

2018

FREE

ACT<sup>®</sup>

# Preparing for the ACT<sup>®</sup> Test Taken Online

The **ACT**<sup>®</sup>

[www.act.org](http://www.act.org)

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**Find resources to prepare for the ACT test taken online at:**  
<http://act.org/examinee/info.html>

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](http://www.apa.org))
- *Code of Professional Responsibilities in Educational Measurement: National Council on Measurement in Education* ([www.ncme.org](http://www.ncme.org))

# Introduction

## A Message to Students

This guide is meant to help you do your best on the ACT taken online. You will find instructions for taking online practice tests, as well as highlights from the Examinee Tutorial within TestNav that outlines the navigation performed on test day to take the ACT online.

Read the free publication *Preparing for the ACT Test* (available at [www.actstudent.org](http://www.actstudent.org) under “Test Prep”) to learn about test-taking strategies, the content of each test, specific tips for each test, prohibited and permitted calculators for the Mathematics test, and what to expect on test day. The information about the content of each test provided in that document is the same for online tests.

Additional test preparation materials can also be found at [www.actstudent.org](http://www.actstudent.org), including ACT Online Prep™, ACT® Kaplan® Online Prep Live, The Official ACT Prep Guide, sample questions, and the Question of the Day.

# 1 Practice Tests

## Using the ACT Practice Tests Taken Online

When taking the ACT practice tests online, you will be using the same testing application and navigation that you will be using on test day. Not only will the practice questions help you prepare for the types of questions you can expect from the ACT test, but familiarizing yourself with the testing application will better prepare you for navigating through the test on test day.

## TestNav

TestNav is the secure web application used for the ACT taken online. Download the TestNav application for your operating system from <http://download.testnav.com/>.

*Note: ACT online tests are only supported on Windows and OS operating systems.*

## Learn About Using TestNav

To prepare for online testing, first view the Examinee Tutorial available under the Practice Test link in TestNav.

The tutorial shows you how to move through the screens for the online tests. It will help you understand how to use the arrows to move between questions, recognize when you need to scroll to see the entire question, bookmark questions for review, and review your answers. You may review the tutorial as often as you wish.

Later in this document, highlights from the tutorial are included (see “Examinee Tutorial Highlights”). These highlights can be used as a general guide that you may follow along with while taking your practice tests, making navigation easier in real time.

## Online Practice Tests

Follow the steps below to begin your online practice test:

1. Save or print this document so you will have the information needed to log in to each practice test and scoring information.
2. Open the TestNav application you downloaded and click on the Practice Tests link. Choose a subject area to practice. Then, decide whether you want to try out the “Timed” or “Untimed” version of that test. The information below will help you make that choice.  
*Note: An alternate version of the practice test is available for examinees who are approved for the Text-to-Speech accommodation. See the Accessibility User Guide for Online Testing for more information on Text-to-Speech.*

You can sign into any subject test—and either version—as often as you wish to become comfortable with online testing. If you feel you are having trouble moving through the computer screens, review the tutorial or review the highlights in this document (see “Examinee Tutorial Highlights”). Once you submit the test, you will receive a Summary Report indicating your raw score (see “Summary Report”).

- **Timed.** Using the timed version gives you practice with pacing yourself and seeing the time count down on screen just as it will be on test day. You also experience the five-minute warning message and the message that pops up when time expires. When time is up, you won't be able to go back and see your answers. Once you submit the test, you receive a Summary Report indicating your raw score (see "Summary Report").
  - **Untimed.** The untimed version lets you set your own stopwatch or watch to track the time allowed. When you have finished answering all questions, submit your answers, but do not log-out so you can go back through the questions and compare your answers to the answer key.
3. Read the test overview instructions you see on the screen, enter your name, and select Start.  
*Note: No name is requested for the writing test.*  
*Note: Expand the TestNav window to full screen. For the practice test, you will see your computer's taskbar on the screen, but the taskbar will not be visible on test day.*
  4. When you are done with each practice test, an arrow will navigate to the "End of the [name of practice test] Practice Test." Select Submit Final Answers, review your score, sign out and move to the next practice test, if you choose to do so. Use the scoring information below to assist with your review of the practice test results (see "Scoring the Practice Tests").

## Summary Report

Upon submitting your test, you receive a Summary Report indicating your raw score for the multiple-choice tests; a Summary Report is not generated for the writing test. Your raw score is the number of questions you answered correctly on each test. The total raw score will be displayed at the top of your Summary Report.

The Summary Report provides a table with the question number, the score you received for that question, and the maximum score that could have been achieved for that question (for the ACT, the maximum will always be 1). The Summary Report also distinguishes between questions that were answered incorrectly (displaying a score of "0") and questions that were skipped or not answered (displaying "Not Answered" in the Student's Score column).

You may then convert the raw scores from your Summary Report to scale scores and, if you took all four subject tests, a Composite score (see "Converting Raw Scores to Scale Scores").

*Note: You should begin reading your Summary Report at "Congratulations! You completed the test." The introductory language and any language regarding actions by a Test Administrator may be disregarded, as it is not applicable to this testing instance.*

# 2 Scoring the Practice Tests

## How to Score the Multiple-Choice Tests

Follow the instructions below and on the following pages to score your practice multiple-choice tests and review your performance.

### Raw Scores

The number of questions you answered correctly on each test and in each reporting category is your raw score. Because there are many forms of the ACT, each with different questions, some forms will be slightly easier (and some slightly harder) than others. A raw score of 67 on one form of the English test, for example, may be about as difficult to earn as a raw score of 70 on another form of that test.

To compute your raw scores, check your answers with the scoring information on pages 6–8. Count the number of correct answers for each of the four tests and seventeen reporting categories and enter the number in the blanks provided on those pages. These numbers are your raw scores on the tests and reporting categories.

### Scale Scores

To adjust for the small differences that occur among different forms of the ACT, the raw scores for tests are converted into *scale scores*. Scale scores are printed on the reports sent to you and your college and scholarship choices.

When your raw scores are converted into scale scores, it becomes possible to compare your scores with those of examinees who took different test forms. For example, a scale score of 26 on the English test has the same meaning regardless of the form of the ACT on which it is based.

To determine the scale scores corresponding to your raw scores on the practice test, use the table explaining procedures used to obtain scale scores from raw scores on page 9. This table shows the raw-to-scale score conversions for each test. Because each form of the ACT is unique, each form has somewhat different conversion tables. Consequently, this table provides only approximations of the raw-to-scale score conversions that would apply if a different form of the ACT were taken. Therefore, the scale scores obtained from the practice tests don't match precisely the scale scores received from an actual administration of the ACT.

### Computing the Composite Score

The Composite score is the average of the four scale scores in English, mathematics, reading, and science. If you did not take a practice test for each of these subjects, do not calculate a Composite score. If you take the ACT with writing, your writing results do **not** affect your Composite score.

## Comparing Your Scores

Information about comparing your scores on the practice multiple-choice tests with the scores of recent high school graduates who took the ACT can be found at [www.actstudent.org](http://www.actstudent.org).

Your scores and percent are only *estimates* of the scores that you will receive during an actual administration of the ACT. Test scores are only one indicator of your level of learning. Consider your scores in connection with your grades, your performance in outside activities, and your career interests.

## ACT College and Career Readiness Standards

The ACT College and Career Readiness Standards describe the types of skills, strategies, and understandings you will need to make a successful transition from high school to college. For English, mathematics, reading, and science, standards are provided for six score ranges that reflect the progression and complexity of the skills in each of the academic areas measured by the ACT tests. For writing, standards are provided for five score ranges. The ACT College and Career Readiness Standards and benchmark scores for each test can be found at [www.act.org](http://www.act.org).

## Reviewing Your Performance on the Practice Multiple-Choice Tests

Consider the following as you review your scores:

- Did you run out of time? Reread the information in *Preparing for the ACT® Test* on pacing yourself. You may need to adjust the way you use your time in responding to the questions.
- Did you spend too much time trying to understand the directions for the tests? The directions for the practice tests are the same directions that will appear in your test booklet on test day. Make sure you understand them before test day.
- Review the questions that you missed. Did you select a response that was an incomplete answer or that did not directly respond to the question being asked? Try to figure out what you overlooked in answering the questions.
- Did a particular type of question confuse you? Did the questions you missed come from a particular reporting category? In reviewing your responses, check to see whether a particular type of question or a particular reporting category was more difficult for you.

# Scoring Keys for the ACT Practice Tests

Use the scoring key for each test to score your answer document for the multiple-choice tests. Mark a “1” in the blank for each question you answered correctly. Add up the numbers in each reporting category and enter the total number correct for each reporting category in the blanks provided. Also enter the total number correct for each test in the blanks provided. The total number correct for each test is the sum of the number correct in each reporting category.

## Test 1: English—Scoring Key

1874F

Key	Reporting Category*		
	POW	KLA	CSE
1. A	—		
2. B			—
3. A		—	
4. A			—
5. C			—
6. A			—
7. D		—	
8. B	—		
9. C			—
10. D		—	
11. C			—
12. A		—	
13. B	—		
14. D			—
15. B			—
16. B			—
17. C			—
18. A			—
19. C	—		
20. B			—
21. D	—		
22. B		—	
23. C			—
24. C	—		
25. B			—
26. A			—
27. C			—
28. A			—
29. D		—	
30. B	—		
31. C		—	
32. D			—
33. C	—		
34. B			—
35. A	—		
36. D			—
37. C	—		
38. A			—

Key	Reporting Category*		
	POW	KLA	CSE
39. D	—		
40. C	—		
41. B			—
42. A			—
43. C	—		
44. B			—
45. A		—	
46. A			—
47. B			—
48. B			—
49. D	—		
50. A			—
51. B			—
52. A		—	
53. D			—
54. C			—
55. D	—		
56. C			—
57. A			—
58. B	—		
59. C	—		
60. D	—		
61. C			—
62. B			—
63. D		—	
64. D			—
65. B	—		
66. A			—
67. B			—
68. A	—		
69. D			—
70. A			—
71. C		—	
72. C	—		
73. D		—	
74. A	—		
75. D	—		

### \*Reporting Categories

POW = Production of Writing

KLA = Knowledge of Language

CSE = Conventions of Standard English

Number Correct (Raw Score) for:	
Production of Writing (POW)	_____ (23)
Knowledge of Language (KLA)	_____ (12)
Conventions of Standard English (CSE)	_____ (40)
Total Number Correct for English Test (POW + KLA + CSE)	_____ (75)

Key	Reporting Category*						
	PHM					IES	MDL
	N	A	F	G	S		
1. C						—	
2. E					—		
3. B		—					
4. D			—				
5. D						—	—
6. C		—					—
7. D				—			—
8. B						—	
9. D				—			
10. B						—	—
11. D			—				
12. C	—						—
13. B						—	
14. C					—		—
15. D						—	
16. E	—						
17. B		—					
18. E						—	—
19. B				—			
20. E				—			—
21. B				—			—
22. A						—	—
23. C						—	—
24. D						—	—
25. A		—					—
26. C							—
27. A		—		—			
28. C						—	—
29. E						—	—
30. D						—	—

Key	Reporting Category*						
	PHM					IES	MDL
	N	A	F	G	S		
31. E						—	
32. B						—	—
33. E						—	
34. C						—	
35. C						—	—
36. D						—	
37. A							—
38. E	—						—
39. D							—
40. E		—		—			
41. A						—	—
42. B			—				—
43. C						—	—
44. A			—				—
45. A			—				—
46. D						—	—
47. B						—	—
48. B						—	—
49. B				—			—
50. D							—
51. C		—					—
52. A		—				—	—
53. A			—				—
54. C			—				—
55. E			—				—
56. C						—	—
57. B	—						—
58. A	—						—
59. A			—				—
60. E						—	—

Combine the totals of these columns and put in the blank for PHM in the box below.

**\*Reporting Categories**

**PHM** = Preparing for Higher Math

N = Number & Quantity

A = Algebra

F = Functions

G = Geometry

S = Statistics & Probability

**IES** = Integrating Essential Skills

**MDL** = Modeling

Number Correct (Raw Score) for:	
Preparing for Higher Math (PHM) (N + A + F + G + S)	_____ (35)
Integrating Essential Skills (IES)	_____ (25)
Total Number Correct for Mathematics Test (PHM + IES)	_____ (60)
Modeling (MDL) (Not included in total number correct for mathematics test raw score)	_____ (28)

**Test 3: Reading—Scoring Key**

1874F

Key	Reporting Category*		
	KID	CS	IKI
1. A		—	
2. B	—		
3. A		—	
4. D	—		
5. C	—		
6. B	—		
7. D	—		
8. C		—	
9. C	—		
10. A	—		
11. D		—	
12. B			—
13. D	—		
14. D	—		
15. A		—	
16. B		—	
17. B	—		
18. C			—
19. A			—
20. C			—

Key	Reporting Category*		
	KID	CS	IKI
21. C	—		
22. B		—	
23. D		—	
24. C	—		
25. D	—		
26. A		—	
27. C	—		
28. D	—		
29. A	—		
30. A		—	
31. D	—		
32. C	—		
33. B	—		
34. D	—		
35. C	—		
36. B	—		
37. A		—	
38. B	—		
39. A	—		
40. D	—		

**\*Reporting Categories**

**KID** = Key Ideas & Details

**CS** = Craft & Structure

**IKI** = Integration of Knowledge & Ideas

Number Correct (Raw Score) for:	
Key Ideas & Details (KID)	_____ (25)
Craft & Structure (CS)	_____ (11)
Integration of Knowledge & Ideas (IKI)	_____ (4)
Total Number Correct for Reading Test (KID + CS + IKI)	_____ (40)

**Test 4: Science—Scoring Key**

1874F

Key	Reporting Category*		
	IOD	SIN	EMI
1. C	—		
2. D			—
3. B	—		
4. D			—
5. A			—
6. B	—		
7. C			—
8. D			—
9. C		—	
10. D			—
11. A			—
12. A			—
13. A	—		
14. C	—		
15. B		—	
16. D		—	
17. A		—	
18. C		—	
19. A	—		
20. B		—	

Key	Reporting Category*		
	IOD	SIN	EMI
21. C	—		
22. C	—		
23. C	—		
24. C	—		
25. D	—		
26. D	—		
27. C	—		
28. A		—	
29. B	—		
30. A			—
31. D		—	
32. A			—
33. D		—	
34. B		—	
35. A		—	
36. D	—		
37. D	—		
38. D	—		
39. B		—	
40. B	—		

**\*Reporting Categories**

**IOD** = Interpretation of Data

**SIN** = Scientific Investigation

**EMI** = Evaluation of Models,  
Inferences & Experimental Results

Number Correct (Raw Score) for:	
Interpretation of Data (IOD)	_____ (18)
Scientific Investigation (SIN)	_____ (12)
Evaluation of Models, Inferences & Experimental Results (EMI)	_____ (10)
Total Number Correct for Science Test (IOD + SIN + EMI)	_____ (40)



## Explanation of Procedures Used to Obtain Scale Scores from Raw Scores

On each of the four tests, the total number of correct responses yields a raw score. Use the table below to convert your raw scores to scale scores. For each test, locate and circle your raw score or the range of raw scores that includes it in the table below. Then, read across to either outside column of the table and circle the scale score that corresponds to that raw score. As you determine your scale scores, enter them in the blanks provided on the right. The highest possible scale score for each test is 36. The lowest possible scale score for any test on which you marked any responses is 1.

ACT Test 1874F	Your Scale Score
English	_____
Mathematics	_____
Reading	_____
Science	_____

Next, compute the Composite score by averaging the four scale scores. To do this, add your four scale scores and divide the sum by 4. If the resulting number ends in a fraction, round it to the nearest whole number. (Round down any fraction less than one-half; round up any fraction that is one-half or more.) Enter this number in the blank. This is your Composite score. The highest possible Composite score is 36. The lowest possible Composite score is 1.

<b>Sum of scores</b>	_____
<b>Composite score (sum ÷ 4)</b>	_____

NOTE: If you did not take a practice test for a subject, do not list a scale score for that subject. If any test was not taken, do not calculate a Composite score.

Scale Score	Raw Scores				Scale Score
	Test 1 English	Test 2 Mathematics	Test 3 Reading	Test 4 Science	
36	74-75	59-60	40	40	36
35	71-73	57-58	38-39	—	35
34	70	55-56	37	39	34
33	69	54	36	38	33
32	68	53	34-35	—	32
31	67	51-52	33	37	31
30	66	49-50	32	36	30
29	64-65	47-48	31	—	29
28	63	45-46	30	35	28
27	61-62	42-44	—	34	27
26	59-60	39-41	29	32-33	26
25	56-58	37-38	28	31	25
24	53-55	34-36	26-27	29-30	24
23	50-52	32-33	25	26-28	23
22	47-49	31	23-24	24-25	22
21	44-46	29-30	22	22-23	21
20	41-43	27-28	20-21	20-21	20
19	39-40	25-26	19	18-19	19
18	37-38	22-24	18	17	18
17	35-36	19-21	16-17	15-16	17
16	32-34	16-18	15	14	16
15	29-31	13-15	14	13	15
14	26-28	10-12	12-13	11-12	14
13	24-25	8-9	11	10	13
12	22-23	7	10	9	12
11	19-21	5-6	8-9	8	11
10	16-18	4	7	7	10
9	13-15	—	6	6	9
8	11-12	3	5	5	8
7	9-10	—	—	4	7
6	7-8	2	4	3	6
5	6	—	3	—	5
4	4-5	1	2	2	4
3	3	—	—	1	3
2	2	—	1	—	2
1	0-1	0	0	0	1

## How to Score the Writing Test

It is difficult to be objective about one's own work. However, it is to your advantage to read your own writing critically, as doing so can help you grow as a writer and as a reader. It may also be helpful for you to give your practice essay to another reader, such as a classmate, parent, or teacher. To rate your essay, you and your reader(s) should review the guidelines and sample essays at [www.actstudent.org](http://www.actstudent.org) and then use the scoring rubric below to assign your practice essay a score of 1 (low) through 6 (high) in each of the four writing domains (Ideas and Analysis, Development and Support, Organization, Language Use).

## Scoring Rubric (below)

The rubric presents the standards by which your essay will be evaluated. Readers will use this rubric to assign your essay four unique scores, one per writing domain. To score your essay, determine which scorepoint, in each domain, best describes the features of your writing. Because each domain receives its own score, the four scores you assign need not be identical. For example, you may find that your essay exhibits stronger skill in organization than in the development of ideas. In this case, you may determine that your essay should receive a higher score in Organization than in Development and Support.

## The ACT Writing Test Scoring Rubric

	<i>Ideas and Analysis</i>	<i>Development and Support</i>	<i>Organization</i>	<i>Language Use</i>
<b>Score 6:</b> <b>Responses at this scorepoint demonstrate effective skill in writing an argumentative essay.</b>	<p>The writer generates an argument that critically engages with multiple perspectives on the given issue. The argument's thesis reflects nuance and precision in thought and purpose. The argument establishes and employs an insightful context for analysis of the issue and its perspectives. The analysis examines implications, complexities and tensions, and/or underlying values and assumptions.</p>	<p>Development of ideas and support for claims deepen insight and broaden context. An integrated line of skillful reasoning and illustration effectively conveys the significance of the argument. Qualifications and complications enrich and bolster ideas and analysis.</p>	<p>The response exhibits a skillful organizational strategy. The response is unified by a controlling idea or purpose, and a logical progression of ideas increases the effectiveness of the writer's argument. Transitions between and within paragraphs strengthen the relationships among ideas.</p>	<p>The use of language enhances the argument. Word choice is skillful and precise. Sentence structures are consistently varied and clear. Stylistic and register choices, including voice and tone, are strategic and effective. While a few minor errors in grammar, usage, and mechanics may be present, they do not impede understanding.</p>
<b>Score 5:</b> <b>Responses at this scorepoint demonstrate well-developed skill in writing an argumentative essay.</b>	<p>The writer generates an argument that productively engages with multiple perspectives on the given issue. The argument's thesis reflects precision in thought and purpose. The argument establishes and employs a thoughtful context for analysis of the issue and its perspectives. The analysis addresses implications, complexities and tensions, and/or underlying values and assumptions.</p>	<p>Development of ideas and support for claims deepen understanding. A mostly integrated line of purposeful reasoning and illustration capably conveys the significance of the argument. Qualifications and complications enrich ideas and analysis.</p>	<p>The response exhibits a productive organizational strategy. The response is mostly unified by a controlling idea or purpose, and a logical sequencing of ideas contributes to the effectiveness of the argument. Transitions between and within paragraphs consistently clarify the relationships among ideas.</p>	<p>The use of language works in service of the argument. Word choice is precise. Sentence structures are clear and varied often. Stylistic and register choices, including voice and tone, are purposeful and productive. While minor errors in grammar, usage, and mechanics may be present, they do not impede understanding.</p>
<b>Score 4:</b> <b>Responses at this scorepoint demonstrate adequate skill in writing an argumentative essay.</b>	<p>The writer generates an argument that engages with multiple perspectives on the given issue. The argument's thesis reflects clarity in thought and purpose. The argument establishes and employs a relevant context for analysis of the issue and its perspectives. The analysis recognizes implications, complexities and tensions, and/or underlying values and assumptions.</p>	<p>Development of ideas and support for claims clarify meaning and purpose. Lines of clear reasoning and illustration adequately convey the significance of the argument. Qualifications and complications extend ideas and analysis.</p>	<p>The response exhibits a clear organizational strategy. The overall shape of the response reflects an emergent controlling idea or purpose. Ideas are logically grouped and sequenced. Transitions between and within paragraphs clarify the relationships among ideas.</p>	<p>The use of language conveys the argument with clarity. Word choice is adequate and sometimes precise. Sentence structures are clear and demonstrate some variety. Stylistic and register choices, including voice and tone, are appropriate for the rhetorical purpose. While errors in grammar, usage, and mechanics are present, they rarely impede understanding.</p>

## The ACT Writing Test Scoring Rubric

	<i>Ideas and Analysis</i>	<i>Development and Support</i>	<i>Organization</i>	<i>Language Use</i>
<b>Score 3:</b> <b>Responses at this scorepoint demonstrate some developing skill in writing an argumentative essay.</b>	The writer generates an argument that responds to multiple perspectives on the given issue. The argument's thesis reflects some clarity in thought and purpose. The argument establishes a limited or tangential context for analysis of the issue and its perspectives. Analysis is simplistic or somewhat unclear.	Development of ideas and support for claims are mostly relevant but are overly general or simplistic. Reasoning and illustration largely clarify the argument but may be somewhat repetitious or imprecise.	The response exhibits a basic organizational structure. The response largely coheres, with most ideas logically grouped. Transitions between and within paragraphs sometimes clarify the relationships among ideas.	The use of language is basic and only somewhat clear. Word choice is general and occasionally imprecise. Sentence structures are usually clear but show little variety. Stylistic and register choices, including voice and tone, are not always appropriate for the rhetorical purpose. Distracting errors in grammar, usage, and mechanics may be present, but they generally do not impede understanding.
<b>Score 2:</b> <b>Responses at this scorepoint demonstrate weak or inconsistent skill in writing an argumentative essay.</b>	The writer generates an argument that weakly responds to multiple perspectives on the given issue. The argument's thesis, if evident, reflects little clarity in thought and purpose. Attempts at analysis are incomplete, largely irrelevant, or consist primarily of restatement of the issue and its perspectives.	Development of ideas and support for claims are weak, confused, or disjointed. Reasoning and illustration are inadequate, illogical, or circular, and fail to fully clarify the argument.	The response exhibits a rudimentary organizational structure. Grouping of ideas is inconsistent and often unclear. Transitions between and within paragraphs are misleading or poorly formed.	The use of language is inconsistent and often unclear. Word choice is rudimentary and frequently imprecise. Sentence structures are sometimes unclear. Stylistic and register choices, including voice and tone, are inconsistent and are not always appropriate for the rhetorical purpose. Distracting errors in grammar, usage, and mechanics are present, and they sometimes impede understanding.
<b>Score 1:</b> <b>Responses at this scorepoint demonstrate little or no skill in writing an argumentative essay.</b>	The writer fails to generate an argument that responds intelligibly to the task. The writer's intentions are difficult to discern. Attempts at analysis are unclear or irrelevant.	Ideas lack development, and claims lack support. Reasoning and illustration are unclear, incoherent, or largely absent.	The response does not exhibit an organizational structure. There is little grouping of ideas. When present, transitional devices fail to connect ideas.	The use of language fails to demonstrate skill in responding to the task. Word choice is imprecise and often difficult to comprehend. Sentence structures are often unclear. Stylistic and register choices are difficult to identify. Errors in grammar, usage, and mechanics are pervasive and often impede understanding.

### Calculating Your Writing Subject Score

Complete these steps to calculate your Writing Subject Score (2–12 score range).

Score Calculation Steps	Domain	Rubric Score	Domain Score
1. Determine Rubric Score for each Domain	Ideas and Analysis	___	x 2 = ___
2. Multiply each Rubric Score by 2 to get Domain Score	Development and Support	___	x 2 = ___
	Organization	___	x 2 = ___
	Language Use and Conventions	___	x 2 = ___
3. Find the Sum of all Domain Scores (range 8–48)	Sum of Domain Scores ___		
4. Divide Sum by 4 (range 2–12)*	<b>Writing Subject Score</b> ___		
*Round value to the nearest whole number. Round down any fraction less than one-half; round up any fraction that is one-half or more.			

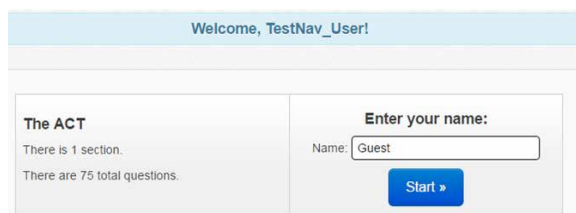
# 3 Examinee Tutorial Highlights

This section provides highlights from the Examinee Tutorial available under the Practice Tests link in TestNav. The highlights are aimed at helping you prepare for test day, but can also be a helpful guide to use as you practice.

## Getting Started

Follow these steps to sign in and test.

1. Open the TestNav application you downloaded.
2. Click on the Practice Tests link. Select the test, and select whether you want the timed or untimed version.
3. Read the test overview instructions you see on the screen, enter your name, and select **Start**. *Note: No name is requested for the writing test.*



For a practice test, the screen for the test subject you are taking will appear. On test day, the Pretest Information screen will appear, followed by the Examinee Statement screen.

4. On test day, you will follow these steps on the Pretest Information section and on the Examinee Statement section that follows. These steps do NOT apply to the practice tests.
  - a. Select **Start**.
  - b. Enter your examinee information and complete the State Use Questions (if applicable). Select the forward arrow to continue.
  - c. Select **Submit**. A Section Exit Warning box appears.
  - d. Select **Yes** to proceed.
  - e. In the the Examinee Statement section, read the examinee statement and choose **I agree**. Select the forward arrow to continue.
  - f. Select **Submit**. A section exit warning box appears.
  - g. Select **Yes** to proceed. The screen for the first test section appears.
5. At the beginning of each subject test, read the test instructions. On test day, the room supervisor will announce a Seal Code that you must enter in the space provided.

*Note: The practice tests do NOT require a Seal Code.*
6. Take your test.

When you select Start, the time for the test will start counting down. The first item is subject instructions.

TestNav will present test items to you one by one. Answer each item appropriately. You may need to scroll down to see all of a passage or test item.

## Tips for Testing

You may find the following tips useful.

### Navigation

To navigate between items, use the arrows at the top of the page. You may go forward and backward between items as you take the test.



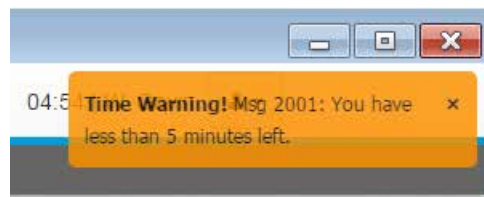
### Timer/Clock

The timer at the top of the page tells you how much time you have left to complete your test.

*Note: A timer will not appear if you are taking an untimed practice test.*



When you have 5 minutes left, a warning message appears at the top of the screen.



When time expires, a warning popup appears and you will not be able to answer any more questions. Select **Continue** to submit your answers and move on to the next test. After the last test, select **Submit Final Answers**.

### Time Expired

**Warning: If you do not select "Continue", you may not get a score for this test.**

Select "Continue" now.

TIME FOR THIS SECTION HAS EXPIRED.

Submit your answers now by selecting "Continue".

You will not be able to return later to this section.

Continue

### Time Expired

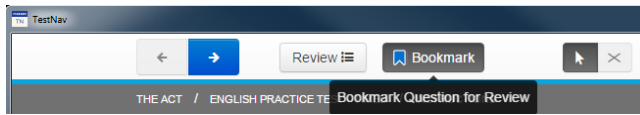
**Warning: If you do not select "Submit Final Answers", you may not get a score for this test.**

Select "Submit Final Answers" now. You will not be able to return to this test.




Submit Final Answers

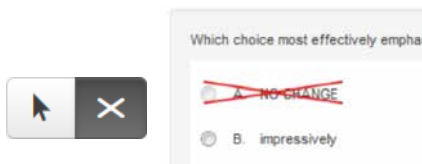
## Bookmark

Select **Bookmark** to mark an item so that you can find it easily and return to it later. When an item is marked, the same button can be used to remove the bookmark.



## Answer Eliminator

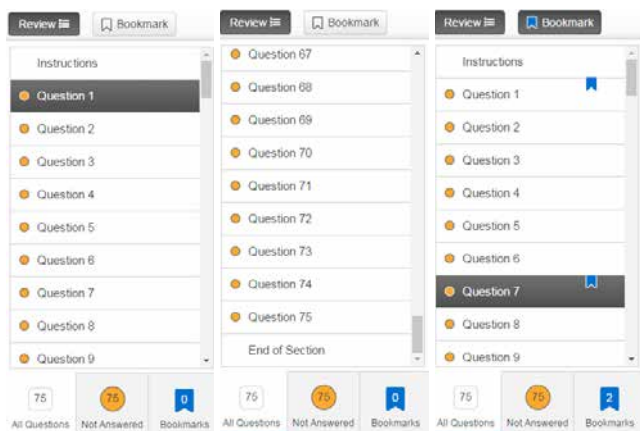
Select **Answer Eliminator** to eliminate answer choices. After clicking on the  icon at the top of the screen, a red "X" will display when you hover over answer choices. Click on the answer choice or choices you want to eliminate to apply the red "X." If you change your mind about the elimination, click the red "X" again to remove it for that answer. You must remove the red "X" before trying to select that choice as your answer. To turn the feature off, click the  icon at the top of the screen or select the pointer icon .



## Review

Select **Review** to see an overview of your current status within the test, including information such as which items you have bookmarked, answered, or not answered.

Select a specific question to go to that question, select **Instructions** to view the instructions, or select **End of Section** to navigate to the section end screen. The **Not Answered** and **Bookmarks** tabs at the bottom can show you the questions in those categories.



## Scrollbars

Some items require that you scroll down to view them completely. Any time you see a scroll bar next to a passage, make sure you scroll down to read the entire passage.

Any time you see a scroll bar next to answer choices, make sure you scroll down to read the entire item.

## Zooming In or Out

Adjust the size of the text on your screen by using **CTRL and the + key** to zoom in or **CTRL and the - key** to zoom out. Use **CTRL and the 0 (zero)** key to quickly return to standard size.

*Note: If you enlarge the size of the text you may need to scroll to see all information in the questions.*

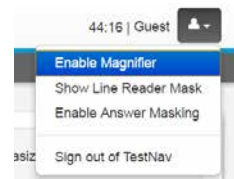
## User Menu

Select the menu icon at the top-right of the screen to reveal the User Menu.



### Magnifier

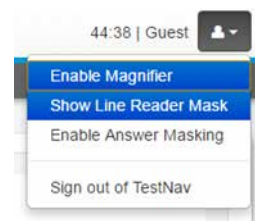
To magnify a portion of the screen, select **Enable Magnifier** on the user drop down menu, near the top-right of the screen.



Move the magnifier around the screen using your mouse and holding down the left-hand mouse button. To turn the magnifier off, select **Disable Magnifier**.

### Line Reader Mask

To read one line at a time, select **Show Line Reader Mask**.

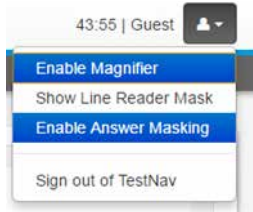


To resize the line reader mask box, click, hold and drag the corner with three diagonal lines. Drag the line reader over the screen to cover more or less text. To turn this tool off, select **Hide Line Reader Mask** in the user menu.

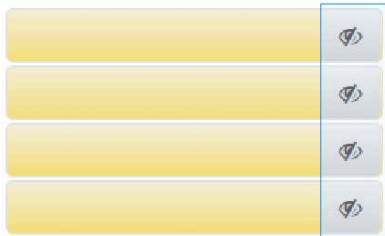
### Answer Masking

To cover answer choices until you are ready to read

them, select **Enable Answer Masking**. This will cover the answer choices.



The multiple-choice answer choices are covered.



To cover or uncover answer choices, select the “eye” icon.

Select **Disable Answer Masking** to turn off this tool.

## Section Navigation

### Submit Section

After you answer the final question of each subject test, click the right (forward) arrow.

Practice Tests will say “Submit Final Answers”

On test day, you will see a section end screen like the one shown below.



From this screen you have the option to select **Not Answered** or **Bookmarks** to review questions before submitting the section.

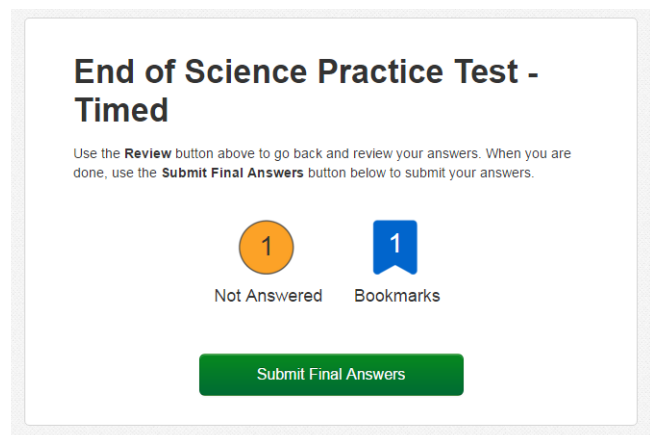
If you have finished with the test subject, select **Submit**. You will see a Section Submit Warning popup.



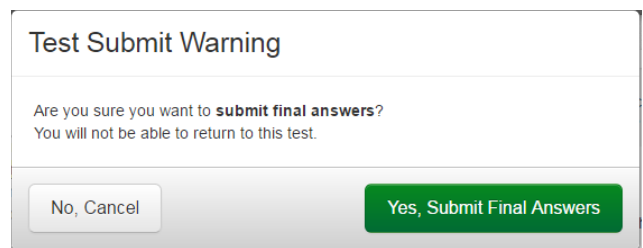
Select **Yes** to confirm you are submitting your answers to that subject test. Once you do, you will be logged out and will not be able to return to that test.

### Submit Final Answers

At the end of the last subject test, you will see a **Submit Final Answers** button.



On test day, selecting **Submit Final Answers** brings a Test Submit Warning popup, asking you to confirm your submission.



Selecting **Yes, Submit Final Answers** will submit all of your tests and you will be logged out. You will not be able to return to the test.

*Note: The Test Submit Warning message is not applicable in the Practice Tests.*

## Text-to-Speech Functionality

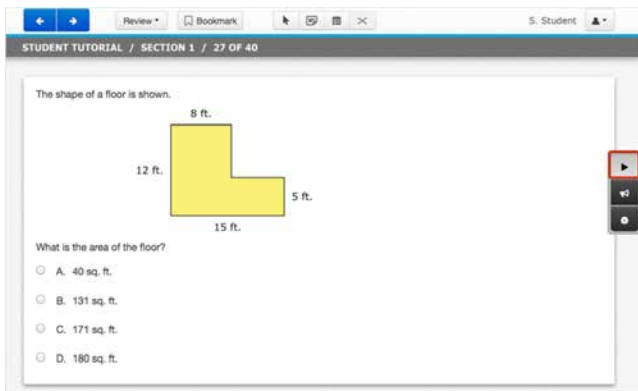
The following information describes how text-to-speech works during the ACT test for examinees who are approved for the Text-to-Speech accommodation.

Text is read aloud by means of the embedded text-to-speech software. On the right hand side of the screen, you will see three buttons:



You can access the text-to-speech tool by selecting either of the top two buttons. Depending on the button that you select, the text-to-speech will function differently.

The top button is the **Play Text-to-Speech** button. When you select the **Play Text-to-Speech** button, the paragraph is highlighted in yellow as it is read and you do not choose where the read aloud begins.

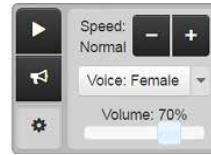


Once the **Play Text-to-Speech** button is selected, it becomes a **Stop** button. When you choose to stop hearing the text being read aloud, you may select the **Stop** button.

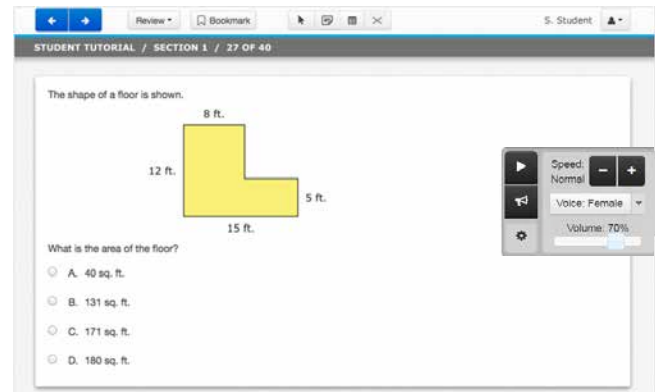
The middle button on the right-hand side of the screen is the **Toggle Click-to-Hear** button. You can use this tool to select the paragraph, question, or graphic where the read aloud will begin. Select the **Toggle Click-to-Hear** button then select the paragraph or question you want to hear read aloud. Once the **Toggle Click-to-Hear** button is selected, the **Play Text-to-Speech** button becomes a **Stop** button. When you want to stop hearing the text being read aloud, select the **Stop** button.

The bottom button on the right hand side of the screen is the **Text-to-Speech Settings** button. The **Text-to-Speech Settings** button lets you select how fast the text is read. The speed is set to Normal by default, but can be changed to Slow or Fast by using the minus or plus buttons. The voice is female. The slider bar allows you to adjust the volume.

*Note: The text being read will start at the beginning if the speed is changed during playback.*



Select the **Text-to-Speech Settings** button again to close.



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