

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 in the *ACT Administration Manual Special Testing*

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 three-week 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 that examinees with similar accommodations and/or English learner (EL) supports, and the **same timing code** test as a group to the extent possible. However, examinees using a reader must test individually.
- **Test Site**
 - If testing cannot be done at the examinee's school, a written explanation must be submitted with the request in the Test Accessibility and Accommodations System (TAA). ACT approval is required. (For example, the examinee is confined to the hospital or the home.)
- **Special Testing Answer Folder**
 - A Universal Answer Folder for each examinee will be shipped with the test materials.
 - Answers to the multiple-choice tests will be recorded on this folder on test day.
 - Identifying information, responses to the ACT Interest Inventory and Student Profile Section (optional sections), and college codes must be recorded on this answer folder prior to testing.
 - If the examinee is taking the ACT with writing, a Universal Answer Folder with Writing will also be included.

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.