

Identifying the Special Testing Coordinator

Schools normally designate a qualified member of the staff to serve as the test coordinator for Special testing. Please make the identity of this individual known to examinees who need to request Special testing. If no test coordinator has been designated for Special testing, ask a teacher or counselor at the school the examinee is currently attending. If the examinee is not currently in school or homeschooled, contact the testing department at a nearby college.

Special Testing Staff Requirements

All requirements listed below must be met. The Special testing coordinator and all staff must:

- Be proficient in English
- Be experienced in administering standardized or other “high-stakes” tests
- Be a staff member of the institution where testing takes place
- Have control over locked, limited-access storage at the institution to secure the test materials
- Agree to administer the tests according to policies and procedures outlined in *ACT Test Center Manager (TCM)*

Conflict of Interest

To protect both the examinee and testing staff from questions of possible conflict of interest, the Special testing coordinator and all staff must:

- Not be a relative or guardian of the examinee
- Not be a private consultant or individual tutor whose fees are paid by the examinee or examinee’s family
- Not be engaged in test preparation activities for the ACT[®] test during the current academic year*
- Not be involved in coaching high school or college athletics
- Not receive any compensation outside of ACT for administering the test

*Only if the school district contract specifically requires the teacher or counselor to participate in school-sponsored test preparation courses, may that person serve as coordinator.

Note: Scores achieved under the supervision of an individual who does not satisfy ALL items listed under Special Testing Staff Requirements and Conflict of Interest will be canceled without refund.

Scheduling the Test Administration

• Testing Windows

- The ACT (no writing) and ACT with writing must be administered **only** during the designated testing window registered for by the examinee.
- If Special testing is scheduled on a National or International test date, the Special testing coordinator may NOT be involved with that administration.
- ACT requires examinees with the **same timing** to test as a group. Some accommodations (e.g., reader, writer/ scribe to record responses, breaks as needed, speech to text software, etc.) require individual administration.

• Test Site

- If testing cannot be done at a regular testing site, such as the examinee’s school (e.g., homebound, hospital), a written explanation must be submitted with the request in the Test Accessibility and Accommodations System (TAA). ACT approval is required.

• Answer Documents For Paper Based Testing

- An answer document will be shipped with the test materials for each examinee.
- Answers to the multiple-choice tests will be recorded on this folder on test day.
- If the examinee is taking the ACT with writing, their answer document will include a section for them to complete the writing.

Compensation

- ACT will provide the test coordinator with a compensation schedule after Special testing is approved.
- Payments are based on the testing time actually used by examinee(s) within the authorized timing guidelines.
- Only the person who administers the tests will be paid.
- Test coordinators who test three or more examinees in a room with the same timing code will receive additional compensation.
- Test coordinators testing more than 10 examinees with the same timing code in one room may be assisted by a proctor.
- Testing staff who test examinees that use more than 3 hours will receive additional compensation for each half-hour actually used by the examinee.