

Overview

ACT wants a successful test experience for you and your students. To avoid test administration errors, carefully follow the policies and procedures in your administration manual. The table below also outlines how you can prevent some of the common "pitfalls" of testing with accommodations and/or English learner supports that can result in score delays and cancellations.

Common Pitfall	How to Avoid this Pitfall
Transporting materials without ACT authorization	<ul style="list-style-type: none"> Use only materials assigned and shipped to your school. Test materials may not be transferred or shared between schools without prior authorization from ACT, even if an alternative school is affiliated with the "main" high school.
Seating examinees facing each other	<ul style="list-style-type: none"> Follow the seating requirements in the administration manual. Unless you are testing in an online format, seat examinees so they all face the same direction, regardless of the number of examinees in the room or distance between them.
Administering the tests out of sequence	<ul style="list-style-type: none"> Administer the tests only in the order prescribed in the administration manual; Test 1, then Test 2, etc. Administer the writing test only after the examinee completes all multiple-choice tests.
Allowing an unapproved break	<ul style="list-style-type: none"> Follow each timing code's specific timing and break instructions. Do not extend breaks or provide additional breaks between tests. If an examinee needs to leave the room during a test, don't stop the clock (unless stop-the-clock breaks were approved) or allow the examinee to make up lost time.
Administering the tests outside the testing window	<ul style="list-style-type: none"> Start and finish all tests within the specified testing window.
Returning materials late or too soon	<ul style="list-style-type: none"> If ACT schedules a pickup date for your administration, have the materials ready at that time. Otherwise, return materials within 48 hours after the last day of the window. You can return materials before the window closes only if all examinees have completed testing. <p><i>Note: Answer documents received more than two weeks after the close of the testing window will not be scored.</i></p>
Having one person supervise multiple rooms at the same time	<ul style="list-style-type: none"> Assign each test room its own room supervisor. One person can supervise only one room at a time and cannot cover multiple rooms simultaneously.
Testing with the wrong materials or with unapproved accommodations and/or EL supports	<ul style="list-style-type: none"> Use only the materials provided for the designated testing window. Provide accommodations or EL supports materials only to examinees approved for them. Give only the ACT-approved accommodations and/or EL supports—nothing additional—to each examinee.
Mixing different timing codes in the same room	<ul style="list-style-type: none"> Administer each timing code separately, in different rooms. For example, examinees with timing code 2 and those with timing code 3 cannot test together.
Administering one test section over multiple sittings	<ul style="list-style-type: none"> Administer each test section in a single sitting. For example, Test 1 cannot start before lunch and then continue after lunch, or start on one day and then continue on another day.
Not testing examinees individually when required	<ul style="list-style-type: none"> Test an examinee one-on-one in a separate room if he or she is approved for an accommodation that cannot be administered in a group setting. Examples include a reader, stop-the-clock breaks, and a scribe for oral test responses.
Not reading the Verbal Instructions to examinees who use a pre-recorded audio test format	<ul style="list-style-type: none"> Read the verbal instructions from the administration manual to all examinees. Verbal instructions are not recorded on audio materials.

Additional Information

If you have questions about test accommodations or English learner supports, contact ACT. Refer to the contact information on the inside front cover of your administration manual.