

Eligibility Policy

ACT reviews Arranged testing requests only for examinees who reside in the United States, US territories, or Puerto Rico, and who meet one or more of the following conditions:

- The examinee’s religious faith prohibits Saturday testing and a non-Saturday test center is not scheduled within 75 miles of the home for **any test date**.
- There is no test center scheduled within 75 miles of the examinee’s home for **any test date**.
- The examinee is confined to a correctional institution on all test dates.

Note: *These are the only conditions ACT will consider for Arranged testing applicants.*

Test Options

There are two test options for the ACT[®] test:

- The ACT (no writing) is made up of four multiple-choice tests in English, mathematics, reading, and science.
- The ACT with writing includes the four multiple-choice tests plus a writing test.

Note: *The writing test does not impact the Composite score.*

Fees

The test fee covers one report to your high school and up to four college choices at the time of registration.

Note: *See section H of the Request for ACT Arranged Testing for a list of fees.*

Test Accommodations and English Learner Supports

ACT does not provide test accommodations or English learner supports through Arranged testing. Encourage examinees who need such arrangements, including those who are homebound or hospital bound, to request accommodations and/or English learner supports through Special testing. For information about Special testing, visit www.act.org/the-act/accommms.

Deadlines

- Submit the Request for ACT Arranged Testing as early as possible to provide ample time for review and follow-up correspondence.
- The request and payment must be postmarked no later than the deadline for the preferred testing window listed on the request form.

How to Contact ACT:

ACT Arranged Testing
301 ACT Drive (PO Box 168)
Iowa City, IA 52243-0168, USA

Office Hours:
8:00 a.m.–5:00 p.m. central time,
Monday–Friday

Phone: 319.337.1510
Email: Arranged@act.org

Response from ACT

- If the request is **approved**, ACT will ship test materials to arrive no later than one week prior to the first day of the testing window.
- If the request is **not approved**, ACT will email an explanation or return the paper request and payment.
- If the request form is missing any information, signatures, or full payment, ACT will not process the request. ACT will email an explanation.

If an Approved Examinee Does Not Test

Note: *Examinees are considered “tested” if they break the seal on their test booklet or open the booklet.*

- Once the examinee is approved, the registration fee is nonrefundable even if the examinee does not test.
- The following requests will be reviewed only after ACT receives the unused test materials.
- Examinees who do not test may request the following:

Test Date Change	<p>To request a test date change, follow these steps:</p> <ol style="list-style-type: none"> 1. Return the unused test materials to ACT. 2. Compose a written request (signed by both the examinee and test coordinator) specifying the new testing window. 3. Submit the written request with payment of the test date change fee. <p>Note: <i>The request must be postmarked by the deadline for the new testing window.</i></p>
Refund for Optional Services	<p>An examinee may request a refund of the writing test if they registered and paid for the ACT with writing and did not take the writing test on test day.</p> <ol style="list-style-type: none"> 1. Return the unused test materials to ACT. 2. As soon as possible, compose a written request (signed by both the examinee and test coordinator) specifying a writing test fee refund. 3. Mail the request with enough time to arrive at ACT before August 31.

Retesting

ACT requires a new request form, with full payment and any required documents, each time an examinee wishes to test through Arranged testing.

Arranged Testing Coordinator

- It is the examinee's responsibility to ask a teacher or counselor at the high school, college, or university he or she is currently attending to serve as the test coordinator.
- If the examinee is not currently attending school, ACT recommends contacting the testing department at a nearby college or university.
- The test coordinator must meet all of the following criteria:
 1. Be proficient in English.
 2. Be experienced in administering high stakes testing.
 3. Be a staff member of the institution where testing takes place.
 4. Have control over locked, limited-access storage at the institution to secure the test materials.
 5. Agree to administer the tests according to policies and procedures in the administration manual.
- To protect both the examinee and test coordinator from questions of possible conflict of interest, the following conditions must also be met. The test coordinator must:
 6. Not be a relative or guardian of the examinee.
 7. Not be a private consultant or individual tutor whose fees are paid by the examinee or examinee's family.
 8. Not be engaged in test preparation activities for ACT during the current academic year.
 9. Not be involved in coaching high school or college athletics (required only if the examinee participates in athletics).
 10. Not receive any compensation outside of ACT for administering the test.

Note: *Test scores achieved under the supervision of an individual who does not satisfy all requirements listed above will be canceled automatically without refund.*

Compensation

- Only the person who administers the tests will be compensated.
- Compensation rates will be sent with the test materials.
- ACT treats all testing staff as independent contractors. Therefore, wages are not subject to income tax withholding and Social Security deductions.
- ACT reports the income to the IRS only if payments to an individual are at least \$600 in a given year.
- A payment report form will be sent with the test materials.

Assignment of Test Materials

- Test materials may be used only for the examinee(s) listed on the Test Materials Distribution List and may not be transferred to any other examinee or location.
- If the examinee(s) does (do) not test, the test materials must be returned to ACT immediately with an explanation as to why the materials were unused.

Answer Documents

- Answer documents are shipped to the test coordinator.
- Examinees enter non-test information and answers to test questions on the answer document.
- If examinees take the ACT with writing, they complete the writing essay on another answer document.
- Prior to test day, the test coordinator needs to arrange for examinees to complete the non-test information, which includes required identifying information, up to six college choices, and (optionally) responses to the ACT Interest Inventory and Student Profile Section.

Scheduling the Administration

- **Testing Windows**
Arranged testing must be administered in a single session on one day during one of the designated windows listed on the request form.
- **Testing Time**
 - Schedule testing at a time mutually agreeable to the examinee and test coordinator.
 - Allow an uninterrupted session of approximately 3½ hours for the ACT (no writing) or 4 hours for the ACT with writing.
 - ACT prefers that testing be scheduled as the first activity of the morning.
- **Breaks**
 - Testing procedures allow a short break after the second test.
 - Examinees taking the ACT with writing will have time to relax and sharpen their pencils before the writing test.
 - The test session may NOT be interrupted by longer breaks, for meals, or for other activities. If it is, the answer document will not be scored or scores will be canceled.
- **Test Location**
 - Testing must be done at the school.
 - Testing must occur within the United States, US territories, or Puerto Rico.
 - If the examinee is confined to a correctional institution, testing must be done at the correctional institution.

Score Reports

- Reports for the ACT (no writing) are normally mailed within 2–8 weeks after ACT receives the answer documents.
- Reports for the ACT with writing are normally mailed within 5–8 weeks.

General Information

- The test coordinator is responsible for completing this form.
- Incomplete and/or unsigned forms will delay processing.
- Faxed or emailed forms will not be accepted.
- Do not register or pay through your ACT student web account.

A. Examinee Information (print or type)

Name (Last, First, Middle Initial) Date of Birth ACT User ID (if available)

Street Address or PO Box (if not available, use school address)

City State ZIP Code

Email Address 10 Digit Phone Number

High School / College (if currently attending) High School Code (if currently attending)

B. Test Coordinator Information (print or type)

Name (Last, First, Middle Initial) Title

School Name (attach explanation if not the examinee's school)

Street Address of School (required for shipping materials) PO Box

City State ZIP Code

Email Address (required) 10 Digit Daytime Phone Number

C. Testing Window (select one)

- Mark only one testing window.
- Send this request no later than the deadline for the selected testing window.

Testing Window	Postmark Deadline
<input type="checkbox"/> September 8–30, 2018	August 10
<input type="checkbox"/> October 27–November 18, 2018	September 28
<input type="checkbox"/> December 8–30, 2018	November 2
<input type="checkbox"/> February 9–March 3, 2019*	January 11
<input type="checkbox"/> April 13–May 5, 2019	March 8
<input type="checkbox"/> June 8–30, 2019	May 3
<input type="checkbox"/> July 13–August 4, 2019*	June 14

*No test centers are scheduled in New York for the February and July test dates. No test centers are scheduled in California for the July test date.

D. Test Option (select one)

- ACT (no writing)
- ACT with writing

E. Reason for Arranged Testing

Check one and include any required documentation.

- (04) Religious faith prohibits Saturday testing and no non-Saturday test center scheduled for **any test date** within 75 miles. *Include a letter from a cleric (not a relative) or a notarized statement to verify the prohibition.*
- (08) No test center scheduled for **any test date** within 75 miles.
- (10) Confined to a correctional institution from September 2018 through July 2019.

F. Test Coordinator's Statement

I certify that I have read and understand the *Policies for ACT Arranged Testing*. I further certify that I personally meet all requirements to be a test coordinator as specified in the *Policies for ACT Arranged Testing* and that I, or a member of my staff who also meets the same requirements, will administer the tests in accordance with the *ACT Administration Manual* sent with the test materials. I will ensure that the test materials are kept secure and confidential, used only for the examinee identified on this form, not transferred to another individual or location, and returned to ACT immediately after testing. I understand that by agreeing to be a test coordinator, I consent to the *ACT Privacy Policy* (www.act.org/privacy.html), which is incorporated into these *Policies for ACT Arranged Testing* by reference, including consent to the collection of my personally identifying information and its subsequent use and disclosure.

Signature

Date

G. Examinee Statement

I certify that I am the person whose information is submitted in accordance with the *Policies for ACT Arranged Testing* on this form and in the attached documentation, if any, and that the information provided is true and accurate to the best of my knowledge. I understand that by submitting this form, I consent to the *ACT Privacy Policy* (www.act.org/privacy.html), which is incorporated into these *Policies for ACT Arranged Testing* by reference, including consent to the collection of personally identifying information and its subsequent use and disclosure. Without limiting the above statement, I specifically authorize the release to ACT of diagnostic information by school officials, physicians, or others having such information, and full documentation, if requested. I understand that any documentation provided to ACT will remain with the application and will not become part of my examinee score record.

International Examinees: By submitting this form, I am also providing my consent to ACT to transfer my personally identifying information to the United States to ACT or a third party service provider for processing, where it will be subject to use and disclosure under the laws of the United States. I acknowledge and agree that it may also be accessible to law enforcement and national security authorities in the United States.

Examinee's Signature (Parent or guardian must also sign if examinee is under 18.)

Date

H. Fees

- Payments must be in the form of a check* or money order payable to ACT in US dollars and drawn on a United States or US affiliate bank.
- If eligible, examinees may pay with a fee waiver.

Description	Fee
ACT (no writing)	\$50.50
ACT with writing	\$67.00
**Late Request	\$30.00
Test Date Change	\$30.00
Test Center Change	\$30.00

*This is notification that when you pay by check you are authorizing ACT, Inc., to convert your check to an electronic entry. When we use this information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. If your check is returned to us due to insufficient or uncollected funds, it may be re-presented electronically and your account will be debited.

**A late fee is required for requests postmarked after the postmark deadline. Late requests will be processed for the preferred test date only if the late fee is included and if the request is received before the National test date's late registration deadline.

Note: Visit www.actstudent.org for National test dates and registration deadlines.

I. Return of Request Form.

Detach and mail this completed form, all required supporting documentation, and payment to:

**ACT Arranged Testing
301 ACT Drive (PO Box 168)
Iowa City, IA 52243-0168**