

We continually make enhancements to systems, services, and products to better serve our customers. The following changes have been made since the last test cycle.

## Return Process for Test Materials

The process for returning materials to ACT has been updated. Pre-paid polymailers will be used to return scoreable answer documents and administrative documentation. Pre-paid cartons will be used to return non-scoreable test materials.

## Symbols on Test Booklet Covers

The ACT test booklets now have a symbol on the front cover to help you keep the standard time and accommodations materials separate for testing and when packing them to return to ACT.

- Standard time booklets – triangle ►
- Accommodations booklets – circle ●

*Note: If examinees test with the wrong test materials, they will not receive scores. Mixing standard time and accommodations materials together or returning them in the wrong envelope or carton will delay scores.*

## Calculator Policy Update

The calculator policy now clarifies that examinees are fully responsible for making sure any calculator they bring to the test is an allowed model. Staff will continue to check for prohibited behavior during testing, which includes using a prohibited calculator or using a calculator improperly.

Examinees testing online will have a calculator made available within the testing platform for the math subject test only.

*Note: If your school provides calculators to examinees for testing, the school is responsible for making sure those calculators are acceptable.*

## Interactive Content Publishing System

ACT administration manuals can be accessed online and with new, additional functionality. The previously static documents are now an interactive publishing system. In addition to the capability to search for keywords, users will be able to filter content and provide feedback to ACT.

## Transfer of Item Responses

All examinee multiple choice item responses recorded in the test booklet or large type answer documents must be transferred to a scannable answer document. ACT will not provide scores for any responses provided in test booklets or on large type answer documents. Transcribed essays must either be transcribed onto the writing answer document or the printed essay must be taped inside the writing answer document to be scored.

**The test coordinator must arrange to transfer the responses to the answer document in the examinee's presence after testing.**

## Accommodations and Supports Roster

The TAA PIN Report has a new name: "Accommodations and Supports Roster."

- The report still identifies the examinees and their approved accommodations and/or English learner supports.
- The report is used to identify test materials provided for each examinee with ACT-approved accommodations and EL supports.
- You still access the report through PearsonAccess<sup>next</sup>™.

## **ACT-Approved Accommodation Timing Code 6**

Examinees with the ACT-approved accommodation of time and a half in a single session, timing code 6, will have 50 percent extended time for each subject test of the ACT® test, with a hard stop after each test. Examinees will no longer have to self-pace through the four multiple-choice tests. All examinees in a test room will begin the same test at the same time and have the same amount of time to complete each test.

- Test 1 English – 70 minutes
- Test 2 mathematics – 90 minutes
- Break – 15 minutes
- Test 3 reading – 55 minutes
- Test 4 science – 55 minutes

If your testing program includes the ACT with writing, examinees will continue to have 60 minutes (50 percent extended time) to respond to the writing prompt after completing the multiple-choice tests.

Examinees testing online with timing code 6 or timing code 7 will not have a timer built into their test session and must be timed manually by the room supervisor.

## **USB Pre-Recorded Audio Format**

Based on user feedback, pre-recorded audio accommodations for the ACT are now only in USB format. DVDs are no longer available.

## **Braille UEB without Nemeth**

ACT will offer three braille formats. English Braille American Edition (EBAE) and Unified English Braille (UEB) with Nemeth code for Math and Science will continue to be provided. In addition, Unified English Braille without Nemeth code will be offered. In TAA, select the Braille code that will meet your student's need.

## **Online Testing Tools**

Additional tools are now available to examinees taking the ACT online. A highlighter and color contrast options will be available for use on all subject tests.

## **Online Testing App**

To provide examinees with the best testing experience possible, online testing will only be delivered using the TestNav app. Beginning in Spring 2019, browser-based testing is no longer available.

## **Manage Participation Requirements**

Completing the "Manage Participation" screen in PearsonAccess<sup>next</sup> is required for all schools participating in the test administration. Failure to complete all fields on the Manage Participation screen will result in an error message.

## **Did Not Test Indicator**

If for any reason your school was unable to administer testing to all examinees on the scheduled test date, we ask that you inform ACT by selecting the appropriate checkbox on the Create/Edit Organizations screen in PearsonAccess<sup>next</sup>.

## **Non-College Reportable Examinee Indicator**

Examinees tested with non-college reportable accommodations must be identified in PearsonAccess<sup>next</sup> by checking the Non-College Reportable checkbox on the Create/Edit Students screen.