



The ACT[®] International Computer-Based Test FAQs for Test Coordinators and Sites

Questions Regarding Test Centers

Q1: Can the schools opt for only one administration day? For example, Friday may be difficult for schools to conduct the tests since it is a school day.

A: Yes, this will be handled during the upcoming test center establishment process, with center scheduling test sessions based on local demand

Q2: How long will proctors need to be onsite?

A: The shortest amount of time for a proctor to be onsite will be 5.5 hours, the most will be an all-day testing event. Test centers will choose how to hire their staff and which administrations they want covered.

Q3: What is the timeframe for providing for specific computer-based testing locations?

A: ACT will release computer-based testing locations in July of 2018, when registration opens. As is the current case, the list of available centers will be continually updated, with changes from the test centers.

Q4: If a test center is not ready to administer the computer-based testing version of the ACT test, can they start doing so later in the test cycle?

A: Yes. Please note that starting in September 2018, there will be no paper-based testing centers outside the United States. A test center can decide which computer-based test administrations they want to be open for during the test center establishment process.

Q5: For the current centers that do not have a computer lab, where can their students go to take the computer-based test?

A: Students will be able to choose which test center to go to when they register online to take The ACT test. The test centers will be approved during the test center establishment process in Spring 2018.



Q6: What type of staffing will be needed at the center?

A: Staffing will not significantly change from the current requirement.

Q7: Because there will be four sessions per test, two on Friday and two on Saturday, will the same Test Coordinator be able to work all four sessions?

A: Yes, Test Coordinators can work all four sessions if they choose.

Q8: Can the test center choose which session to open? Or is it randomly chosen by students and we (as test center supervisors) need to be at school (or testing center) all day, and weekend?

A: Test centers can choose which sessions to be opened during the test center establishment process. Students choose which test center to go to, based on the dates the test center is open, during their online registration for The ACT test. If you chose an afternoon session, the morning session must fill before students will be able to select afternoon testing.

Training

Q9: Will there be any training sessions for the administration of the computer-based testing tests?

A: There will be manuals, and ACT is putting together a training plan. Readiness testing will also walk administrators through the technical components for test delivery.

Q10: Do test centers have the option to choose which test windows, which test date, and which session (morning or afternoon) it offers or are they expected to offer all four sessions for a given testing window?

A: Each test center can choose which test administration they are opened for during the establishment process in early 2018.

Q11: Will the expectation of 1 room supervisor to 25 students remain?

A: Yes, staffing will remain similar to what it is currently.



Test Site Specifications and Test Day Policies

Q12: Do we have to have castors on chairs and cushioned seats?

A: Seating will closely follow current ACT seating policies and procedures. Castors and cushioned seats may be used, but are **not** required.

Q13: Is a secure storage space for candidates a requirement

A: No, this is not a requirement for computer-based testing delivery of the ACT test.

Q14: What configuration will be needed in the testing room? E.g., what distance apart will be the computers and how can they be arranged?

A: Seating arrangements must minimize any possibility of prohibited behavior. **In all cases, it is critical that examinees cannot see each other's screens.** Detailed requirements will be available to test centers to reference, as a part of the test center establishment process.

Q15: Are students bringing their own computers to take the test and what will the guidelines be?

A: No, students will not be allowed to use their own computers. To ensure the highest level of test security, the computers used for testing students must be secured and have their configurations closely controlled by the testing center. Each test center will provide computers for computer-based testing administration of the ACT test. In the computer-based testing method, the ACT must be administered on a computer the test center owns and has administrative rights on. The student cannot have administrative rights to the device. If a school supplies their students with laptops, and the student wants to use that device to test, the student school doesn't have administrative rights to the laptop, the laptop cannot be used, regardless if the student chooses to test at that site.

Q16: Will paper be allowed for students to work out math and science questions? If so, who will provide the paper?

A: Yes, scratch paper will be allowed. Sites may need to provide scratch paper. Specifics regarding this policy are currently being developed.

Q17: Will admission tickets go paperless (i.e., required to be on their computer screens prior to logging in to the test)?

A: Specifics regarding this policy are currently being developed.



Q18: Under the computer-based testing model, will there be a change in Standby and Test Option change policy?

A: ACT is still determining if there will be a Standby option with computer-based testing. Test Option changes are under review.

Q19: Some USA examinations like GRE and TOEFL do not allow students to bring along or put on any type of watch on during testing time. Will this policy also apply to students on the computer-based testing model?

A: Students will be allowed to wear watches that are acceptable under the ACT Terms and Conditions. Any watch with recording, camera, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band) is prohibited. The test center may also have additional procedures with which the examinee must comply.

Q20: Can students use their own calculators for the math test? If possible, what are their requirements and/or limitations?

A: Students will be allowed to use calculators that are acceptable under [ACT policies](#). Please note an onscreen calculator will not be provided or allowed for use during testing.

Q21: For ACT paper-based test, there is a 10–15 minutes break after test 2. Therefore, how many minutes (10 or 15) will be applied for the break of ACT computer-based test? Will the test system counted the break time on the screen automatically?

A: Breaks for the computer-based test will closely follow those for the paper-based test.


Q22: Should the computerized ACT test be started at the same time as the ACT paper-based test all students in all sections?

A: Currently the reporting time for the morning session will be no later than 8:00 am and the afternoon session will be no later than 1:30 pm.

Questions Regarding Technology

Technology in Test Centers Unrelated to Computer Set Up

Q23: Is it a requirement to have DVD/CCTV surveillance and 30-day retention of recording?

A: Not all test centers will employ the use of DVD/CCTV surveillance. However, some institutions require it for many different security reasons. This invigilation process will be very similar to the one currently used. The computer-based testing test administration manual will provide specific information regarding surveillance and recording policies. 

Q24: Is a printer outside the testing area required?

A: Access to a printer is required. It is recommended the printer used be outside of the testing area to limit distractions to students.

Technology Related to Test Delivery & Administration

Q25: Is hard-wired a requirement?

A: Hard-wire connectivity is the current requirement. ACT is exploring requirements around the use of wireless networking to deliver the computer-based testing.

Q26: Does the test require to be connected to the internet during all of its duration, or lose access?

A: Testing sites will need to connect to the internet to download the test content before the test and to send responses back after the administration. ACT will use a system that will allow testing to continue during internet disruptions, as long as local network connectivity is not impacted.

Q27: What will be the procedures if the internet speed is very slow, or if the internet cuts out entirely during the test? (e.g., can candidates be moved from the morning to the afternoon session, or from Friday to Saturday in such an eventuality?) Will answers already completed be lost if the internet cuts?

A: The test will be downloaded and delivered from a local machine so will be working at local network, rather than internet speeds. The speed of the internet only impacts on the time it takes to download the test. In the event this occurs, the test center should contact the technical support team for guidance. There will be exceptions in place (e.g. for power failures or the test room has to be evacuated) that may require reschedules and these will be reviewed on a case-by-case basis.

Q28: What type of IT resource(s) will test centers need to support computer-based testing?

A: Technical staff is required for the readiness/preparedness checking prior to and on test day.

Q29: Will there be a lockdown browser to ensure other windows cannot be opened during testing?

A: Yes, there will be a lockdown browser.



Q30: Is the test entirely browser-based, or is some other software necessary?

A: The test is browser-based, but test sites will have to download software for the secure browser.

Q31: What happens in case of power failure or shortage?

A: Information on technical and test day support will be provided in the Administration Manual and Technical Guide.

Q32: If the computer malfunctions, will the test taker be given extra time to login to another machine?

A: Yes, their time will be paused in the event this occurs to allow sufficient time to log in to another computer.

Q33: Is the 19 inch monitor required? If so, that will determine whether or not laptops can be used as opposed to desktops. Are desktop computers required?

A: No, a 19 inch monitor is not required, nor are desktop computers. ACT is currently conducting research studies to determine the smallest screen size that can be used. Guidelines for screen size may follow after the research studies are complete.

Q34: Will the answer be automatically saved during the test? If there is any technical/electronic problem, will the test be resumed on the specific session immediately without any answers lost?

A: Responses to test questions and the essay are saved as the test progresses. If a test is interrupted due to a technical/electronic problem, the test can be restarted and will resume without loss of answers to test questions and will continue with the amount of test time that was remaining.

Questions Regarding Accommodations

Q35: Will the ACT paper accommodations be sent earlier than they are now?

A: Applications for accommodations should be made in the same way as they are for the current testing process. Accommodated materials will arrive in the same timeframe as they currently do.



General Questions Regarding Computer-Based Testing of the ACT Test

Q36: When are the practice/test prep/mock pilot tests available from ACT for the computer-based testing version for students to practice on and be comfortable with?

A: ACT is currently working with our partners to prepare the online system for practice test delivery. The practice test should be available this summer prior to the first computer-based testing administration. It is important to note that the only difference between the computer-based ACT and the paper version will be the administration format. The ACT test itself will not change.

As a result, test preparation materials such as *The Official ACT Prep Guide*, ACT® Online Prep, *Preparing for the ACT* (free online resource), and officially licensed preparation programs—like the ACT Student Journey—offered by official ACT partners, will continue to provide students with exceptional information and practice that will help them prepare for the ACT, regardless of whether they take it on computer or paper. Beginning in March of 2018, ACT will offer ACT® Academy™, a free online resource that offers personalized suggestions for practice exercises and resources based on the results of an online diagnostic.

Q37: Will Canada move to computer-based testing delivery of the ACT, or will they remain testing on paper?

A: Canada will move to computer-based testing. Any location that is **not** a US territory will deliver the ACT test via computer.

Security

Q38: Has there been any large-scale computer-based testing security issue in the US? Has ACT thought through how to address this risk?

A: As with paper tests, computer-based tests are subject to test security issues. ACT's test security professionals are aware of those threats and continually work to ensure secure administration of the ACT computer-based testing.

Q39: Will the international computer-based testing in 2018 be a CAT (computer adaptive test) based assessment?

A: No, the 2018 international test will not be CAT. The international assessments in 2018 will be computer-based, linear tests.

Test Center Compensation

Q40: Will the payment model for computer-based testing change?

A: Specifics regarding compensation are currently being developed.





Q41: Will compensation continue to be the same, and increase by the number of sessions?

A: Specifics regarding compensation are currently being developed.

Student Experience

Q42: Will the test have timed sections or will students be able to move from one test to the next on their own?

A: The same subject sections will be part of the computer-based ACT test and all sections will be timed.

Q43: Are students able to skip questions or go back to previous questions (within the same test section) to review or change answers?

A: Yes, students will be able to skip, review, or change answers within the same test section during the allotted time.

Q44: Will multiple-choice (No Writing) test scores be initially viewed on the screen under the online computer-based testing model on the testing day, rather than later through ACT Web account?

A: No. Scores for the multiple-choice section of the test may be available to students on the ACT student account as early as two to three days after the test.

Q45: When will the final result (Multiple-choice scores + writing scores) be released and how the students to view their results?

A: Scores for the multiple-choice section of the test may be available to students on their ACT student account as early as two to three days of their test. Score reports are normally released within 2–8 weeks from the testing date. Writing scores will be posted online as soon as they are ready, normally about two weeks after the multiple-choice scores. Scores are not officially reported until the writing scores have been added.

Q46: Many students travel across countries and cities taking the test and are worried about the unforeseeable failure of network and workstations at test centers. Will there be any immediate make-up computerized ACT test for them on the same test day or the day after so that they can arrange time for hotel booking or ticketing to home?

A: No, there will not be an immediate make-up computer-based testing available. ACT will follow the same retest or reschedule policies that are currently used.