
- *Not following instructions or abiding by the rules of the test center.*
- *Not following the rules of the test administration.*
- *Exhibiting confrontational, threatening, or unruly behavior.*
- *Violating any laws. (If ACT suspects you have engaged in criminal activities in connection with a test, such activities may be reported to law enforcement agencies.)*
- *Allowing an alarm on a personal item to sound in the test room or creating any other disturbance.*

***If you are taking the ACT online, some use of ACT-provided scratch paper or an ACT-provided white board may be permitted; all such use must be in accordance with ACT policies and procedures.*

Prohibited Behavior

Category: Examinee

1. Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.
2. If you are certain prohibited behavior occurred, promptly dismiss the examinee, but if you only suspect prohibited behavior, take these steps:
 - a. Discreetly warn the examinee.
 - b. Continue close observation.
 - c. After one warning, if you continue to suspect prohibited behavior, promptly dismiss the examinee.

Note:

- *The behavior does not need to be verified by the test coordinator or another staff member. Dismiss based on your own observation.*
- *You do not need to directly observe prohibited behavior to determine that it occurred.*
- *Do not schedule examinees dismissed for prohibited behavior for makeup testing.*
- *The decision to cancel scores due to prohibited behavior is at ACT's sole discretion and cannot be reversed or appealed.*

Dismiss for Prohibited Behavior

If you dismiss an examinee for prohibited behavior, follow these procedures exactly:

1. Take action immediately without creating a disturbance. If you cannot, wait until the end of the current timed test.
2. Collect the examinee's test materials and instruct the examinee to log out of TestNav.

Note: Staff must log the examinee out of TestNav if the examinee does not do so.

3. If you believe an electronic device or other item was used to store or exchange information, or to take an image of the test, collect the device/item from the examinee and call ACT immediately. ACT will determine if the device/item is to be retained and sent to ACT or returned to the examinee. Do not return the device/item to the examinee without ACT approval.
4. Tell the examinee:
 - a. You observed or are certain of the prohibited behavior.
 - b. The dismissal is because of the behavior.
 - c. The tests will not be scored.

5. Manually mark the examinee's test complete in PearsonAccess^{next}.
6. Dismiss the examinee.
7. Submit a detailed Irregularity Report that includes:
 - a. The time of the incident and the name(s) of the examinee(s).
 - b. The test the examinee was working on at the time.
 - c. The test room and seating location(s) of the examinee(s).
 - d. The details of what you observed.
 - e. The statements you and the examinee(s) made and the actions that were taken.
 - f. The name(s) of the staff who observed or were certain of the irregularity.

ACT will not score the tests if you follow these procedures exactly. You must inform the examinee the tests will not be scored and clearly indicate this on the Irregularity Report. Otherwise, tests may be scored.

Note: All prohibited behavior will be reported to the state or district.

VERBAL INSTRUCTIONS

All Timings Begin Here

Introduction

Verbal Instructions for all timings begin here. **Do not skip ahead.**

This section contains verbal instructions to be read to examinees and instructions for staff activities during testing. Familiarize yourself with these instructions and practice reading them before test day.

IMPORTANT: If you are testing more than one examinee in the same room, all examinees must have the same authorized timing. All examinees in the room must begin each test at the same time.

Before You Begin

Before beginning testing, be sure:

- The test session is prepared, started, and unlocked in PearsonAccess^{next}
- The examinee computers are on the TestNav login screen
- You retrieved seal codes from PearsonAccess^{next}, or you know how to do so
- You have the prepared roster for your room (on the Test Administration Forms folder)
- You have Student Authorization Tickets for all examinees listed on the roster
- You have the *ACT Calculator Policy*
- You have the *Administration Supplement State Use Questions*, if applicable
- You have a supply of scratch paper and pencils
- You have accurate and reliable timepieces
- You have the Timing Code 8 password (Timing Code 8 rooms only)

Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes.
- Do not read aloud text in (parentheses).
- Pause frequently and wait for examinees to finish the task before proceeding. Look at examinees to be sure they are following instructions.
- Read the correct instructions for your test room, paying close attention to the timing header and prompts for writing rooms versus those for no writing rooms.
- Perform all tasks only when directed to do so.

Begin Testing

1. **When all examinees have been admitted, seated, and have a pencil, greet them and make any general announcements, then begin the verbal instructions. See General Announcements to Examinees, page 57.**

2. **Say:**

No Writing	Writing
<p>You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science.</p>	<p>You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science, followed by a writing test, for which you will complete an essay written in English.</p>

3. **Say:**

All items brought into the test site may be searched. Items suspected of being used to engage in misconduct may be confiscated and retained.

Cell phones, smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities are prohibited unless authorized by ACT for your accommodations .

You may not handle or access such devices during testing or during breaks. All electronic devices must be powered off and stored out of sight. Turning your device to silent or airplane mode is not acceptable. Alarms or notifications of any kind may not sound. If you are wearing a watch or other device with an alarm, it must be turned off.

If you have a cell phone or other electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will be out of sight. If you are wearing a watch to track your time, remove it now and place it face up on your desk.

4. **Wait until devices are powered off and stored and all watches are placed face up on the desks.**

5. **Say:**

Now that you have powered off and stored away your device, you may not handle or access it again until you leave the test site at the end of testing. If you access a device, or if a device activates or makes any noise or vibration, you will be dismissed and your test will not be scored. Are there any questions?

6. **From this point forward, if you see an examinee with a phone or electronic device, or if a device makes noise, you MUST dismiss the examinee. Check that all devices were stored, then say:**

Clear your desk of everything except pencils, erasers, your computer, and mouse. Place all personal items under your seat. You will not be able to access them during testing or the break. If you brought a calculator, put it under your seat. You may use it only during the mathematics test. Keep the aisles clear. . . .

7. **Once desks are cleared, say:**

A complete list of the prohibited behaviors was provided in *Taking the ACT —State Testing and District Testing*. In addition to the reminders I've already

given you about electronic devices, alarms, and clear desks, note the following behaviors that can also result in dismissal:

- You may not give or receive assistance by any means. This includes looking at another person's test.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss or share test questions or answers during test administration, during breaks, or after the test.
- You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- Finally, eating, drinking, and the use of tobacco or reading materials are not permitted in the test room.

If you are observed or suspected of engaging in prohibited behavior, you will be dismissed and your test will not be scored.

Do you have questions about prohibited behavior?

8. **Address questions, then say:**

We will move around the room during testing to monitor activities. If you have a question during testing, raise your hand.

9. **Say:**

I will now hand you your Student Authorization Ticket. This ticket is unique and is to be used only by you to log in to the testing system. Do not share your ticket with anyone.

When you receive it, check to be sure your name is printed on it. If it's not your name, or if you didn't receive a ticket, raise your hand.

10. **Move around the room and hand each examinee their Student Authorization Ticket.**

If the wrong name is on the ticket, or the examinee has no ticket, contact the test coordinator immediately. Do not allow an examinee to use another examinee's ticket.

If it's the correct name but misspelled, allow the examinee to use the ticket. Submit an Irregularity Report.

Note: Keep unused tickets secure so no one has access to them.

11. **When all examinees have their ticket, continue by saying:**

Enter your username and password to sign in. If you need assistance, raise your hand.

After you sign in, check that your name is on the **Welcome** screen. If it's not your name on the screen, raise your hand.

Read the information on the screen. Do not click any buttons. Look up at me when you have finished reading...

12. **Move around the room and check examinees' screens.**

If the wrong name is on the screen, do not allow the examinee to continue. Contact the test coordinator immediately—ACT must be contacted.

13. **When all examinees are logged in and have read the information on the Welcome screen, continue by saying:**

You will now complete a short section where you will enter your demographic information and agree to the Examinee Statement.

This section must be completed before you can begin the tests. It is not timed and does not affect your test scores.

Are there any questions?

14. **Address any questions, then continue by saying:**

On the **Welcome** screen, select the **Start Test Now** button. You should see a **Demographic Information** screen. . . .

Read the information on the screen, select the **Start** button, and begin. When you get to the School Use Only - State Questions screen, stop, and wait for further instructions. . . .

15. **When everyone is on the School Use Only - State Questions screen, refer to your Administration Supplement State Use Questions. Use the table below to determine your next step.**

Note: If your state does not use an Administration Supplement, inform examinees they will not complete the state questions, then skip to the next step.

If the state questions are to be completed by...	Then...
Examinees	a. Read the state use questions to the examinees, from the <i>Administration Supplement</i> . b. When the examinees have finished the state questions, proceed to the next step.
Staff	a. Inform examinees they will not complete the state questions. b. Proceed to the next step.

16. **Continue by saying:**

Move on to the next screen; you may need to select the **Submit** or **Save** button.

Read and agree to the Examinee Statement, then submit the section.

You should then see the English test screen. Read the directions for the English section and wait for further instructions.

17. Use the following table to determine your next step.

For...	Proceed to...
Standard Time	Verbal Instructions: Timing Code 1 , page 76
Standard Time in a Single Sitting	Verbal Instructions: Timing Code 1 , page 76
Double Time over Multiple Days	Verbal Instructions: Timing Code 2 , page 83
Triple Time over Multiple Days	Verbal Instructions: Timing Code 3 , page 91
Standard Time over Multiple days or Breaks as Needed	Verbal Instructions: Timing Code 5 , page 99
One and One-Half Time, Single Sitting	Verbal Instructions: Timing Code 6 , page 107
One and One-Half Time over Multiple Days	Verbal Instructions: Timing Code 7 , page 115
Standard Time for the Multiple-Choice Tests plus Double Time for the Writing Test in a Single Sitting	Verbal Instructions: Timing Code 8 , page 124

Timing Code 1

Standard Time in a Single Sitting

Administer the English Test —Standard Time/Timing Code 1

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 71.

All tests must be completed in a single sitting.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?...

2. **Address questions, then say:**

Listen carefully. You may use your Student Authorization Ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. **Continue by saying:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 45 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The **seal code** for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**
 - Verify that all examinees were able to start the test.
 - Complete your Seating Diagram.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
7. **When time has expired, proceed to *Administer the Mathematics Test—Standard Time/Timing Code 1*.**

Administer the Mathematics Test—Standard Time/Timing Code 1

1. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.
2. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?
3. **Address questions, then continue by saying:**

You have 60 minutes to work on the mathematics test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.
4. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

5. **During the mathematics test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
6. **When time has expired, proceed to *Administer the Break—Standard Time/Timing Code 1*.**

Administer the Break —Standard Time/Timing Code 1

1. **Continue by saying:**

Leave the reading test on your computer screen. Do not log out or attempt to access any other application.

Put your calculator away. You are not permitted to use it for the remaining tests.

You will now have a 15-minute break. Testing will resume at _____ (say the time 15 minutes from now). If you return late, you will not be allowed to make up lost time.

Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room.

Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. **During the break, do the following:**
 - Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
 - Make sure no Student Authorization tickets or scratch paper are taken out of the room.
 - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
 - Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee's test in PearsonAccess^{next}.
 - Monitor hallway activity (or ask a proctor to assist with this).
 - As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.
 - Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, collect and secure the examinee's test materials and log the examinee out of TestNav. Submit an Irregularity Report. See **Examinees Who Leave and Do Not Return**, page 66.

3. **At the end of the break, say:**

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, Student Authorization Ticket, scratch paper, and watch (if applicable).

4. **Proceed to *Administer the Reading Test—Standard Time/Timing Code 1.***

Administer the Reading Test —Standard Time/Timing Code 1

1. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

2. **Continue by saying:**

You have 35 minutes to work on the reading test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

3. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

4. **During the reading test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

5. **When time has expired, proceed to *Administer the Science Test—Standard Time/Timing Code 1.***

Administer the Science Test —Standard Time/Timing Code 1

1. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

2. **Read the appropriate instruction below:**

- **(No Writing:) You have 35 minutes to work on the science test.** Once you submit your test, you will be logged out of TestNav.
- **(Writing:) You have 35 minutes to work on the science test.**

3. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

4. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

5. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

6. **When time has expired, follow the appropriate next step.**

- **No Writing:** Proceed to *End the Last Test and Dismiss Examinees—Standard Time/Timing Code 1*.
- **Writing:** Proceed to *Administer the Writing Test—Standard Time/Timing Code 1*.

Administer the Writing Test —Standard Time/Timing Code 1

5-Minute Break

Extended Break for Lunch

Skip to Step 3.

Proceed to Step 1.

IMPORTANT: If you are administering an extended break, the test coordinator needs to inform you ahead of time on how long the break will be and where it will be.

1. **Say:**

You will have a ____-minute extended break for lunch (announce where to go for lunch and what food will be provided). Testing will resume promptly at _____. If you return late, you will not be allowed to make up lost time.

Remember, you may not access cell phones or other electronic devices during the extended break. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. Watches must remain in the test room during break, but should be removed from the desk and put away. You are not allowed to leave the building. If you do, you will be dismissed.

2. **During the break, do the following:**

- Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
- Make sure no Student Authorization tickets or scratch paper are taken out of the room.
- Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee's test in PearsonAccess^{next}.
- Do not leave the test room unattended. If any examinees remain in the room monitor them closely.
- As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.
- Do not delay the start of the test waiting for examinees who return late from the break. If examinees return late, they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, collect and secure the examinee's test materials and log the examinee out of TestNav. Submit an Irregularity Report. See Examinees Who Leave and Do Not Return.

Proceed to Step 4.

3. **Say:**

We will continue testing shortly. You may use the next 5 minutes to relax, but you may not leave the room.

Remember, you may not access phones or other electronic devices, and you may not eat or drink anything in the test room.

Note:

- *If an examinee needs to use the restroom during this time, make it clear that if they are not back before you resume testing, the lost time cannot be made up.*
- *Resume testing after 5 minutes.*

4. **At the end of the break, continue by saying:**

We are ready to resume testing. You should be on the screen that says Writing. Read the section directions and look up when you are finished.

5. **Say:**

You have 40 minutes to work on the writing test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin. Once you submit your test you will be logged out of TestNav.

7. **During the writing test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer.

8. **When time has expired, proceed to *End the Last Test and Dismiss Examinees* —Standard Time/Timing Code 1.**

End Testing and Dismiss Examinees— Standard Time / Timing Code 1

1. **When examinees submit the last test, they are automatically logged out of TestNav (examinee test status will be Completed). Check, with the help of proctors, to make sure that each examinee’s screen says “Sign out complete.”**

Note:

- *The last test for the ACT (no writing) is the science test. The last test for the ACT with writing is the writing test.*
- *All examinees must be logged out of TestNav before examinees can be dismissed.*

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Move around the room and collect the Student Authorization Ticket and scratch paper from each examinee. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee’s scratch paper and Student Authorization Ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say one of the following:**

- **(No Writing:)** Your score report will be mailed in approximately three to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
- **(Writing:)** Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

6. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Timing Code 2

Double Time over Multiple Days

Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session, without stopping the clock.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.

[Exit Testing for a Multiple-Day Sitting](#), page 61

[Direct Examinees to Log Out of TestNav](#), page 61

[Resume Testing for a Multiple-Day Sitting](#), page 61

Administer the English Test—Timing Code 2

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 71.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 90 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The seal code for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**

- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

13. Dismiss examinees.
14. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test—Timing Code 2

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Say:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

5. **Address questions, then continue by saying:**

You have 120 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **During the mathematics test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.****If you are continuing in the same sitting:**

9. Allow examinees to have a break, then proceed to the next test.

10. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

11. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
12. Collect all Student Authorization Tickets and scratch paper.
13. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

14. Dismiss examinees.
15. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test—Timing Code 2

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Continue by saying:**

You have 70 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **During the reading test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

13. Dismiss examinees.
14. Lock the test session in PearsonAccess^{next}.

Administer the Science Test—Timing Code 2

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Read the appropriate instruction below:**

- **(No Writing:) You have 70 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.
- **(Writing:) You have 70 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.**

If you are administering the ACT (no writing):

9. Proceed to ***End the Last Test and Dismiss Examinees.***

If you are administering the ACT with writing and continuing in the same sitting:

10. Allow examinees to have a break, then proceed to the next test.

11. Remind examinees:

- They will be dismissed if they access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are administering the ACT with writing and dismissing examinees:

12. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.

13. Collect all Student Authorization Tickets and scratch paper.

14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.

16. Lock the test session in PearsonAccess^{next}.

Administer the Writing Test—Timing Code 2

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.

If you are continuing...	Then...
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Continue by saying:**

You should be on the screen that says Writing. Read the section directions and look up when you are finished.

You have 80 minutes to work on the writing test.

If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

4. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin.

5. **During the writing test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer.

6. **When time has expired, proceed to *End the Last Test and Dismiss Examinees—Timing Code 2*.**

End the Last Test and Dismiss Examinees—Timing Code 2

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee's screen says "Sign out complete."**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say one of the following:**

- **(No Writing:)** Your score report will be mailed in approximately three to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
- **(Writing:)** Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

6. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Timing Code 3

Triple Time over Multiple Days

Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session, without stopping the clock.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.

[Exit Testing for a Multiple-Day Sitting](#), page 61

[Direct Examinees to Log Out of TestNav](#), page 61

[Resume Testing for a Multiple-Day Sitting](#), page 61

Administer the English Test—Timing Code 3

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 71.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 135 minutes (180 for examinees using text-to-speech) to work on the English test. When I provide the seal code, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The seal code for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**

- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
- They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

13. Dismiss examinees.
14. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test—Timing Code 3

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Continue by saying:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

5. **Address questions, then continue by saying:**

You have 180 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **During the mathematics test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.**

If you are continuing in the same sitting:

9. Allow examinees to have a break, then proceed to the next test.

10. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

11. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
12. Collect all Student Authorization Tickets and scratch paper.
13. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

14. Dismiss examinees.
15. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test—Timing Code 3

Take the following steps to administer the reading test.

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Continue by saying:**

You have 105 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**
 The seal code for reading is _____. You may enter it now and begin.
6. **During the reading test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
7. **Take the appropriate next steps.**
If you are continuing in the same sitting:
 8. Allow examinees to have a break, then proceed to the next test.
 9. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.**If you are dismissing examinees:**
 10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
 11. Collect all Student Authorization Tickets and scratch paper.
 12. Inform examinees of the date and time for the next test and say:
 Remember, discussing or sharing test content or answers is prohibited, including on social media.
13. Dismiss examinees.
14. Lock the test session in PearsonAccess^{next}.

Administer the Science Test—Timing Code 3

Take the following steps to administer the science test.

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another day	<ol style="list-style-type: none"> a. Follow the instructions for Resume Testing for a Multiple-Day Sitting, page 61 . b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Read the appropriate instruction below:**

- **(No Writing:) You have 105 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.
- **(Writing:) You have 105 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.**

If you are administering the ACT (no writing):

9. Proceed to ***End the Last Test and Dismiss Examinees.***

If you are administering the ACT with writing and continuing in the same sitting:

10. Allow examinees to have a break, then proceed to the next test.

11. Remind examinees:

- They will be dismissed if they access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are administering the ACT with writing and dismissing examinees:

12. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be Exited.

13. Collect all Student Authorization Tickets and scratch paper.

14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.

16. Lock the test session in PearsonAccess^{next}.

Administer the Writing Test—Timing Code 3

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	<ol style="list-style-type: none"> a. Follow the instructions for Resume Testing for a Multiple-Day Sitting, page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71

3. **Continue by saying:**

You should be on the screen that says Writing. Read the section directions and look up when you are finished.

You have **120 minutes** to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

4. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin.

5. **During the writing test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer.

6. **When time has expired, proceed to *End the Last Test and Dismiss Examinees—Timing Code 3*.**

End the Last Test and Dismiss Examinees—Timing Code 3

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee’s screen says “Sign out complete.”**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say one of the following:**

- **(No Writing:)** Your score report will be mailed in approximately three to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
- **(Writing:)** Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

6. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Timing Code 5

Standard Time over Multiple Days or Single Session with Breaks as Needed

Multiple Days for Timing Code 5

Follow these guidelines for examinees authorized to test over multiple days.

- Each test must be completed in one sitting, without stopping the clock.
- If you choose to administer more than one test per sitting, you may allow examinees a break between tests.
- Do not test examinees testing over multiple days in the same room as an examinee testing on one day with breaks as needed.

[Exit Testing for a Multiple-Day Sitting](#), page 61

[Direct Examinees to Log Out of TestNav](#), page 61

[Resume Testing for a Multiple-Day Sitting](#), page 61

Breaks as Needed

Follow these guidelines for examinees authorized for breaks as needed.

- If more than one examinee is authorized for breaks as needed, each must test individually, in separate rooms.
- Allow breaks as needed only as authorized on the Accommodations and Supports Roster.
- The entire ACT (no writing) or ACT with writing must be completed in a single session.
- Breaks can be taken whenever needed and for as long as needed, but total break time cannot exceed 90 minutes.
- An examinee may not be dismissed for an extended break (e.g., lunch) and return later to resume testing.
- When the examinee is ready for a break, follow the guidelines in this table.

If the examinee takes a break...	Then...
Between test sections	The examinee does not log out of TestNav.
During a test section	~ The examinee must log out of TestNav. This stops the timer. ~ Upon return, resume the examinee's test in PearsonAccess ^{next} and instruct the examinee to log back in and continue. It will pick up where the examinee left off. <i>Note: If the examinee does not log out, time will be lost on that test section. Before the examinee submits that test section, contact ACT to recover the time. Be prepared to provide the exact amount of time lost. Submit an Irregularity Report.</i>

Administer the English Test—Timing Code 5

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 71.

Take the following steps to administer the English test.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 45 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The seal code for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**

- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

13. Dismiss examinees.
14. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test—Timing Code 5

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation

at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

5. **Address questions, then continue by saying:**

You have 60 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **During the mathematics test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.**

If you are continuing in the same sitting:

9. Allow examinees to have a break, then proceed to the next test.
10. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

11. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
12. Collect all Student Authorization Tickets and scratch paper.
13. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

14. Dismiss examinees.
15. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test—Timing Code 5

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.

If you are continuing...	Then...
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Continue by saying:**

You have 35 minutes to work on the reading test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **During the reading test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.

9. Remind examinees:

- They will be dismissed if they access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.

11. Collect all Student Authorization Tickets and scratch paper.

12. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

13. Dismiss examinees.

14. Lock the test session in PearsonAccess^{next}.

Administer the Science Test—Timing Code 5

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Read the appropriate instruction below:**

- **(No Writing:) You have 35 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.
- **(Writing:) You have 35 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.**

If you are administering the ACT (no writing):

9. Proceed to **End the Last Test and Dismiss Examinees**.

If you are administering the ACT with writing and continuing in the same sitting:

10. Allow examinees to have a break, then proceed to the next test.
11. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are administering the ACT with writing and dismissing examinees:

12. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
13. Collect all Student Authorization Tickets and scratch paper.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Writing Test—Timing Code 5

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71

3. **Continue by saying:**

You should be on the screen that says Writing. Read the section directions and look up when you are finished.

You have **40 minutes** to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

4. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin.

5. **During the writing test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer.
6. **When time has expired, proceed to *End the Last Test and Dismiss Examinees—Timing Code 5*.**

End the Last Test and Dismiss Examinees—Timing Code 5

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee’s screen says “Sign out complete.”**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee’s scratch paper and Student Authorization Ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say one of the following:**

- **(No Writing:)** Your score report will be mailed in approximately three to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
- **(Writing:)** Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

6. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Timing Code 6

One and One-Half Time, Single Sitting

Timing Code 6 Guidelines

- Timing Code 6 is timed by the room supervisor, not by the computer. Two reliable timepieces must be used, one being a watch or clock that shows the actual time of day. Do not use a cell phone as one of the timepieces.
- Record the actual time each examinee starts and stops each test on the One and One-Half Time Administration Report.
- Make verbal time-remaining announcements when 30 minutes remain for the English and mathematics tests, and when 5 minutes remain for all tests before time is called.
- When time is up, all remaining examinees must stop working and submit their tests.

Administer the English Test—Timing Code 6

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 71.

1. **When everyone is ready say:**

I will keep official time for this examination.

I will announce when 30 minutes and 5 minutes remain on the test.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. You may use your Student Authorization Ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. **Continue by saying:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Set your timer for 70 minutes, then say:**

You have 70 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**
The **seal code** for English is _____. You may enter it now and begin.
6. **Begin timing.**
7. **During the English test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Complete your Seating Diagram.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
8. **If any examinees are still working when 30 minutes remain on the timer, say:**
Attention. You have 30 minutes remaining.
9. **If any examinees are still working when 5 minutes remain on the timer, say:**
Attention. You have 5 minutes remaining.
10. **When all examinees have completed the test, or the timer reaches zero, say:**
Stop working. Submit your test now.
11. **Proceed to *Administer the Mathematics Test—Standard Time/Timing Code 6.***

Administer the Mathematics Test—Timing Code 6

1. **Say:**
You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.
2. Continue by saying:
All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

3. **Address questions, set your timer for 90 minutes, then continue by saying:**

You have 90 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.
4. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.
5. **Begin timing.**
6. **During the mathematics test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
7. **If any examinees are still working when 30 minutes remain on the timer, say:**

Attention. You have 30 minutes remaining.
8. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.
9. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.
10. **When time has expired, proceed to *Administer the Break—Standard Time/Timing Code 6*.**

Administer the Break —Timing Code 6

1. **Continue by saying:**

Leave the reading test on your computer screen. Do not log out or attempt to access any other application.

Put your calculator away. You are not permitted to use it for the remaining tests.

You will now have a 15-minute break. Testing will resume at _____ (say the time 15 minutes from now). If you return late, you will not be allowed to make up lost time.

Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away. Your Student Authorization

Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room.

Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. **During the break, do the following:**

- Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
- Make sure no Student Authorization tickets or scratch paper are taken out of the room.
- Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
- Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee's test in PearsonAccess^{next}.
- Monitor hallway activity (or ask a proctor to assist with this).
- As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.
- Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, collect and secure the examinee's test materials and log the examinee out of TestNav. Submit an Irregularity Report. See **Examinees Who Leave and Do Not Return**, page 66.

3. **At the end of the break, say:**

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, Student Authorization Ticket, scratch paper, and watch (if applicable).

4. **Proceed to *Administer the Reading Test—Standard Time/Timing Code 6*.**

Administer the Reading Test—Timing Code 6

1. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

2. **Set your timer for 55 minutes, then say:**

You have 55 minutes to work on the reading test. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

3. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

4. **Begin timing.**

5. **During the reading test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
6. **If any examinees are still working when 5 minutes remain on the timer, say:**
Attention. You have 5 minutes remaining.
7. **When all examinees have completed the test, or the timer reaches zero, say:**
Stop working. Submit your test now.
8. **When time has expired, proceed to *Administer the Science Test—Standard Time/ Timing Code 6*.**

Administer the Science Test—Timing Code 6

1. **Say:**
You should be on the screen that says Science. Read the section directions and look up when you are finished.
2. **Set your timer for 55 minutes, and say the appropriate instruction below:**
 - **(No Writing:) You have 55 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.
 - **(Writing:) You have 55 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.
3. **Continue by saying:**
When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.
4. **On your administrative computer, look up the seal code for science, then say:**
The seal code for science is _____. You may enter it now and begin.
5. **Begin timing.**
6. **During the science test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
7. **If any examinees are still working when 5 minutes remain on the timer, say:**
Attention. You have 5 minutes remaining.

8. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

9. **Take the appropriate next step:**

- If you are administering the ACT (no writing), proceed to *End the Last Test and Dismiss Examinees—Timing Code 6*.
- If you are administering the ACT (writing), proceed to *Administer the Writing Test—Timing Code 6*.

Administer the Writing Test—Timing Code 6

5-Minute Break	Extended Break for Lunch
Skip to Step 3.	Proceed to Step 1.

IMPORTANT: If you are administering an extended break, the test coordinator needs to inform you ahead of time on how long the break will be and where it will be.

1. **Continue by saying:**

You will have a ____-minute extended break for lunch (announce where to go for lunch and what food will be provided). Testing will resume promptly at _____. If you return late, you will not be allowed to make up lost time.

Remember, you may not access cell phones or other electronic devices during the extended break. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. Watches must remain in the test room during break, but should be removed from the desk and put away. You are not allowed to leave the building. If you do, you will be dismissed.

2. **During the break, do the following:**

- Ensure that no Student Authorization Tickets or scratch paper are taken out of the room by examinees.
- Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee’s test in PearsonAccess^{next}.
- If any examinees remain in the room during break, and as examinees return, monitor them closely.
- As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.

Proceed to Step 4.

3. **Continue by saying:**

We will continue testing shortly. You may use the next 5 minutes to relax, but you may not leave the room.

Remember, you may not access phones or other electronic devices, and you may not eat or drink anything in the test room.

Note:

- *Examinees must remain in the room during the short 5-minute break. If an examinee needs to use the restroom during this time, make it clear that if they are not back before you resume testing, the lost time cannot be made up.*
- *Resume testing after 5 minutes.*

4. **At the end of the break, continue by saying:**

We are ready to resume testing. You should be on the screen that says Writing. Read the section directions and look up when you have finished.

5. **Say:**

You have 60 minutes to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin.

7. **Begin timing.**8. **During the writing test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer.

9. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

10. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

11. **Proceed to *End the Last Test and Dismiss Examinees—Timing Code 6.***

End the Last Test and Dismiss Examinees—Timing Code 6

1. **When examinees submit the last test, they are automatically logged out of TestNav (examinee test status will be Completed). Check, with the help of proctors, to make sure that each examinee’s screen says “Sign out complete.”**

Note:

- *The last test for the ACT (no writing) is the science test. The last test for the ACT with writing is the writing test.*
- *All examinees must be logged out of TestNav before examinees can be dismissed.*

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Move around the room and collect the Student Authorization Tickets and scratch paper from each examinee. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee’s scratch paper and Student Authorization Ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say one of the following:**

- **(No Writing:)** Your score report will be mailed in approximately three to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
- **(Writing:)** Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

Timing Code 7

One and One-Half Time over Multiple Days

Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session, without stopping the clock.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.

[Exit Testing for a Multiple-Day Sitting](#), page 61

[Direct Examinees to Log Out of TestNav](#), page 61

[Resume Testing for a Multiple-Day Sitting](#), page 61

Timing Code 7 Guidelines

- Timing Code 7 is timed by the room supervisor, not by the computer. Two reliable timepieces must be used, one being a watch or clock that shows the actual time of day. Do not use a cell phone as one of the timepieces.
- Record the actual time each examinee starts and stops each test on the One and One-Half Time Administration Report.
- Make verbal time-remaining announcements when 30 minutes remain for the English and mathematics tests, and when 5 minutes remain for all tests before time is called.
- When time is up, all remaining examinees must stop working and submit their tests.

Administer the English Test—Timing Code 7

Do not continue until you have completed the Verbal Instructions from the beginning. See **All Timings Begin Here**, page 71.

1. **When everyone is ready say:**

I will keep official time for this examination.

I will announce when 30 minutes and 5 minutes remain on the test.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Set your timer for 70 minutes, then say:**

You have 70 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The **seal code** for English is _____. You may enter it now and begin.

6. **Begin timing.**

7. **During the English test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **If any examinees are still working when 30 minutes remain on the timer, say:**

Attention. You have 30 minutes remaining.

9. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

10. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

11. **Take the appropriate next steps.**

If you are continuing in the same sitting:

12. Allow examinees to have a break, then proceed to the next test.

13. Remind examinees:

- They will be dismissed if they access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

14. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be Exited.

15. Collect all Student Authorization Tickets and scratch paper.

16. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

17. Dismiss examinees.
18. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test—Timing Code 7

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. Say:

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

5. Address questions, set your timer for 90 minutes, then continue by saying:

You have 90 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **Begin timing.**

8. **During the mathematics test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

9. **If any examinees are still working when 30 minutes remain on the timer, say:**

Attention. You have 30 minutes remaining.

10. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

11. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

12. **Take the appropriate next steps.**

If you are continuing in the same sitting:

13. Allow examinees to have a break, then proceed to the next test.

14. Remind examinees:

- They will be dismissed if they access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

15. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.

16. Collect all Student Authorization Tickets and scratch paper.

17. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

18. Dismiss examinees.

19. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test—Timing Code 7

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.

If you are continuing...	Then...
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Set your timer for 55 minutes, then say:**

You have 55 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **Begin timing.**

7. **During the reading test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

9. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

10. **Take the appropriate next steps.**

If you are continuing in the same sitting:

11. Allow examinees to have a break, then proceed to the next test.

12. Remind examinees:

- They will be dismissed if they access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

13. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be Exited.

14. Collect all Student Authorization Tickets and scratch paper.
15. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

16. Dismiss examinees.
17. Lock the test session in PearsonAccess^{next}.

Administer the Science Test—Timing Code 7

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	<ol style="list-style-type: none"> a. Follow the instructions for Resume Testing for a Multiple-Day Sitting, page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Set your timer for 55 minutes, and say the appropriate instruction below:**

- **(No Writing:) You have 55 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.
- **(Writing:) You have 55 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **Begin timing.**

8. **During the science test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
9. **If any examinees are still working when 5 minutes remain on the timer, say:**
 Attention. You have 5 minutes remaining.
10. **When all examinees have completed the test, or the timer reaches zero, say:**
 Stop working. Submit your test now.
11. **Take the appropriate next steps.**
If you are administering the ACT (no writing):
 12. Proceed to *End the Last Test and Dismiss Examinees*.**If you are administering the ACT with writing and continuing in the same sitting:**
 13. Allow examinees to have a break, then proceed to the next test.
 14. Remind examinees:
 - They will be dismissed if they access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.**If you are administering the ACT with writing and dismissing examinees:**
 15. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
 16. Collect all Student Authorization Tickets and scratch paper.
 17. Inform examinees of the date and time for the next test and say:
 Remember, discussing or sharing test content or answers is prohibited, including on social media.
18. Dismiss examinees.
19. Lock the test session in PearsonAccess^{next}.

Administer the Writing Test—Timing Code 7

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 61. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until

you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 71.

3. **Continue by saying:**

You should be on the screen that says Writing. Read the section directions and look up when you are finished.

4. **Set your timer for 60 minutes, then say:**

You have 60 minutes to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin.

6. **Begin timing.**

7. **During the writing test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer.

8. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

9. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

10. **Proceed to *End the Last Test and Dismiss Examinees—Timing Code 7.***

End the Last Test and Dismiss Examinees—Timing Code 7

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee’s screen says “Sign out complete.”**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say one of the following:**

- **(No Writing:)** Your score report will be mailed in approximately three to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
- **(Writing:)** Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

6. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Timing Code 8

Standard Time for the Multiple-Choice Tests plus Double Time for the Writing Test in a Single Sitting

Timing the Writing Test

Examinees are to have 80 minutes (double time) for the writing test. However, the timer for the writing test expires after 40 minutes. You must then extend the time for another 40 minutes so examinees receive the full time allowed. For this, you need the password the test coordinator gets from ACT. Keep the password secure. Do not give it to examinees.

Administer the English Test—Timing Code 8

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 71.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?...

2. **Address questions, then say:**

Listen carefully. You may use your Student Authorization Ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. **Continue by saying:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 45 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**
The **seal code** for English is _____. You may enter it now and begin.
6. **During the English test, do the following:**
 - Verify that all examinees were able to start the test.
 - Complete your Seating Diagram.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
7. **When time has expired, proceed to *Administer the Mathematics Test—Timing Code 8*.**

Administer the Mathematics Test—Timing Code 8

1. **Say:**
You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.
2. Continue by saying:
All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.
You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your test will not be scored.
Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?
3. **Address questions, then continue by saying:**
You have 60 minutes to work on the mathematics test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.
4. **On your administrative computer, look up the seal code for mathematics, then say:**
The seal code for mathematics is _____. You may enter it now and begin.

5. **During the mathematics test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinee who uses a prohibited calculator. They will not be allowed to take any other tests.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
6. **When time has expired, proceed to *Administer the Break—Timing Code 8*.**

Administer the Break —Timing Code 8

1. **Continue by saying:**

Leave the reading test on your computer screen. Do not log out or attempt to access any other application.

Put your calculator away. You are not permitted to use it for the remaining tests.

You will now have a 15-minute break. Testing will resume at _____ (say the time 15 minutes from now). If you return late, you will not be allowed to make up lost time.

Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room.

Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. **During the break, do the following:**
 - Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
 - Make sure no Student Authorization tickets or scratch paper are taken out of the room.
 - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
 - Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee's test in PearsonAccess^{next}.
 - Monitor hallway activity (or ask a proctor to assist with this).
 - As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.
 - Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, collect and secure the examinee's test materials and log the examinee out of TestNav. Submit an Irregularity Report. See **Examinees Who Leave and Do Not Return**, page 66.

3. **At the end of the break, say:**

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, Student Authorization Ticket, scratch paper, and watch (if applicable).

4. **Proceed to *Administer the Reading Test—Timing Code 8*.**

Administer the Reading Test—Timing Code 8

1. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

2. **Continue by saying:**

You have 35 minutes to work on the reading test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

3. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

4. **During the reading test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

5. **When time has expired, proceed to *Administer the Science Test—Timing Code 8*.**

Administer the Science Test—Timing Code 8

1. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

2. **Say:**

You have 35 minutes to work on the science test.

3. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

4. **On your administrative computer, look up the seal code for science, then say:**
 The seal code for science is _____. You may enter it now and begin.
5. **During the science test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
6. **When time has expired, proceed to *Administer the Writing Test—Timing Code 8*.**

Administer the Writing Test—Timing Code 8

Take the following steps to administer the writing test.

5-Minute Break	Extended Break for Lunch
Skip to Step 3.	Proceed to Step 1.

IMPORTANT: If you are administering an extended break, the test coordinator needs to inform you ahead of time on how long the break will be and where it will be.

1. **When you are certain that all examinees are on the Writing test screen, continue by saying:**

You will have a ____-minute extended break for lunch (announce where to go for lunch and what food will be provided). Testing will resume promptly at _____. If you return late, you will not be allowed to make up lost time.

Remember, you may not access cell phones or other electronic devices during the extended break. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. Watches must remain in the test room during break, but should be removed from the desk and put away. You are not allowed to leave the building. If you do, you will be dismissed.

2. **During the break, do the following:**
 - Ensure that no student authorization tickets or scratch paper are taken out of the room by examinees.
 - Ensure that no examinees have mistakenly logged out of TestNav (status will show as “Exited”).
 - If they have, resume the examinee’s test in PearsonAccess^{next}.
 - As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.

Proceed to Step 4.

3. **When you are certain that all examinees are on the writing test screen, continue by saying:**

We will continue testing shortly. You may use the next 5 minutes to relax, but you may not leave the room. Remember, you may not access phones or other electronic devices, and you may not eat or drink anything in the test room.

Note:

- *Examinees must remain in the room during the short 5-minute break. If an examinee needs to use the restroom during this time, make it clear that if they are not back before you resume testing, the lost time cannot be made up.*
- **Resume testing after 5 minutes.**

4. **At the end of the break, continue by saying:**

We are ready to resume testing. You should be on the screen that says Writing. Read the section directions and look up when you have finished.

5. **Say:**

You will have 80 minutes to work on the writing test. The timer will expire at 40 minutes. Do **not** submit your final answers at that time. Instead, raise your hand and we will extend the time on your computer so you can continue testing.

If you finish before the full time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for writing, then say:**

The seal code for writing is _____. You may enter it now and begin.

7. **During the writing test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer.

8. **When the timer runs out, the Time Expired window appears on the examinee’s screen.**

The examinee must **not** submit final answers now.

Staff must **personally** take the following steps on the examinee’s computer to add time.

Step	Action
1.	In the Time Expired window, select Proctor only . The “Enter password for extended testing time” prompt appears.
2.	Enter the password and then select Continue .
3.	Select the Enter time (minutes) button, enter “40,” and then select Continue .
4.	Instruct the examinee to continue testing.

Note:

- If you select **Untimed** or enter a number greater than 40, you must manually time the examinee’s test and submit an *Irregularity Report*. Make sure each examinee gets exactly 80 minutes on the writing test. Scores will be canceled for examinees who receive more than the allowed time.
- If you enter less than 40, extend the time again to equal a total of 80 minutes.
- Time cannot be added until the timer runs out and you see the *Time Expired* window.

9. **The examinee now has an additional 40 minutes on the timer—for a total of 80 minutes on the writing test. When the timer expires, the examinee must submit the test.**
10. **When time has expired, proceed to *End the Last Test and Dismiss Examinees—Timing Code 8*.**

End the Last Test and Dismiss Examinees—Timing Code 8

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be “Completed”). Check to be sure that each examinee’s screen says “Sign out complete.”**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, we will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee’s scratch paper and Student Authorization Ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. **After all tickets and scratch paper have been collected, say:**

Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

6. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

ACT Staff List—Standard Time, Online



Testing School Name	-	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			
		ACT High School Code (for testing school)			

City, State	Testing Window
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Test Coordinator

Test Coordinator: Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor), and room name/number of other assignment for **all** personnel who assisted with the standard time online administration during the testing window, including technical staff, individuals who handled secure materials before and after testing, and anyone who assisted with security. Attach additional pages, if necessary.

Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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24.			
25.			

Test Coordinator: Return this form with your materials and keep a copy for your records.

ACT Staff List—Accommodations, Online



Testing School Name	-	ACT High School Code (for testing school)
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City, State	Testing Window
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Test Coordinator _____

Test Coordinator: Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor), and room name/number of other assignment for **all** personnel who assisted with the accommodations online administration during the testing window, including technical staff, individuals who handled secure materials before and after testing, and anyone who assisted with security. Attach additional pages, if necessary.

Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
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19.			
20.			
21.			
22.			
23.			
24.			
25.			

Test Coordinator: Return this form with your materials and keep a copy for your records.

ACT Interpreter's Agreement

Purpose of this form

This agreement form is signed by an interpreter to indicate their consent to abide by ACT interpreter policies.

Note: This blank agreement form may be photocopied as needed. Complete one form for each examinee authorized to test with an interpreter.

Indicate the interpreter method used for this examinee:

Signing Exact English (SEE)

Cued Speech

Test Site Name

				—				
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ACT High School Code

City, State

Test Date(s)

Test Coordinator Name (printed)

Room Supervisor Name (printed)

Examinee Name (printed)

Interpreter Name (if different from Room Supervisor)

Interpreter Agreement

The interpreter must meet the same qualifications for a test coordinator as specified by ACT in the administration manual.

The interpreter must be proficient in the interpretation method indicated above. The interpretation of the test materials must be a direct translation with no explanation and no additional information provided to the examinee. Anything other than direct translation would affect what the tests are designed to measure (the examinee's ability to comprehend and respond to the materials as written).

ACT requires both the interpreter and the test coordinator provide their signatures to the following statement:

"I certify that I have read, understand, and agree to administer the tests in accordance with the policies in the administration manual. I further assure ACT that the interpreter method provided is a direct transcription of the passages and items from the reader's script provided by ACT, with no explanation and no additional information provided to the examinee."

Interpreter Signature

Date

Test Coordinator Signature

Date

Tests Interpreted

Indicate the tests where any portion was translated by this interpreter:

ACT® Test: English Mathematics Reading Science Writing

Follow-up Test Coordinator Responsibilities

- Make a copy of the completed agreement(s) for your records.
- After testing, return the original, signed agreements with the completed answer documents in the appropriate envelope.
- Scores will not be released until ACT receives this signed form for each examinee authorized for these services.

ACT Scribe's Agreement

Purpose of this form

This agreement form is signed by a transcriber to indicate their consent to abide by ACT transcriber policies.

Complete this agreement only if an examinee has been authorized to use a transcriber, braille, computer, or speech-to-text software. Examinees approved for a transcriber or speech-to-text software must test individually. Examinees using computers or braille may test as a group. The transcriber also serves as the room supervisor if they are the only testing staff in the room.

_____	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table> — <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>						
Test Site Name	ACT High School Code						
_____	_____						
City, State	Test Date(s)						
_____	_____						
Test Coordinator Name (printed)	Room Supervisor Name (printed)						
_____	_____						
Examinee Name (printed)	Transcriber Name (if different from Room Supervisor)						

Transcriber Agreement

ACT requires the transcriber to provide their signature to the following statement:

"I certify that I have read, understand, and agree to administer the test in accordance with the policies in the administration manual, and according to what was authorized for the examinee. I further assure ACT that, if authorized, responses are transcribed verbatim, the examinee is tested individually, grammar check is turned off on the software program for the computer used, and the examinee's responses are erased from the computer or braille."

_____	_____
Transcriber Signature	Date

Follow-up Test Coordinator Responsibilities

- Make a copy of the completed agreement(s) for your records.
- After testing, return the original, signed agreements with the completed answer documents in the appropriate envelope.
- Scores will not be released until ACT receives this signed form for each examinee authorized for these services.

ACT Test Security

Anonymous Security Hotline

Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing an Irregularity Report or calling 800.553.6244 ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of the tests.

In exceptional situations, testing staff may wish to file an anonymous report about concerns that tests may have been compromised. If you wish to report such concerns anonymously, you may do so at www.act.ethicspoint.com.

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are "secure by design."
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker's own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

ACT[®]