Contact Information

ACT
For questions regarding test administration, additional materials, report forms, and security of test materials.

Note: If you were assigned a six-digit test center code, have it available or on your correspondence when contacting ACT.

Address
ACT Test Administration
200 ACT Drive
PO Box 168
Iowa City, IA 52243-0168

Hours of Operation
Use the table below to determine when ACT staff are available.

<table>
<thead>
<tr>
<th>If you are calling on...</th>
<th>Then the hours are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Test Dates</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

Note: All hours of operation are central time.

Contact
Use the table below to determine how to contact ACT for general inquiries or test day assistance.

<table>
<thead>
<tr>
<th>If you are...</th>
<th>Then contact us via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside the U.S.</td>
<td>Phone: +1.319.337.1526 Email: <a href="mailto:OSUS@act.org">OSUS@act.org</a></td>
</tr>
</tbody>
</table>

Note: Do not give the phone number to examinees or parents.

Supplier Registration and Payment System (SRPS): https://srps.act.org
Verbal Instructions for One and One-Half Time Testing

This manual provides information and verbal instructions for administering the ACT test to examinees with one and one-half (extended) time, and is intended to supplement information in the Administration Manual—Online Testing. It should be provided to each test room in which examinees will be testing with one and one-half time.

If ACT approved an examinee for one and one-half time testing, “EXTENDED TIME” is noted on your Rosters. The room supervisor reads the verbal instructions aloud to examinees and times the tests.

For the one and one-half time administration, all examinees in the room begin each test at the same time and move on to the next test at the same time. Examinees cannot move on to the next test individually.

Materials Available from the ACT Website
Test materials are available for download from the Administration Resources page of the ACT International website (https://global.act.org/content/global/en/products-and-services/the-act-non-us/international-cbt.html):
• Verbal Instructions for One and One-Half Time Testing (this manual)
• Administration Manual—Online Testing
• Test administration forms (Test Room Report, Seating Diagram, and Timing Report—Extended Time)
• ACT Calculator Policy

Timing the Tests
Each room supervisor is responsible for timing one and one-half time tests in his or her own room. Reading the verbal instructions or timing the tests is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker).

Each room must use two (2) timepieces to time the test, as a precaution in the event one fails. One timepiece must be an accurate clock or watch that shows the actual time of day. ACT also recommends that one of these be an interval timer or stopwatch.

As you begin timing each test, enter the actual Start time (e.g., 8:52) on the Timing Report, located in your Test Administration Forms (https://www.act.org/content/dam/act/secured/documents/ACT-Intl-CBT-TestAdminForms.pdf). Calculate the Stop time and when to make the verbal time remaining announcement(s). Double check your calculations carefully.

If your actual time remaining and Stop announcements differ from the times you calculated, change what you entered to reflect the actual times the announcements were made. The actual times of day (e.g., 8:26) you make your Start, time remaining, and Stop announcements must be entered on the form.
Before you announce time remaining, and before you call Stop, check your timepiece carefully against the
time you have written down and verify it with the other timepiece. If a proctor is in the room, the proctor
is to double-check the room supervisor’s timing. Once Stop has been called, testing staff must check the
screens of each examinee to ensure that the instructions for the next test are displayed on the screen and
that the stopped test is no longer displayed.

Announcing Time Remaining
A verbal announcement of time remaining must be made 5 minutes before the end of each test. For the
English and mathematics tests, also give a 30 minutes remaining announcement. It is important to give the
time remaining announcement accurately as examinees rely on it to pace themselves.

Posting Times on the Board (optional)
You may post the Start and Stop times on the board if one is available. Verify your calculations before
writing the time on the board.

Do not write time remaining on the board as it can be confusing depending on when examinees check it.
Time remaining must be a verbal announcement.

Checking Calculators during Test 2
Check for prohibited calculators during Test 2 (mathematics). Check periodically to make sure examinees
did not switch calculators after the first check. If you discover an examinee using a prohibited calculator,
follow the procedures in "How to Dismiss for Prohibited Behavior," in the Administration Manual—
Online Testing, to dismiss the examinee.

Examinees Who Leave and Do Not Return
If an examinee leaves the test room and does not return, follow these steps:
1. Stop that examinee’s test at his or her workstation (see “Terminate Testing,” in the Administration Manual—
   Online Testing).
2. Complete an Incident Report.

Finishing a Test Early
If all examinees in the room complete a test before the full time allowed and they all want to move on, you
may call Stop and begin the next test or, if it’s the last test, dismiss the room. Examinees may not move on
or be dismissed individually. On the Timing Report, record the actual time you call Stop.

Examinees who finish early are to sit quietly in their seats until everyone has finished. They may not read
or engage in any other activity that might distract others still testing. They may not be dismissed to return
later and resume testing.

Note: Calling Stop early is allowed only for one and one-half time testing. Standard time rooms must allow
the full time even if all examinees have finished.
Verbal Instructions

This section contains the verbal instructions to be read aloud to examinees and instructions for staff activities during testing. These instructions are to augment the on-screen instructions for test rooms in which examinees are taking the tests under one and one-half time conditions. Instead of the tests being timed by the Atlas Cloud testing system, the room supervisor will monitor one and one-half time testing manually, providing verbal instructions to examinees as to when to start and stop each test.

- Staff must be in the room if examinees or test materials are present. Do not leave the room unattended, even momentarily, even if only one examinee is testing.
- An arrow (*) indicates an action to perform at that time. Instructions are in a specific order to ensure security of materials and prevent a misadministration.

**Time the tests exactly and document the time accurately.** Follow the directions in “Timing the Tests,” page 1. A mistiming may require examinees to retake the entire exam. A timing chart is provided for each test.

- Periodically move around the room during the timed tests to:
  - Check that examinees are working on the correct test
  - Observe examinees and check for prohibited behavior
- If you observe prohibited behavior that requires you to dismiss the examinee and void the tests, follow the procedures in “How to Dismiss for Prohibited Behavior,” in the Administration Manual—Online Testing.
- Document all irregularities (see “Irregularities,” in the Administration Manual—Online Testing).

Read aloud all instructions in the shaded boxes, loudly and clearly, exactly as written. Do not depart from the text. This ensures all examinees receive consistent, accurate instructions.

- Do not read aloud text in (parentheses)
- Pause after each series of dots ( . . . ) and wait for examinees to finish the task before proceeding. Look at the examinees to be sure they are following instructions.

**In a one and one-half time room, begin by saying:**

The tests will be administered under one and one-half time conditions. If you were not authorized by A-C-T to test with one and one-half time, your tests will not be scored.

Do not proceed until you have confirmed that all examinees are in the correct room. Verify that each examinee is on your roster with one and one-half time. If not, immediately confer with the test coordinator to move the examinee to the correct room. DO NOT leave the test room unattended to do so.
If examinees are in the correct room, continue by saying:

You will read the test instructions on your computer screen. However, because you will be testing with one and one-half time, your computer will not keep the official time for your examination, even though that is what is indicated in the on-screen instructions. Instead, I will be timing the tests for you, and will provide verbal instructions about when to start and end each test. I will also provide a warning when there are only five minutes remaining for each test. In addition to the 5-minute warnings, a 30 minute warning will be given for the English and mathematics tests (Test 1 and Test 2).

Begin reading the instructions now. Look up when you have finished reading all of the instructions and have accepted the Examinee Statement.

When all examinees have completed reading the on-screen instructions and have accepted the Examinee Statement, continue by saying:

If you decide to discontinue testing for any reason, and you do not want your tests scored, you must inform me. Otherwise, they will be scored even if you have not completed all the tests.

I will keep the official time for this examination. Please pay attention to the announcement of time remaining on each test. It is to your advantage to answer every question.

You will have 70 minutes to complete the English test. Use the Next button to display the directions for the English test now. Read the directions carefully. Do not select the Next button at the end of the instructions until I instruct you to do so.

Look up when you are finished reading the instructions. . . .

Are there any questions? . . .

If there are no questions, continue by saying:

When I call time and tell you to Stop at the end of each test, hit the End Section button immediately and look up at me. Using the End Section button will stop the current test and move to the directions for the next test or break. Staff will circulate through the room to make sure that everyone has moved to the next section. If you finish before I call time, remain quietly in your seat. You may not read or engage in any other activity that could distract others still testing. We will begin testing shortly.

There must be no talking. Listen carefully to these instructions. . . .
When everyone is ready, say:

**Test 1 is English. You will have 70 minutes to work on Test 1.** Do not begin work until I tell you to do so. During this time you are to work only on Test 1. I will announce when you have 30 minutes remaining and again when you have 5 minutes remaining to serve as warnings before time is called. If you finish before time is called, recheck your work on Test 1 before using the End Section and Continue buttons to end the test. Once you have pressed the End Section and Continue buttons you will not be able to return to the test. Do not move on to the next test until instructed to do so.

Set your stopwatch or interval timer to 70 minutes, then say:

**You have 70 minutes to work on this test.** Use the Next button to open Test 1. Read the directions carefully, and begin work.

Begin timing.

**Timing Chart for Test 1**

<table>
<thead>
<tr>
<th>START TIME</th>
<th>30 MIN REMAINING</th>
<th>5 MIN REMAINING</th>
<th>END TIME</th>
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</table>

During Test 1, do the following:

- On the Timing Report, record the time of day you START timing Test 1 and calculate and record the times of day for announcing 30 MINUTES REMAINING, 5 MINUTES REMAINING, and STOP (see “Timing the Tests,” page 1).
- Move around the room to monitor examinees.
- Complete your Seating Diagram. Update the diagram if an examinee is moved.
- Monitor for cell phone and electronic device usage throughout testing. Dismiss any examinees observed accessing a device.

If any examinees are still working after 40 minutes, say:

Attention. You have 30 minutes remaining on this test.

If any examinees are still working after another 25 minutes (65 minutes total) have passed, say:

Attention. You have 5 minutes remaining on this test.

When all examinees have completed Test 1, or another 5 minutes (exactly 70 minutes total) have passed, say:

Stop, press End Section, then Continue buttons to close Test 1, and look up at me . . .

Verify everyone has stopped.
Test 2—Mathematics

Continue by saying:

You will have 90 minutes to work on Test 2. Do not begin work until I tell you to do so. During this time, you are to work only on Test 2. I will announce when you have 30 minutes remaining and again when you have 5 minutes remaining to serve as warnings before time is called. If you finish before time is called, recheck your work on Test 2 before pressing the End Section, then Continue buttons to end the test and display the instructions for the break. Do not move on to the next test until instructed to do so. Once you have pressed the End Section and Continue buttons you will not be able to return to Test 2. Turn your calculator off and close it quietly in consideration of others. There will be a break after I call time on this test.

Set your stopwatch or interval timer to 90 minutes, and say:

You have 90 minutes to work on this test. Do any figuring on your white board. Use the Next button to open Test 2. Read the directions carefully, and begin work.

Begin timing.

Timing Chart for Test 2

<table>
<thead>
<tr>
<th>START TIME</th>
<th>30 MIN REMAINING</th>
<th>5 MIN REMAINING</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
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</table>

During Test 2, do the following:

- Record the time of day you START timing Test 2 and calculate and record the times of day for announcing 30 MINUTES REMAINING, 5 MINUTES REMAINING, and STOP.
- Refer to the Calculator Policy and check all calculators periodically throughout the test (see “Checking Calculators during Test 2,” page 2.
- Move around the room to monitor examinees.

If any examinees are still working after one hour, say:

Attention. You have 30 minutes remaining on this test.

If any examinees are still working after another 25 minutes (85 minutes total) have passed, say:

Attention. You have 5 minutes remaining on this test.

When all examinees have completed Test 2, or another 5 minutes (exactly 90 minutes total) have passed, say:

Stop, press the End Section, then Continue buttons to close Test 2, and look up at me...
Verify everyone has stopped, then say:

Read the instructions for the Break on your screen. In this testing room, I will time your break. All the instructions on the screen apply except your break will be timed manually and everyone will resume testing at the same time.

Break

During the break, do the following:

- Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
- Make sure no test materials are taken out of the room.
- **Do not leave the test room unattended.** If any examinees remain in the room, monitor them closely.
- You or a proctor must monitor hallway noise to prevent disrupting rooms that are still testing. Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum.

If an examinee does not return, do not void the tests unless the examinee asked that the exam not be scored (see “Examinees Who Leave and Do Not Return,” page 2).

At the end of the break, say:

Attention. Please get ready to resume testing. . . .

Test 3—Reading

When everyone is ready, say:

**Test 3 is reading. You will have 55 minutes to work on Test 3.** Do not begin work until I tell you to do so. During this time, you are to work only on Test 3. I will announce when you have 5 minutes remaining to serve as a warning before time is called.

If you finish before time is called, recheck your work on Test 3 before pressing the End Section, then Continue buttons to end the test. Once you have pressed the End Section and Continue buttons, you will not be able to return to Test 3. Do not move on to the next test until instructed to do so.

Set your stopwatch or interval timer to 55 minutes, and say:

**You have 55 minutes to work on this test.** Use the Next button to open Test 3. Read the directions carefully, and begin work.
Begin timing.

Timing Chart for Test 3

<table>
<thead>
<tr>
<th>START TIME</th>
<th>5 MIN REMAINING</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><strong>:</strong></strong>_</td>
<td><strong><strong>:</strong></strong></td>
<td><strong><strong>:</strong></strong></td>
</tr>
</tbody>
</table>

During Test 3, do the following:
- Record the time of day you START timing Test 3 and calculate and record the times of day for announcing 5 MINUTES REMAINING and STOP.
- If any examinees do not return from break, stop the examinee's test at his or her workstation and enter an Incident Report. (See "Examinees Who Leave and Do Not Return," page 2).
- Move around the room to monitor examinees.

If any examinees are still working after 50 minutes, say:

Attention. You have 5 minutes remaining on this test.

When all examinees have completed Test 3, or another 5 minutes (exactly 55 minutes total) have passed, say:

Stop, press the End Session, then Continue buttons to close Test 3, and look up at me now... .

Verify everyone has stopped.

Test 4—Science

Continue by saying:

Test 4 is science. You will have 55 minutes to work on Test 4. Do not begin work until I tell you to do so. During this time you are to work only on Test 4. I will announce when you have 5 minutes remaining to serve as a warning before time is called. If you finish before time is called, recheck your work on Test 4 before pressing the End Section and Continue buttons to end the test. Once you have pressed the End Section and Continue buttons you will not be able to return to Test 4.

Set your stopwatch or interval timer to 55 minutes, and say:

You have 55 minutes to work on this test. Use the Next button to open Test 4. Read the directions carefully, and begin work.
 Begin timing.

### Timing Chart for Test 4

<table>
<thead>
<tr>
<th></th>
<th>Start Time</th>
<th>5 Min Remaining</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During Test 4, do the following:
- Record the time of day you START timing Test 4 and calculate and record the times of day for announcing 5 MINUTES REMAINING and STOP.
- Move around the room to monitor examinees.

If any examinees are still working after 50 minutes, say:

Attention. You have 5 minutes remaining on this test.

When all examinees have completed Test 4, or another 5 minutes (exactly 55 minutes total) have passed, say:

Stop, press the End Session, then Continue buttons to close Test 4, and look up at me. . . This concludes the multiple-choice tests.

When everyone has stopped, then say:

Read the Next Steps on your screen and follow the instructions given.

For students who are not taking the Writing test, complete the following:
- Collect white boards, markers, scratch paper (if provided), and examinee credential documents from each examinee before dismissal. Be sure the examinee’s name is written on any used scratch paper.
- In the Atlas Cloud proctoring system, verify that all test sessions have a status of Completed or remain in Scheduled status because the examinee did not show up to test. Terminate any active test sessions in the proctoring system.
- Return all test materials to the test coordinator immediately.
- Dismiss all students who are not taking the writing test.

If you are administering the writing test, go to Writing Test, page 10, and continue.
Writing Test

► After all examinees not taking the writing test have left the room, say:

We will continue testing shortly. You may use this time to relax but you may not leave the room.

► Examinees must remain in the room. If an examinee needs to leave the room, collect his or her test materials. Do not wait for examinees who return late. If an examinee returns after the writing test has begun, instruct the examinee to read the directions on the screen and begin work. Lost time may not be made up.

Document the late return on the Incident Report.

Examinees must remain in their original seats. If you must move an examinee to another seat, document it carefully on the Seating Diagram and Incident Report so it is clear which seat the examinee was in originally, which seat the examinee moved to, at what point during testing the move took place, and the reason for moving the examinee.

► Resume testing after five minutes by saying:

We are ready to resume testing. . . . The next test is a writing test for which you will complete an essay written in English.

Test content is the property of A-C-T. You are strictly prohibited from disclosing essay topics or responses to anyone. Read the directions. When you finish, look up. . . .

► Allow examinees enough time to read the directions, then say:

Raise your hand if you need more time. . . .

► When everyone is ready, say:

You will have 60 minutes to work on the writing test. Do not begin work until I tell you to do so. I will announce when you have 5 minutes remaining to serve as a warning before time is called. If you finish before I call time, recheck your work on the writing test before pressing the End Session, then Continue buttons to end the test. Once you have pressed the End Section and Continue buttons you will not be able to return to the test. You must sit quietly until time is called. Are there any questions? . . .

► Set your watch or timer to 60 minutes, then say:

You have 60 minutes to work on this test. Use the Next button to open the writing test. Read the assignment, and begin work.
 Begin timing.

<table>
<thead>
<tr>
<th>Timing Chart for Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME</td>
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<tr>
<td>_______</td>
</tr>
</tbody>
</table>

During the writing test, do the following:
- Record the time of day you START timing the writing test and calculate and record the times of day for announcing 5 MINUTES REMAINING and STOP.
- Complete the writing test portion of your Seating Diagram.
- Move around the room to monitor examinees.

If any examinees are still working after 55 minutes, say:

Attention. You have 5 minutes remaining on this test.

When all examinees have completed the writing test, or another 5 minutes (exactly 60 minutes total) have passed, say:

Stop, press the End Session, and Continue buttons to close the writing test, and look up at me. . . .

Verify everyone has stopped, then say:

Read the Next Steps on your screen and follow the instructions given.

Collect white boards, markers, scratch paper (if provided), and examinee credential documents from each examinee before they are dismissed. Be sure the examinee’s name is written on any used scratch paper.

In the Atlas Cloud proctoring system, verify that all test sessions have a status of Completed or remain in Scheduled status because the examinee did not show up to test. Terminate any active test sessions in the proctoring system.
After All examinees Are Dismissed

- Make sure you have completed the following forms:
  - **Incident Report (if necessary):** Complete immediately after testing. Please be specific regarding the circumstances.
  - **Timing Report—Extended Time—Required** for one and one-half time testing only.
  - **Test Room Report—Required.**
  - **Seating Diagram—Required** if 2 or more examinees tested in the same room: Double-check it for accuracy and completeness.

- Return all test materials and completed forms to the test coordinator immediately.
- After your last test session of the testing day, upload the examinee responses for scoring.

**NOTE:** Do not upload examinee responses if examinees are still testing, or after a morning testing session if you are also testing in the afternoon. Once examinee responses are uploaded, no further testing will be possible on the testing day.

- Ensure that the test sessions are closed on each examinee workstation. See “Stop the Secure Browser at an Examinee Workstation,” in the Administration Manual—Online Testing.