

# Test Administration Forms Standard Time, Paper



## Test Room Report

ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type:  No Writing  Writing

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room \_\_\_\_\_

Testing at school  Testing off-site—provide off-site location name and address:

Location Name \_\_\_\_\_

Address/City \_\_\_\_\_

Number of Examinees Seated in This Room \_\_\_\_\_

Number of Staff in This Room \_\_\_\_\_

**BEFORE TESTING: Complete A through C to record and account for ALL TEST BOOKLETS provided to this room.**

A. Multiple-Choice Test Booklets	First Serial Number	Last Serial Number	Total # Booklets
	_____ to _____		A  _____
	<i>Additional serial numbers not within the sequence above, if any:</i>		
B. Writing Test Booklets (if none, enter 0)	_____ to _____		B  _____
	<i>Additional serial numbers not within the sequence above, if any:</i>		

**C. Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.**

Room Supervisor Signature \_\_\_\_\_ Test Coordinator Initials \_\_\_\_\_

**AFTER TESTING: Complete D through H to record and account for ALL MATERIALS returned to the test coordinator.**

D. Multiple-Choice Test Booklets	# Used	# Unused	Total # Booklets
	_____ + _____ = _____		_____
	<i>Must equal "A" above</i>		
E. Writing Test Booklets (if none, enter 0)	# Used	# Unused	Total # Booklets
	_____ + _____ = _____		_____
	<i>Must equal "B" above</i>		
F. Answer Documents (used only)	# To Score	# Voided	# Replaced
	_____	_____	_____
	<i>Attach AD to Irregularity Report</i>		<i>Attach AD to Irregularity Report</i>
	<i>Be sure there is one (to score or voided) for every examinee.</i>		

**G. Test Coordinator—After testing, mark (☑) as you confirm counts and completeness/correctness of documents that apply to this room.**

MC Test Booklets	Writing Test Booklets	Answer Documents	Test Room Report	Seating Diagram	Timing Report	Roster	ACT ID Forms	Irregularity Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If applicable, submit an Irregularity Report to explain test booklet and/or answer document discrepancies.

**H. Sign and initial as indicated to confirm the transfer of test booklets to the test coordinator.**

Test Coordinator Signature \_\_\_\_\_ Room Supervisor Initials \_\_\_\_\_

**Test Coordinator—Return this completed folder in the RED envelope. Keep all pages together (do not separate).**



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## Seating Diagram

**Instructions:**

- Complete blocks 1 through 4 during testing.
- Enter MC serial numbers during the first multiple-choice test.
- Enter W serial numbers during the writing test.
- If using tables, show which examinees are at the same table.
- Draw your own diagram and attach it to this form if this diagram doesn't fit your room.

**Each box represents one seat.**

MC (write multiple-choice test booklet number here)	1 ----- 2 ----- 3 ----- 4
W (write writing test booklet number here)	

You may use scratch paper or the numbered spaces (1, 2, 3, 4) to track unfinished ovals at the end of each MC test.

**See the Administration Manual for acceptable seating arrangements and a sample completed form.**

**1 Room Type**

Single Level      OR       Multiple Level

**2 Writing Surfaces**

Desks: \_\_\_\_\_ in. by \_\_\_\_\_ in.

Tables: \_\_\_\_\_ in. by \_\_\_\_\_ in., # \_\_\_\_\_ per table

**3 Distance between Examinees**

Shoulder-to-Shoulder: \_\_\_\_\_ ft.

Head-to-Head: \_\_\_\_\_ ft.

Minimum 3 ft.

Minimum 3 ft. (single level)  
5 ft. (multiple level)

**4**

**BACK**      **BACK**      **BACK**      **BACK**





MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4
W		W		W		W		W	
MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4
W		W		W		W		W	
MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4
W		W		W		W		W	
MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4
W		W		W		W		W	
MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4	MC	1 ----- 2 ----- 3 ----- 4
W		W		W		W		W	

**FRONT**

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## Timing Report

Record the actual time of day (e.g., 8:52 a.m.) these announcements are made for each test.

	Duration	Start	5 Minutes Remaining	Stop
<i>Example</i>		8:52 a.m.	9:32 a.m.	9:37 a.m.
 <b>Test 1</b>	45			
 <b>Test 2</b>	60			
 <b>Test 3</b>	35			
 <b>Test 4</b>	35			
<b>Writing</b>	40			

Is there an Irregularity Report regarding timing?  Yes  No

1 Timing Chart for Test 1 1				
Start	Stop	Start	Stop	Start
:00	:45	:12	:57	:24
:01	:46	:13	:58	:25
:02	:47	:14	:59	:26
:03	:48	:15	:00	:27
:04	:49	:16	:01	:28
:05	:50	:17	:02	:29
:06	:51	:18	:03	:30
:07	:52	:19	:04	:31
:08	:53	:20	:05	:32
:09	:54	:21	:06	:33
:10	:55	:22	:07	:34
:11	:56	:23	:08	:35
		:24	:09	:36
		:25	:10	:37
		:26	:11	:38
		:27	:12	:39
		:28	:13	:40
		:29	:14	:41
		:30	:15	:42
		:31	:16	:43
		:32	:17	:44
		:33	:18	:45
		:34	:19	:46
		:35	:20	:47
		:36	:21	:48
		:37	:22	:49
		:38	:23	:50
		:39	:24	:51
		:40	:25	:52
		:41	:26	:53
		:42	:27	:54
		:43	:28	:55
		:44	:29	:56
		:45	:30	:57
		:46	:31	:58
		:47	:32	:59
		:48	:33	
		:49	:34	
		:50	:35	
		:51	:36	
		:52	:37	
		:53	:38	
		:54	:39	
		:55	:40	
		:56	:41	
		:57	:42	
		:58	:43	
		:59	:44	

2 Timing Chart for Test 2 2				
Start	Stop	Start	Stop	Start
:00	:00	:12	:12	:24
:01	:01	:13	:13	:25
:02	:02	:14	:14	:26
:03	:03	:15	:15	:27
:04	:04	:16	:16	:28
:05	:05	:17	:17	:29
:06	:06	:18	:18	:30
:07	:07	:19	:19	:31
:08	:08	:20	:20	:32
:09	:09	:21	:21	:33
:10	:10	:22	:22	:34
:11	:11	:23	:23	:35
		:24	:24	:36
		:25	:25	:37
		:26	:26	:38
		:27	:27	:39
		:28	:28	:40
		:29	:29	:41
		:30	:30	:42
		:31	:31	:43
		:32	:32	:44
		:33	:33	:45
		:34	:34	:46
		:35	:35	:47
		:36	:36	:48
		:37	:37	:49
		:38	:38	:50
		:39	:39	:51
		:40	:40	:52
		:41	:41	:53
		:42	:42	:54
		:43	:43	:55
		:44	:44	:56
		:45	:45	:57
		:46	:46	:58
		:47	:47	:59
		:48	:48	
		:49	:49	
		:50	:50	
		:51	:51	
		:52	:52	
		:53	:53	
		:54	:54	
		:55	:55	
		:56	:56	
		:57	:57	
		:58	:58	
		:59	:59	

3 & 4 Timing Chart for Tests 3 & 4 3 & 4				
Start	Stop	Start	Stop	Start
:00	:35	:12	:47	:24
:01	:36	:13	:48	:25
:02	:37	:14	:49	:26
:03	:38	:15	:50	:27
:04	:39	:16	:51	:28
:05	:40	:17	:52	:29
:06	:41	:18	:53	:30
:07	:42	:19	:54	:31
:08	:43	:20	:55	:32
:09	:44	:21	:56	:33
:10	:45	:22	:57	:34
:11	:46	:23	:58	:35
		:24	:59	:36
		:25	:00	:37
		:26	:01	:38
		:27	:02	:39
		:28	:03	:40
		:29	:04	:41
		:30	:05	:42
		:31	:06	:43
		:32	:07	:44
		:33	:08	:45
		:34	:09	:46
		:35	:10	:47
		:36	:11	:48
		:37	:12	:49
		:38	:13	:50
		:39	:14	:51
		:40	:15	:52
		:41	:16	:53
		:42	:17	:54
		:43	:18	:55
		:44	:19	:56
		:45	:20	:57
		:46	:21	:58
		:47	:22	:59
		:48	:23	
		:49	:24	
		:50	:25	
		:51	:26	
		:52	:27	
		:53	:28	
		:54	:29	
		:55	:30	
		:56	:31	
		:57	:32	
		:58	:33	
		:59	:34	

W Timing Chart for Writing Test W				
Start	Stop	Start	Stop	Start
:00	:40	:12	:52	:24
:01	:41	:13	:53	:25
:02	:42	:14	:54	:26
:03	:43	:15	:55	:27
:04	:44	:16	:56	:28
:05	:45	:17	:57	:29
:06	:46	:18	:58	:30
:07	:47	:19	:59	:31
:08	:48	:20	:00	:32
:09	:49	:21	:01	:33
:10	:50	:22	:02	:34
:11	:51	:23	:03	:35
		:24	:04	:36
		:25	:05	:37
		:26	:06	:38
		:27	:07	:39
		:28	:08	:40
		:29	:09	:41
		:30	:10	:42
		:31	:11	:43
		:32	:12	:44
		:33	:13	:45
		:34	:14	:46
		:35	:15	:47
		:36	:16	:48
		:37	:17	:49
		:38	:18	:50
		:39	:19	:51
		:40	:20	:52
		:41	:21	:53
		:42	:22	:54
		:43	:23	:55
		:44	:24	:56
		:45	:25	:57
		:46	:26	:58
		:47	:27	:59

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## Roster

Attach extra pages as required.

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Type of ID			
<b>P</b>	= Photo ID		
<b>F</b>	= ACT Student Identification Form		
<b>R</b>	and Staff Initials = Recognized		
<b>-</b>	= Absent		

Examinee's Name (please print) List all examinees <b>scheduled</b> to test in this room.	Mark attendance by noting type of ID.			
	P	F	R and Initials	-
1.				
2.				
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