Fall 2020

Test Date(s): _____

Test Room: _____

Room Supervisor: _____

High School Name: _____

The ACT® Test

Administration Manual

State Testing | District Testing

- Non-College Reportable Accommodations
- English Learner Supports
- Paper Testing

The ACT®

www.act.org

A011045210

CONTACTING ACT

Hours of Operation

Hours of Operation
Monday–Friday: 7:00 a.m.–5:00 p.m. Central time Test day or first day of the testing window: 6:00 a.m.–6:00 p.m. Central time

Contact Information for Testing Staff

Type of Question	Phone	Contact Form / Email
General, technical, standard time	800.553.6244, ext. 2800	**act.org/stateanddistrict/contactus**
Accommodations, English learner supports	800.553.6244, ext. 1788	**ACTStateAccoms@act.org**

Note: The toll-free numbers are for testing staff. Please do not give these numbers to examinees or parents.

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POLICIES

General Testing

Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. ACT provides policies, requirements, and administration instructions to help create a fair testing environment for all examinees. All testing staff are required to read the materials provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (**www.apa.org**)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (**www.ncme.org**)

Test Dates

Tests must be administered only on the published test dates. Tests administered on any other date, without prior approval from ACT, will not be scored.

Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information or use such information for any purpose other than administering the tests. Questions concerning attendance or test day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your school.

All forms and information contained in administration manuals and other ACT-provided documentation are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., Rosters, Irregularity Reports, etc.) are to be referred directly to ACT or the state agency.

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT immediately and document the details on the Irregularity Report.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the designated state education agency or district assessment office in subsequent investigations and respond to requests for information in a timely manner.

In cases where an examinee disputes an ACT decision or communication regarding the administration, the examinee and/or his or her representatives may contact you directly and request information.

Right to Terminate

ACT reserves the right to terminate its relationship with any testing personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.

Authorized Observers

An observer authorized by ACT or from your state education agency or district assessment office may visit your test site. Such a visit is normally not announced in advance.

If an observer arrives, take the following steps before allowing access to the testing area or test materials:

1. Check credentials. Observers must have the following:
   - Photo ID (driver's license, employer ID, etc.)
   - Employer ID, business card, etc. showing company/agency affiliation
   - Written authorization from ACT (if observer is not from a state education agency or district assessment office)

   Note: If an employer ID has a photo, separate photo ID is not needed.

2. If the observer provides the necessary credentials, give the observer your full cooperation. If not, deny access to the testing area and test materials.
3. Complete an Irregularity Report that includes the observer's name and company/agency and whether or not the observer was admitted.
4. Call ACT if you have concerns about an observer.

   Note: The visit may include conducting enhanced test security procedures on test day.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test location until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT Media Relations (800.553.6244, ext. 1028) of

any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is uniformly answered.

Accommodations and Supports Testing

Arrangements and Supports Not Requiring Authorization

Certain arrangements and supports are allowed without qualification requirements and authorization. It is important to abide by any outlined requirements for administering these arrangements and supports.

Testing with Arrangements and/or Supports

You may provide select arrangements and supports for any administration if all of the following conditions are met:

- Arrangements are consistent with the examinee's plan on file at the school
- Arrangements will not disrupt testing or provide an advantage to the examinee over other examinees
- Breaks are provided as outlined in the verbal instructions
- Timing is provided as outlined in the verbal instructions
- The correct test materials are used for the type of administration (e.g., standard time)

Allowed arrangements and supports are:

- Assigned seating (e.g., at the front of the room to hear verbal instructions, at a table instead of a desk)
- Using hearing aids
- Wheelchair access
- Testing in a quiet environment (e.g., small group or individual room)
- Examinees marking responses in the test booklet (**The test coordinator must arrange to transfer the responses to the answer document in the examinee's presence after testing.**)
- Using Irlen Spectral Filters or Irlen Colored Overlays
- Using a magnifier
- Using a line reader
- Food, drink, or access to medication, for examinees with medical needs (These examinees should test separately to avoid disturbing other examinees.)
- A written copy of the verbal instructions
- A sign language interpreter for the signing of verbal instructions (The interpreter may sign the verbal instructions to one or multiple examinees in the same room. Sign systems include American Sign Language (ASL), Signing Exact English (SEE), and cued speech. The sign language interpreter must not be a relative. Test items may not be provided.)

If these arrangements and/or supports are provided, please submit an Irregularity Report explaining what was done.

Testing Examinees with Hearing Impairments

Examinees with hearing impairments may be able to test with standard time and use standard time materials. These allowed arrangements do not require additional staff, or a separate room.

Sign Language Interpreter

- Seat an examinee using an interpreter at the front of the room.
- The interpreter:
  - ~ May sign all spoken instructions
  - ~ May also translate any questions from the examinee to testing staff and sign the responses to those questions
  - ~ May not translate or sign the test questions, or answer any test questions for the examinee
  - ~ Is expected to stay in the room throughout the administration

Note: A sign language interpreter may not be a relative.

Assigned Seating

- Assign an examinee who can lip-read to a seat with a clear view of the room supervisor.
- Make sure all instructions are given in sight of the examinee.
- Work with the examinee before testing starts to agree on the method to be used for time notification.
  - ~ Written notification may be used (e.g., index cards with START, 5 MINUTES REMAINING, and STOP printed on them).
  - ~ The examinee may request a touch on the shoulder to indicate the START, 5 MINUTES REMAINING, and STOP times.

Non-College Reportable Accommodations and Supports Testing

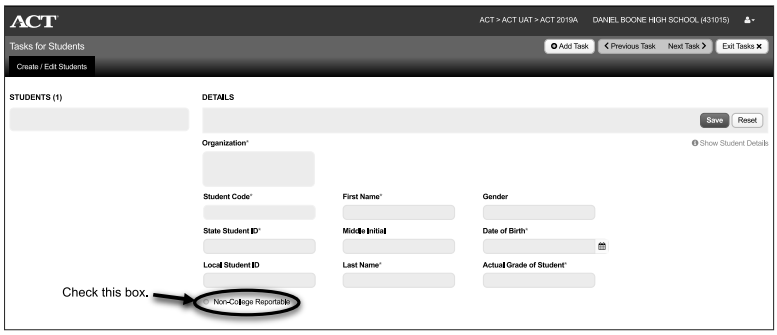
Availability

Non-college reportable accommodations and/or supports are available to:

- Examinees who do not meet the eligibility requirements for ACT authorization
- Examinees whose request for ACT authorization is not approved

Marking Examinees in PearsonAccess^{next}

All examinees that tested with non-college reportable accommodations and/or supports must be marked accordingly in PearsonAccess^{next}. A **Non-College Reportable** checkbox is located on the Student Registration page (shown in the image below). If this box is not checked for examinees who tested with non-college reportable accommodations and/or supports, scoring may be delayed.



Separating Non-College Reportable Examinees and Materials

All testing for non-college reportable accommodations and/or supports must happen independently from any ACT-authorized accommodations and/or supports testing. It is important that these examinees and materials are kept separate.

- Examinees testing with non-college reportable accommodations and/or supports may not test in the same room(s) with examinees testing with standard time or ACT-authorized accommodations and/or supports. If they do, the tests for all examinees in the room will not be scored or scores will be canceled.
- Examinees testing with non-college reportable accommodations and/or supports must use test materials designated by ACT for non-college reportable testing. If examinees test with any other test materials, it is considered a misadministration and they will not receive test scores.

Using Pre-Recorded Audio or Videos

Follow the guidelines below if using pre-recorded audio or videos.

- If you are using pre-recorded audio, study the *Usage Guidelines* (included with each set of pre-recorded audio) before the first test day.
- If you are using videos intended for ELL/LEP examinees (if offered in your state), there are no usage guidelines. The narrator does not appear on-screen but the test booklet does, along with intertitles that introduce each question, and arrows that point to each passage, question, and set of response choices.
- For either pre-recorded audio or videos, ACT recommends the use of a proctor. Make sure that your technical support staff have set up the test room and all playback devices with the appropriate software (if using computers) before test day.

Score Reporting

ACT will not report scores earned with non-college reportable accommodations and/or supports to colleges, scholarship agencies, or any other entities. The test coordinator must notify examinees that non-college reportable scores are for state or district assessment purposes only.

TEST FACILITIES

Facility Requirements

Introduction

The test coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

Principles of Accessibility

Under the Americans with Disabilities Act (ADA), tests must be offered in locations accessible to individuals with disabilities, or in rare cases, in accessible alternative locations.

Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

ACT recommends:

- Using single-level classrooms
- Avoiding multiple-level seating (it makes it easier to see another examinee's test)

To ensure a fair and secure testing environment:

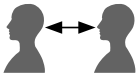
- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Arrange the room so that:
  - The room supervisor will be facing the examinees during testing.
  - Testing staff can freely circulate the room and have a clear view of all examinees and materials.
  - Seating minimizes the possibility of prohibited behavior.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. Examinees must be:

- Facing the same direction
- Spaced as far apart as possible
- Seated no closer than is specified in the following table:

Table 1. Required Minimum Space Between Examinees

Room Type	Required Space from Side-to-Side	Required Space from Front-to-Back
		
Single-Level	3 feet	3 feet
Multiple-Level	3 feet	5 feet

- Seated in straight rows and columns, directly in line with each other
- Seated so that aisle space allows room for staff to circulate throughout the room without disturbing examinees
- Able to see the room supervisor without difficulty
- Able to see the room clock, if there is one, without looking around

Seating at Tables

Table 2. Requirements for the Use of Tables

Table Shape	Table Size	Number of Examinees Per Table
Round	Any size	1
Rectangular	Less than 6 ft long	1
Rectangular	6–9 ft long	2
Rectangular	More than 9 ft long	3

Note:

- *Do not seat examinees where two tables join.*
- *If 6-foot tables are used to seat two examinees, a 3-foot space is required between tables.*
- *Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.*

Writing Surfaces

Writing surfaces must be smooth, hard surfaces large enough for all of an examinee's test materials. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards balanced on examinees' legs are not allowed.

Note: For left-handed examinees, use standard left-handed desks or writing surfaces that are large enough for left-handed examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.

Seating Arrangement Examples—Paper Testing

Acceptable

Seating Arrangement Examples

"min." = minimum "ft." = feet

indicates distance between examinees

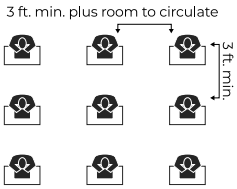
Side-to-side distances are measured from shoulder-to-shoulder

Front-to-back distances are measured from head-to-head

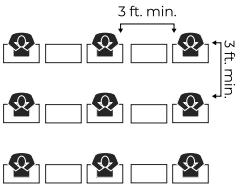
Side View Overhead View

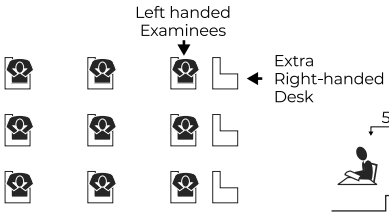
Examinee Spacing

Level Seating with Movable Desks

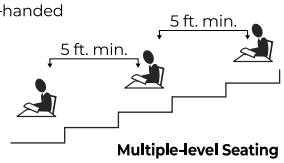


Level Seating with Stationary Desks





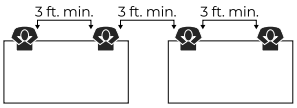
Left-handed Examinees at Right-handed Desks



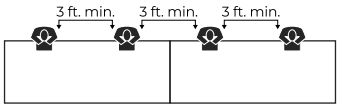
Multiple-level Seating

Table Spacing

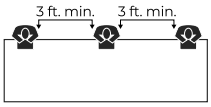
6–Foot Tables



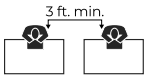
8–Foot Tables



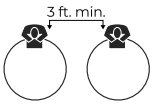
Tables more than 9 feet



Tables under 6 feet



Round tables any size

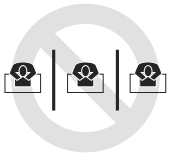


Unacceptable

Seating Arrangement Examples

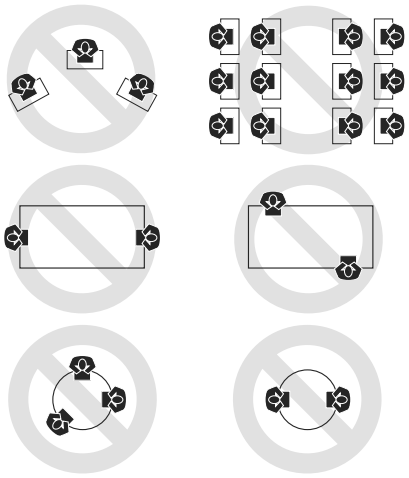
Examinees Facing the Wall or Each Other

Desk Surface Too Small

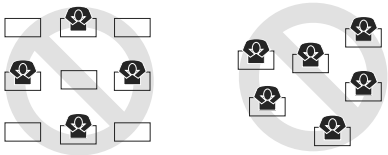


Dividers, Study Carrels, and Partitions

Examinees Too Close Together/Inadequate Aisle Space



Examinees Facing Different Directions



Examinees Not in Straight Rows and Columns Directly in Line with Each Other

TEST STAFF

Staff Requirements

Selecting Testing Staff

The test coordinator is responsible for selecting their testing staff.

Who May Act as Testing Staff

The test coordinator is responsible for choosing people of integrity when they select their testing staff. Room supervisors and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

All testing staff are required to administer and supervise the ACT in a nondiscriminatory manner and in accordance with all applicable laws.

Who May Not Act as Testing Staff

- High school students, volunteers, and lower-division undergraduates
- Anyone who intends to take the same tests within the next 12 months
- Anyone involved in test preparation activities for the same tests at any time during the current testing year (September 1–August 31)

Note: ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

Relatives

To protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your site or any school in your state on the same test date:

- You may not serve as test coordinator or substitute test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified colleague.
- You may not have access to the secure test materials prior to test day.
- You may serve as a room supervisor or proctor, provided that the examinee is not assigned to test in a room where you are working.
- You must not have access to any of the examinee's test materials.

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Scores for an examinee will be canceled if any of these policies are violated.

Athletic Coaches

ACT has provided assurances to the National Collegiate Athletic Association (NCAA) that scores achieved through all ACT testing programs are comparable. Scores are used in determining Division I and Division II NCAA Initial-Eligibility.

To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:

- May not serve as test coordinator
- May not have access to secure test materials before or after testing
- May serve as a room supervisor, but may not supervise one-on-one testing for a student-athlete

The policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.

Attentiveness

Staff must remain attentive to their testing responsibilities throughout the administration. Reading (except the manuals or supplements), grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.

Staff Roles and Responsibilities

Room Supervisor Role

Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

Number required: One per test room

Room Supervisor Responsibilities

Prepare for test day:

- Assist the test coordinator in his or her responsibilities as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities:

- Identify and admit examinees to rooms; verify ID and mark the roster
- Direct examinees to seats once they are admitted
- Ensure all examinees admitted to a room are assigned to the same timing

Administer the test:

- Prepare the room for testing
- Take responsibility for a test room and provide an environment conducive to testing
- Count test booklets upon receipt from the test coordinator
- Distribute test materials, keeping test booklets in sequential serial number order
- Read verbal instructions verbatim to examinees
- Properly time tests
- Monitor testing progress

Maintain security:

- Keep test materials secure during testing and breaks
- Monitor for prohibited behavior during testing and breaks
- Collect and account for all test materials before dismissing examinees

Ensure complete documentation:

- Complete all information on the appropriate administration forms
- Record detailed documentation of any irregularities and, as required, void examinees' tests
- Return all test materials and forms to the test coordinator after testing

Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

Number required: The table below describes the minimum proctor requirements. **If your state or district has a stricter proctor policy, you should abide by that policy.**

Table 3. Number of Proctors Needed for Accommodations/Supports Paper Administrations

Number of Accommodations/ Supports Examinees	Proctors Needed
1–20	0
21–40	1
41–60	2
61 or more	1 additional proctor for every additional 20 examinees

Proctor Responsibilities

Prepare for test day:

- Assist the test coordinator in his or her responsibilities as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities:

- Help room supervisors identify and admit examinees
- Direct each examinee to his or her seat

Administer the test:

- Prepare the room for testing
- Distribute test materials, keeping test booklets in sequential serial number order
- Verify proper timing of the tests, using a different timepiece than the room supervisor
- Monitor testing progress

Maintain security:

- Monitor for prohibited behavior during testing and breaks
- Report any irregularities to the room supervisor immediately
- Accompany examinees to the restroom if more than one leaves during the timed portion of the test
- Collect and account for all test materials before dismissing examinees

Roving Proctor Role

Schools that use multiple rooms, floors, or buildings are encouraged to appoint roving proctors to assist the test coordinator.

Number required: Optional

Roving Proctor Responsibilities

- Assist with check-in and/or directing examinees to test rooms and seats
- Help the test coordinator prepare the test materials for test rooms
- Monitor hallways or escort examinees
- Give room supervisors a break during testing
- Keep the hallways quiet if other rooms are still testing
- Count and prepare test materials for return to ACT

Rotating Proctor Role

Proctors are normally expected to serve in a single assigned room for the entire test session. However, if schedules require, proctors may be “rotated” or replaced at the break, provided no room is ever left unattended.

Number required: Optional

Rotating Proctor Responsibilities

Rotating proctors are responsible for all proctor tasks once they have replaced the existing proctor.

Interpreter/Reader/Transcriber

Individuals who serve as an interpreter, reader, or transcriber must meet all of the following criteria:

- Proficient in English, and if applicable, Signing Exact English (SEE) or Cued Speech
- Experienced in administering standardized or other “high-stakes” tests
- Employed by the school district where the examinee attends school
- Agrees to administer the tests in compliance with ACT policies and procedures
- Not a relative or guardian of the examinee
- Not a private consultant or individual tutor whose fees are paid by the examinee or examinee’s family
- Not engaged in test preparation activities for ACT during the current academic year
- Athletic coaches may not supervise one-on-one testing for a student-athlete, even if their sport is not in season at the time of testing

Reader Role

Each examinee a reader must test individually in a separate room. The room supervisor normally serves as the reader.

Number required: Optional

Reader Responsibilities

- Read from the script provided by ACT without change or comment
  - ~ Repeat passages (if requested by the examinee) with no explanation and no additional information provided to the examinee through the reading

    Note: All test questions rely on the examinee being able to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation would affect what the tests are designed to measure.

- If using raised line drawings, do not describe the drawings, attempt to interpret the drawings, provide information not in the drawings, or present the drawings in any other format

  Note: The raised line drawings supplied with the reader’s script for visually impaired or blind examinees are for use only by the examinee.

Interpreter Role

Examinees may request to test with the assistance of an interpreter. The interpreter cannot be the examinee's relative or guardian. If interpreting spoken instructions only, the interpreter may

sign for multiple examinees in the same room without authorization from ACT. If interpreting test items, the interpreter may sign for only one examinee in a separate room.

The test coordinator is responsible for obtaining the services of a qualified interpreter. The interpreter must sign the Interpreter's Agreement.

Number required: Optional

Interpreter Responsibilities

If an interpreter is authorized for spoken instructions:

- Use American Sign Language (ASL), Signing Exact English (SEE), and/or Cued Speech
- Sign all instructions spoken by the supervisor
- Interpret any questions from the examinee and interpret the supervisor’s responses

Transcriber Role

If authorized, an examinee may use a transcriber (scribe) for the writing test or to mark multiple-choice answers, if the examinee is unable. Examinees authorized to use a transcriber must test individually, each in a separate room. The room supervisor normally serves as the scribe.

Number required: Optional

Transcriber Responsibilities

- As the examinee dictates the essay or multiple-choice answer, write verbatim what the examinee says on the lined pages or mark the multiple-choice answer on the answer document
- Do not make any corrections not dictated by the examinee

Note: The scribe may write down notes dictated by the examinee on the blank pages of the test booklet, but the examinee is responsible for telling the scribe what is and is not part of the final essay or the final multiple-choice answer.

Staff Training

Staff Training Requirements

The test coordinator is responsible for providing manuals, supplements, and training to all test site staff before test day.

Training Session Outline

The test coordinator is expected to discuss the following topics with staff during the training session. A separate session may be held with accommodations testing staff to cover topics relevant to accommodations. All training sessions must occur before test day and include information from training conducted by ACT.

Facilities Requirements and Setup:

- Demonstrate proper seating arrangements and test room preparation, including:
  - ~ Ease of staff observation and movement
  - ~ Seating left-handed examinees
  - ~ Timepieces
  - ~ Any items in the room that need to be covered/removed for testing

Test Materials:

- Discuss the difference between secure and non-secure materials
- Discuss the difference between standard time and accommodations materials and highlight that using the wrong test materials can result in the cancellation of scores
- Explain materials that will be supplied by:
  - ~ ACT
  - ~ The test site
  - ~ Examinees
- Describe the process for how materials will be distributed to and from room supervisors on test day and how room supervisors will distribute materials to examinees in the test room
- Outline the importance of:
  - ~ Never leaving materials unattended
  - ~ Verifying counts of secure materials before and after testing
  - ~ Not allowing unauthorized individuals access to test rooms or materials

Non-Test Activities:

- Discuss when and where all examinees, including those testing with accommodations and/or supports, will complete the non-test portions
- Discuss the sections that must be completed and the importance these sections play in score reporting

Test Administration:

- Discuss when and where staff members are to report on test day
- Explain how to use the Roster
- Review acceptable forms of identification
- Explain the process for seating examinees and the rules to follow when choosing where to seat an examinee
- Discuss start times and when to stop admitting examinees to the test room
- Discuss the policy for cell phones and other electronic devices

- Explain how to use the manual on test day, stressing the importance of following instructions exactly and reading verbal instructions verbatim
- Explain how to use any supplemental materials
- Discuss timing procedures and administering breaks for all types of administrations
- Discuss monitoring the test room and expected staff behavior, including:
  - ~ Handling prohibited behavior
  - ~ Handling testing irregularities
  - ~ Checking calculators
- Review how to fill out the Test Administration Forms and submit Irregularity Reports

Note: If there are additional rules or policies specific to your state, district, or test site, be sure to also cover those items with testing staff. Staff should have a comprehensive understanding of all expectations and procedures before test day.

Test Day Briefing Session

A staff briefing session is required each test day morning, even with experienced staff. This is the time to make sure all staff are present and make any necessary adjustments to staff assignments. Make sure everyone understands his or her responsibilities and answer questions in a group setting so everyone has the same information. In particular, discuss the following:

- Information in any ACT notice
- Cell phone and prohibited devices policy and procedures
- Calculator policy and procedures
- Test site specific information
- How staff are to communicate with the test coordinator during testing
- Arrangements for left-handed examinees
- How to handle breaks
- What to do with examinees dismissed for prohibited behavior

TEST MATERIALS

Materials Overview

Test Materials are Specific to a Test Date and Administration

Test materials are sent for specific test dates (initial or makeup) and administration types (standard time, accommodations, etc.). Failure to use the correct test materials will result in a misadministration and cancellation of scores.

A test date flyer stating the specific date or window for the administration type is included in your materials shipment. If you are unsure whether materials can be used for a test date, contact ACT **before** using the materials.

Non-college reportable accommodations test booklets will have a **full-color cover**.

Materials Provided by ACT

Secure Materials

Test Booklet(s)—multiple-choice and writing

- Regular type (10 pt.)
- Large type (18 pt.)—for examinees with visual impairments, as authorized

Large Type Worksheet

- If the examinee is authorized to use a large type worksheet, the test coordinator must transfer the responses to the answer document in the examinee's presence
- All worksheets must be returned to ACT
- ACT will not transfer any responses

Braille Booklet

- One volume (includes Raised Line Drawings from mathematics and science tests)—regular or large type booklet included for supervisor reference
- You will receive a separate braille booklet if you are administering the writing test
- Do not read tests to examinee unless also authorized for a reader—must use Reader's Script

Raised Line Drawings

- For mathematics and science tests for use only with a reader or pre-recorded audio for visually impaired examinees
- Do not read tests to examinee unless also authorized for a reader—must use Reader's Script

Pre-Recorded Audio

- Regular or large type booklet included for examinee to follow along
- Do not read tests to examinee or play the pre-recorded audio to a group

Reader's Script

- Regular or large type booklet included for examinee to follow along

- Supervisor must read tests verbatim to one examinee
- The writing test is not contained in the Reader's Script—it must be read verbatim from the test booklet

Non-Secure Materials

Non-Test Materials

- *Taking the ACT State Testing and District Testing*
- *Administration Supplement State Use Questions* (if applicable)
- Barcode labels

Test Administration Materials

- Administration manual(s)
- Applicable supplements, including the *Calculator Policy*
- Answer documents
- Site Header

  The site header identifies your site in the scoring system. It also determines the test date represented on score reports. The non-college reportable site header should be completed following the instructions on the header.

  If you receive a pregridded site header for your administration, check the header for accuracy. If the pregridded information is not accurate for your site, call ACT.
- Test Administration Forms (separate from the manual)
  - ~ One set of forms is required for each test room
  - ~ Do not separate the pages (use and submit it as a single sheet)
  - ~ Make a photocopy of each completed form and keep for at least six months

  Each contains the following forms:
  - ~ Test Room Report (completed by the test coordinator and room supervisor)
  - ~ Roster (completed by the test coordinator and room supervisor)

Return Materials

- Processing envelopes
- Polymailers
- Shipping cartons
- Colored return stickers

Materials Provided by Your School

Your school is responsible for providing the following items in each test room:

- No. 2 pencils with erasers to lend to examinees who do not bring them (examinees must not use mechanical pencils or ink pens)
- Pencil sharpener
- Reliable timepieces: watch, stopwatch, interval timer, or accurate wall clock (two per room)
- Signs, cards, or other materials used in admissions procedures
- Permitted calculators (if your site chooses to provide them to examinees)
- Computers with headphones (if pre-recorded audio is used)
- Computer speech-to-text software or scribe (if needed for the writing test)

Materials Provided by Examinees

Tell examinees to bring No. 2 pencils with good erasers (examinees must not use mechanical pencils or ink pens) and a permitted calculator (if desired) for use on the mathematics test.

If any of the following are authorized, the examinee is expected to supply his or her own:

- Brailler or stylus
- Screen reader
- Computer with headphones (if school cannot provide)
- Magnifying glass
- Color overlays
- Highlight pens
- Approved word-to-word bilingual dictionary
- Snacks, drinks, and medication

Security of Materials

Secure Test Materials

Secure test materials include all test booklets and all answer documents with an examinee's identifying information (even if the examinee completed only the non-test portions or only a barcode label was applied).

Copyrighted Test Materials

Test booklets are copyrighted and cannot be photocopied, used for any purpose other than testing, or opened by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test questions, essay topics, or response choices to anyone.

Scores earned by examinees who may have had advance access to test content will be canceled. These scores will not be reported to examinees, educational institutions, or college/scholarship choices.

Security Breach

A security breach constitutes any of the following:

- Items are missing from your shipment.
- You receive test booklets that do not match the serial numbers on your packing list.
- Test booklet seals are broken at any time (except by examinees as instructed on test day).
- A test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time.
- The cartons or materials appear to have been tampered with in any way.
- You have reason to believe someone had unauthorized access to the materials.

Report a security breach to ACT immediately. If the breach occurs during testing, do not allow examinees to leave the building before calling ACT for instructions on how to handle the breach.

Handling Materials on Test Day

Distribute Test Materials to Examinees

The verbal instructions tell you when to distribute test materials. To ensure security of test materials, distribute to examinees only when directed to do so in the instructions, not before.

Answer Documents

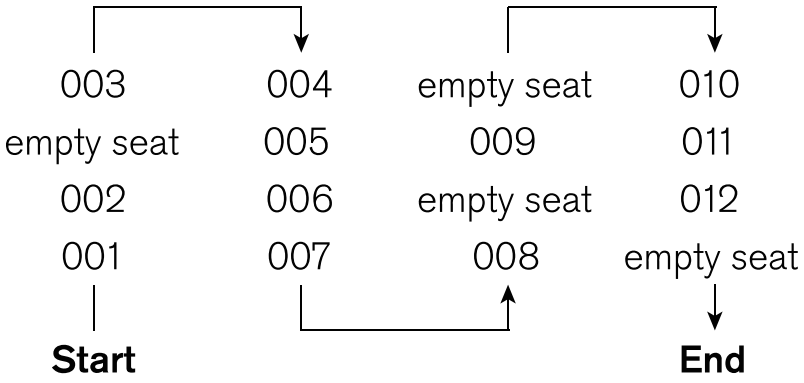
As answer documents are distributed, be sure each examinee receives the answer document with his or her name on the barcode label or the student code gridded in Block U.

Test Booklets

Personally hand one test booklet individually to each examinee, in sequential serial number order.

- The multiple-choice test booklets are distributed when directed in the verbal instructions. All examinees seated in the room receive a multiple-choice test booklet.
- The writing test booklets are distributed just prior to the writing test—when directed in the verbal instructions.
- Do not allow examinees to handle any booklet except their own. For example, do not allow booklets to be passed down rows or across aisles.
- Make sure each examinee receives only one booklet.

Begin with the first serial number of your series and move down the rows handing them in sequential order to each examinee in a seat (as shown below). Do not skip serial numbers, do not leave booklets at empty seats, and do not assign or hold booklets for absent examinees. Any leftover (unused) booklets will be the last serial numbers of your series. For example, if you have 15 booklets but only 12 examinees are in the room, hand out only the first 12 serial numbers. Keep the unused booklets (with the last three serial numbers) secure during testing.



Security during the Administration

Guarantee the security of test materials throughout the administration.

- Keep test materials in a secure location as examinees enter and exit the test room.
- Account for all test booklets before testing, at break, and before dismissing examinees.
- Never leave a test room unattended, even momentarily, if examinees or materials are present.
- Ensure that each test room has sufficient staff for the number of examinees present.
- Actively monitor examinees throughout the administration.
- Pay close attention for cell phone and electronic device use.

Verify Test Materials after Testing

After testing and before dismissing examinees, room supervisors must verify all materials.

1. Individually collect and check answer documents.
   a. Confirm the Certification is copied.
   b. Confirm the answer document is signed.
   c. Confirm the form code is gridded.
   d. Stack all answer documents so they face the same direction.
   e. Verify the number of answer documents collected equals the number of examinees.
2. Individually collect and check test booklets.
   a. Confirm the test booklet is signed.
   b. Verify the number of booklets collected equals the number distributed.
   c. Arrange the test booklets in sequential serial number order.
3. Place the collected test materials where examinees do not have access.

Once examinees are dismissed, review your set of Test Administration Forms and check that all pages are complete. If you used any additional forms (e.g., Irregularity Report), ensure those forms also contain all necessary information.

Return Materials to the Test Coordinator after Testing

After accounting for all test materials and verifying complete documentation, room supervisors must return materials to the test coordinator immediately after testing.

NON-TEST ACTIVITIES

Preparing the Answer Documents

Introduction

This section provides instructions to prepare answer documents for the non-test session, including procedures for locating the student code and applying barcode labels.

Student Code (Block U)

A student code is the unique identifying number given to each examinee. The student code is printed on the barcode labels (first nine digits under the barcode) and is assigned when the student record is created in PearsonAccess^{next}. **If a student does not have a barcode label, the student code must be manually gridded in Block U of the answer document.**

Locate the Student Code

1. Log in to PearsonAccess^{next}.
2. Under the **Setup** tab, select **Students**.
3. On the Students screen, enter the examinee's last name in the **Find Students** field.
4. Press **Enter**.

The nine-digit student code appears in the first column (to the left of the examinee's last name).

Barcode Labels

ACT will provide barcode labels if examinee information is in PearsonAccess^{next} by the verify enrollment deadline. Each label contains an examinee's identifying data such as name, student code, and school information. It is important to use the barcode label on the examinee's answer document to ensure data integrity for scoring purposes.

Sample Barcode Labels

A sample barcode label is shown in the figure below.

Note: Your barcode labels might not contain the same data, nor appear in exactly the same format as the sample shown.

Check Information on the Barcode Labels

Determine whether the information printed on the barcode label is accurate.

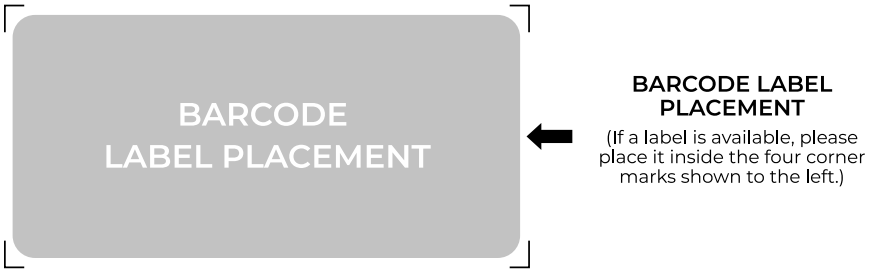
a. **If the student code is correct:** Apply the barcode label to the answer document.
b. **If the student code is incorrect:** Do not apply the barcode label to the answer document. Securely destroy incorrect barcode labels and manually grid the correct student code in Block U on the answer document.

Note: Use the barcode label if the student code is correct, even if other student data is not correct. You can correct the other student data in PearsonAccess^{next}.

Apply the Barcode Labels

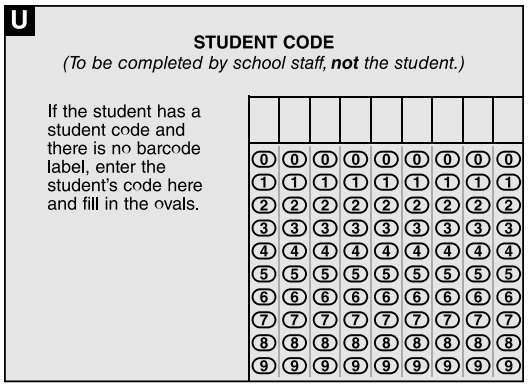
Look for the shaded area marked "BARCODE LABEL PLACEMENT" on the back page of the answer document. Affix the label in this area only.

Note: Do not place the label on the front page or in any other location on the answer document.



If You Do Not Have Barcode Labels

If you did not receive barcode labels, then manually grid the student code for each examinee in Block U of the ACT answer document.



High School Code (Block K)

The high school code determines which school will receive a copy of the examinee's ACT score report. Because correct reporting is critical, this field is the responsibility of the staff at the test site.

During the non-test session, examinees are instructed to leave Block K blank. When Block K is left blank, ACT will use the high school assigned to the examinee's record in PearsonAccess^{next}. If the high school gridded in Block K cannot be used for reporting, ACT will use the high school listed on the Site Header.

Use the following criteria to determine whether you need to complete Block K for any examinees testing at your school:

Table 4. Complete Block K on the Answer Document

School Type	Definition	Procedure
Home high school	The school an examinee regularly attends (listed on the Site Header), where their scores and reports should be sent.	Leave Block K blank.
Receiving school	The school where the examinee's scores and reports should be sent, if not the school listed on the Site Header.	1. Prior to testing, testing staff determines the examinee's home high school. 2. Testing staff enters the home school in Block K.
Site for examinees from multiple schools	Certain sites may serve as a test site for examinees from multiple schools.	1. Prior to test day, testing staff determines where the examinee's scores and reports should be sent. 2. Testing staff enters that site in Block K.
GED student	Some GED students test at their local school.	Grid ovals 960-000 in Block K. *Note: If this code is not used, the results will report to the testing school.*
Other	This option can apply to an examinee from a: • Home school program • Non-public school • Distance education program • Other accredited program	Grid ovals 969-999 in Block K. *Note: If this code is not used, the results will report to the testing school.*

Note: Any school gridded in Block K must be in PearsonAccess^{next}. If the school is not in PearsonAccess^{next}, scores will be sent to the school listed on the Site Header. Verify with the examinee's home high school that the school is listed as reportable in PearsonAccess^{next}. If uncertain which school should receive a score report for an examinee, check with your district office. Once you locate the school name, find the corresponding high school code at **www.actstudent.org/regist/lookuphs**.

Local Student ID Number (Block S)

If your school or district has assigned each examinee a local ID number and you wish to receive that number on electronic output to facilitate in matching records after testing, you may use Block S on the answer document to record this number. Write the local ID number in the boxes and grid the corresponding ovals.

Note: The local ID number can be no more than 10 digits. If the number has fewer than 10 digits, it will be reported with leading zeros added. Do not enter any other number in Block S.

Examinee Transfers

1. If an examinee transfers **into your school**, determine your steps from the table below:

If the examinee transfers...	Then...
Prior to testing and there is no barcode label	a. Enroll the examinee through the Enroll and Unenroll process. b. Grid the examinee's student code from PearsonAccess^{next} in Block U.
Prior to testing and already finished testing at their former school	Do not submit an answer document and do not schedule examinee for makeup testing.
At the time of testing and cannot be set up in time to test	a. Schedule the examinee for makeup testing. b. Enroll the examinee through the Enroll and Unenroll process. c. Grid the examinee's student code from PearsonAccess^{next} in Block U.

2. If the examinee transfers **out of your school** prior to testing:
   a. If the barcode label has not been applied to an answer document, securely destroy the barcode label.
   b. If the barcode label has been applied to an answer document or any non-test portions were completed, keep the answer document for 6 months. Then, securely destroy.

Completing the Non-Test Portions

Introduction

Before test day, schedule a session for examinees to personally complete non-test information on the ACT answer document. Use the following information, along with your *Administration Supplement* (if applicable), to prepare for this session and guide examinees through the process. Non-test portions of the answer document cannot be completed on or after test day.

Sessions for Examinees Testing with Accommodations and/or Supports

Examinees testing with accommodations and/or supports may complete the non-test portions during the same session as other examinees, or in a separate session. The test coordinator is responsible for administration arrangements.

Sessions for Absent Examinees

Examinees who miss the non-test session must be provided with another opportunity before the initial test date. If not, they cannot test on that day. Arrange additional sessions as appropriate to account for all examinees scheduled to test.

Taking the ACT State Testing and District Testing

Copies of *Taking the ACT State Testing and District Testing* are included in the materials shipment. This booklet provides detailed instructions on how to complete the non-test portions of the answer document. It also provides additional policy information that examinees need to know.

Distribute one copy of *Taking the ACT State Testing and District Testing* to each examinee that receives an answer document. Examinees should keep their copy of *Taking the ACT State Testing and District Testing* after the non-test session is complete.

Required Fields

Basic identifying information and mailing address (front and back pages) are required for all examinees.

At a minimum, examinees must complete the following blocks:

- A – Printed name and mailing address
- B – Name (first and last)
- D – Date of birth
- N – Mailing address
- O – City
- P – State
- R – ZIP code

Recommended Fields

Examinees are encouraged, but not required, to complete the High School Course/Grade Information, Student Profile Section (SPS), and ACT Interest Inventory.

These sections are optional.

Verbal Instructions for the Non-Test Session

1. Read aloud all instructions in the shaded boxes. Do not depart from this text. When reading the instructions, pause after each series of dots to give examinees time to follow instructions.
2. Begin by saying:

   You will now complete the non-test portions of your answer document.

3. Begin distributing the answer documents and *Taking the ACT State Testing and District Testing*.

   As I hand you an answer document, turn it over to the back page. Your name should appear on the label at the bottom right. Raise your hand if you do not receive your own answer document. . . .

4. Resolve any discrepancies in answer document identification before continuing.
5. Continue by saying:

   Place your answer document so that page 1 faces you. Open your Taking the A-C-T booklet to page 4. Follow the instructions in the booklet to complete the requested information in Blocks A through H. Put one letter or number in each box and fill in the corresponding oval below.

   Even if your document has a barcode label, you must fill in Blocks A through H completely and accurately. If you have a question, raise your hand.

   When you have completed Blocks A through H, put your pencil down and look up. . . .

   Examinees who test with non-college reportable accommodations and/or supports will not be included in ACT's Educational Opportunity Service (EOS) for contact by colleges. Score reports will not be sent to colleges.

6. When everyone has completed Blocks A through H, say:

   Skip Blocks I, J, K, L, and M. Skip the Email Address block on page 3.

7. Continue by saying:

   Now, turn your answer document over to the back page and complete Blocks N through R.

   In Block N, enter each part of the address where you receive mail. Leave a space between the parts of your street address. Use the slash "/" to designate fractions (e.g., 1/2, 3/4). If you live in an apartment, enter the apartment number after the street name.

   When you have completed Blocks N through R, put your pencil down and look up. . . .

8. If your school or district assigns local ID numbers to examinees, have examinees enter that number in Block S (if not already completed). Otherwise, instruct them to skip Block S.
9. If your state requires you to enter information in Block V, you will be given specific instructions in your *Administration Supplement* for completing this information.

High School Course/Grade Information, Student Profile Section (SPS), and Interest Inventory

These sections are optional.

1. When everyone has completed Blocks N through R (or S), say: If you choose to have examinees complete these sections, say:

   Next, turn your answer document to page 2 and your booklet to page 5. This is where information about your high school courses and grades is requested. **All of these questions are optional.**

   Under High School Course/Grade Information, first look at Courses Taken/ Planned. For each course, indicate if you have taken or plan to take it before graduation. Fill in one oval for each course whether or not you have taken it, if you choose to provide this information.

   Next, in the Grades Earned section, for each course you have taken for a full term (semester, etc.), indicate the final (last) grade you received. Convert numeric grades to the corresponding letter grades. Round to the nearest letter grade if necessary. Leave the oval blank if you have not completed a full term or if a grade was not awarded for the course, or if you choose not to provide this information.

   Are there any questions?. . . .

2. Answer any questions, then wait for everyone to complete the High School Course/Grade Information.
3. When everyone has completed the High School Course / Grade Information, say:

   Next, turn your booklet to page 6. This is where Student Profile Section (SPS) begins. It is designed to help you think about your future education and to help colleges in their planning. The Student Profile Section is not a test. **All of these questions are optional.**

   Read each item and respond to each one you choose to answer by filling in the appropriate oval. If you choose to answer all of the questions, this should take about 25 minutes, but will not be timed. Read the directions and begin. . . .

4. When all examinees have completed the Student Profile Section, if they elected to do so, say:

   Now, turn your answer document to page 3 and your booklet to page 9. The Interest Inventory is not a test, but a series of questions about your occupational interests and plans. **All of these questions are optional.**

   If you choose to answer all of the questions, this section should take about 10 minutes, but will not be timed. Read the directions and begin. . . .Indicate how much you would like doing each of the activities listed by marking the appropriate response, if you choose to provide this information.

Conclude the Non-Test Session

When all examinees have completed the Interest Inventory, instruct them to do the following:

1. Keep *Taking the ACT*.
2. Report to the test site at the time and location you designate.
3. Bring the following items on test day:
   - Acceptable photo identification
   - No. 2 pencils with good erasers (no mechanical pencils or ink pens)
   - A permitted calculator
4. Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.

   After providing the instructions, complete the following:
5. Collect the answer documents individually from each examinee.
   - Collect the answer documents in an order that will ensure examinees receive their own answer documents on test day.
   - Make sure the required fields have been completely gridded on the front and back pages of each answer document. Remember that many fields are optional and, therefore, you should not require those fields to be gridded.

Room supervisors return the answer documents to the test coordinator, who then stores all partially completed answer documents in secure storage until test day.

TEST ADMINISTRATION

Admitting Examinees

Check-In Location

Examinees must be identified and checked in at the test room even if checked previously at a central checkpoint. The marked roster must reflect the examinees present in the test room, not simply those who were assigned to the room.

Make the Electronic Devices Announcement

If possible, make the following announcement to examinees before admitting them to the test room:

Attention. Please listen carefully.

Cell phones, smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities are prohibited.

Once you are checked into your test room, all devices must be powered off and placed out of sight. You may not handle or access such devices until you leave the test site.

If you have a cell phone or electronic device and can store it in a car, locker, or somewhere outside of the test room before you are checked in, please do so at this time.

Acceptable Identification

An examinee must have an acceptable form of identification to be admitted for testing.

Keep in mind:

- Identification issued or verified by a relative is not allowed.
- All identification must be original; photocopies or reproductions are not allowed.
- Stamped, computer generated, or reproduced signatures are not allowed.

IMPORTANT: School ID must be in hard plastic card format only. Paper or electronic formats are not acceptable.

Table 5. Acceptable Forms of Identification and Identification Criteria by Roster

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	Must include all of the following: • Current (valid) • Issued by a city/state/federal government agency or school • Examinee's first and last names • Photo is clearly recognizable as the examinee Signature not required. Examples: driver's license, passport, school ID, state ID.
F	ACT Student Identification Form	Examinees must present the *ACT Student Identification Form* if they do not have a current official photo ID as described above. All items must be completed and include: • Individually completed in English—and signed in ink—by an official at the examinee's school or notary public (official or notary cannot be a relative) • Recent, recognizable, individual (not group), photo of the examinee attached to form • School or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo • Examinee's first and last names • Examinee's date of birth, gender, school name, and location • Signed by the examinee, in ink, in the presence of the school official or notary • Signed by the examinee on test day, in the presence of testing staff Collect and return to ACT with the roster.
R **Plus Staff Initials**	Staff Recognition	• Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a school faculty member (faculty member cannot be a relative) • That faculty member's initials must be printed legibly beside the examinee's name on the roster (without staff initials, personal recognition is invalid) • If all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member along with his or her initials (e.g., "all examinees in this room were recognized by _____")

Unacceptable Identification

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter that is not an official ACT identification form
- Learner's driving permit, temporary or replacement driver's license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified

- Personal recognition by anyone not employed by your school or not a member of testing staff
- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Published photo, including yearbook or newspaper
- Report card
- Social Security card
- Telephone calls to the school to identify the examinee
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page with photo

Admit Examinees to the Test Room

Control who enters and leaves the test room at all times. Do not allow examinees to enter the test room until the room is properly prepared, the test materials are secure in a location where examinees cannot have access to them, and the room supervisor is ready to admit examinees.

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements.

Table 6. Admitting Examinees

If the ID is …	Then …
Not presented, not acceptable, and/or examinee cannot be recognized by school staff	a. Do not admit the examinee. b. Write "denied" on the roster beside the examinee's name, using the following notation: **D** = Denied c. Complete an Irregularity Report. d. Determine if the examinee is eligible for makeup testing.
Acceptable or examinee can be recognized by school staff	a. Compare the photo on the ID to the examinee. b. Mark on the roster the type of ID accepted using the following notations as a guide: **P** = Photo ID **F** = ACT Student Identification Form **R plus staff initials** = Personal Recognition by Staff **—** = Absent (Absence must be indicated so you can decide which examinees to schedule for makeup testing.) c. Direct the examinee to his or her seat in the test room and instruct the examinee to wait patiently until testing begins.

Late Arrivals and Examinees without Identification

If an examinee can present acceptable ID or be personally recognized before the test booklets are distributed in the test room, admit the examinee and submit an Irregularity Report.

IMPORTANT: Absolutely no one may be admitted to the test room after test booklets have been distributed. If this policy is violated, scores for the examinees admitted late will be canceled.

Direct Examinees to Their Seats

After an examinee has been identified and the roster marked, direct the examinee to a specific, assigned seat using the following guidelines. **Never allow examinees to choose their own seats.**

a. Examinees can be seated alphabetically.
b. You can direct the first examinee to the left side of the room, the second examinee to the middle, the third examinee to the right side, and so on.
c. If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.
d. Separate friends and relatives or examinees that arrive together.

Seat Left-Handed Examinees

Determine who will need a left-handed work surface if you are not using tables.

a. Ask examinees as they are admitted to the test room if they require left-handed desks, or
b. Write a statement on the board telling left-handed examinees to report to a proctor for their seating assignments

Sequence and Timing of the Tests

Sequence of Tests

The tests must be administered in the order listed: Test 1—English (first), Test 2—mathematics (second), Test 3—reading (third), Test 4—science (fourth). For the ACT with writing, the writing test is always administered last. If this order is altered, tests will not be scored.

Note: The writing test may not be taken without first taking all multiple-choice tests.

Start Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 a.m. in all rooms to ensure adequate testing time. Start time may be adjusted for accommodations and/or supports administrations as needed.

Time Allowed for Each Test

Under non-college reportable accommodations and/or supports, staff members at the school (e.g., the IEP team) determine the time allowed for each examinee or group of examinees. Use the timing guidelines below to help determine the time for each test. Testing may occur in one session or over multiple days, as long as each test is completed in one session. If testing over multiple days, you can choose how many sessions to include in a day. More than one session can be completed per day, if time allows.

If you are administering the ACT (no writing), ignore the writing test section. In the verbal instructions, you will receive clear instructions on how to continue or conclude your administration.

Table 7. Timing Code Test Times

	Time (minutes) per test				
Timing Guideline	Test 1	Test 2	Test 3	Test 4	Writing Test
Standard time	45 minutes	60	35	35	40
Time-and-a-half	70	90	55	55	60
Double time	90	120	70	70	80
Triple time	135	180	105	105	120

Note: Examinees using a reader or pre-recorded audio may have additional time as required by the format.

Timing the Tests

Each room supervisor is responsible for timing the tests in his or her own room. Timing or reading the verbal instructions is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room supervisor must be able to react to any problems or questions that occur in a particular room and adjust timing if necessary. This procedure also minimizes the effects of any mistimings.

Take extreme care to ensure the exact time is allowed for each test.

Timepieces

Each room needs two timepieces as a precaution in the event one fails. ACT recommends that one of these be an interval timer or stopwatch. Do not use a cell phone as one of your timepieces.

Accurately Time the Tests

Before you announce 5 minutes 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.

Note: You may post the START and STOP times or time allowed for each test 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.

Announcing Time Remaining

A verbal announcement of time remaining must be made either 30 minutes and/or 5 minutes before the end of each test (see the appropriate verbal instructions). It is important to give the time remaining announcement accurately as examinees rely on it to pace themselves.

Breaks

Breaks can be given based on the guidelines in the verbal instructions for each test administration. Test security procedures must continue to be maintained during all breaks.

Whether or not to allow a break after each test or during a test is at your discretion. The room supervisor must collect the test materials from examinees who leave the room during a timed test.

Break before the Writing Test (for the ACT with Writing Only)

Once the multiple-choice test booklets have been collected and verified after Test 4, allow examinees to take a 5-minute break or an extended break for lunch or a snack.

- **5-minute break:** If your site has chosen the 5-minute break, give examinees the allotted time to relax and sharpen their pencils before the writing test. Examinees must remain in the room. If an examinee needs to leave the room, collect the answer document. Resume testing after five minutes. Do not wait for examinees who return late. Examinees who return late may be readmitted but lost time cannot be made up.
- **Extended break:** If your site has decided to offer an extended break for lunch or a snack, follow the guidelines issued by the test coordinator. Monitor the test room; do not leave the room unattended.

Extended Break for Accommodations and Supports Administrations

For examinees testing with accommodations and/or supports, the extended break can only be given for single-day testing (Timing Codes 1, 5, 6, and 8). The break is administered after Test 4 and may differ in length from the extended break offered to standard time examinees, provided it still falls within the 45-minute guideline.

Administering the Tests

Allowed and Prohibited Items in the Test Room

Cell Phones and Electronic Devices

Examinees may not use cell phones, smart watches, fitness bands, media players, or any other electronic devices at any time (including during the break). All devices must be powered off and stored out of sight.

If an examinee accesses a device at any time, or if a device activates after being stored away, the examinee must be dismissed. Staff should:

- Be extra vigilant in monitoring for prohibited behavior during testing and during the break.
- Strongly enforce the dismissal of any examinee who engages in prohibited behavior.
- Prominently display the prohibited device posters at central locations.

Note: Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them.

Staff should not use cell phones or electronic devices while in the test room. If staff members have cell phones in the room, they should be turned off or silent.

Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials.

- All problems on the mathematics test can be solved without a calculator.
- A permitted calculator may be used on the mathematics test only.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to a computer or device being used for testing.
- Talking calculators must be authorized in advance by ACT. Examinees with talking calculators must test individually in a separate room.
- A current *Calculator Policy* was provided in your materials shipment.
  - Each room supervisor must be given a copy of this policy.
  - Post it for examinees to see (e.g., at check-in stations, test rooms, etc.).
  - It may be read to examinees as a general announcement before testing begins.

Examinee responsibilities:

- Bring—and use—a permitted calculator.
- Check **act.org/calculator-policy.html** or call 800.498.6481 for a recorded message about the current ACT calculator policy.

Staff responsibilities:

- Check for prohibited calculators during the mathematics test.
- Check periodically to make sure examinees did not switch calculators after the first check.
- If an examinee uses a prohibited calculator, dismiss the examinee for prohibited behavior.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Examinee Timepieces

Examinees may have a personal timepiece such as a watch, timer, or stopwatch, provided it is:

- On the desk
- Not a distraction to others
- Not a prohibited device (e.g., smart watches, fitness bands)

Other Items

Examinees may not bring any of the following into the test room (unless the item is being used for an accommodation or support):

- Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- Highlighter pens, colored pens or pencils, correction fluid/tape
- Reading material
- Tobacco in any form

Examinees and staff may bring snacks and beverages into the test room, but may only consume them outside of the room during break. Exception: Readers are permitted to have water during testing.

General Announcements to Examinees

Before testing begins, you may make announcements regarding:

- **Cell phones and electronic devices:** All devices must be powered off and stored away at all times. If an examinee handles or accesses a device, or if a device activates, the examinee must be dismissed and his or her test will not be scored.
- **Calculators:** Read to the examinees the current list of prohibited calculators (and calculators permitted with modification) from the *Calculator Policy*.
- **Hats:** Some hats may obstruct your view of examinees' eyes and may allow examinees to conceal prohibited behavior, such as using a cell phone, earpiece, or other electronic device. Not all hats may hinder your ability to monitor examinees and some examinees may wear hats or other head coverings due to religious convictions or medical reasons. The announcement to remove hats is left to your discretion.
- **Institutional requirements:** You may dismiss an examinee who purposefully disregards a posted regulation of your site or school policy. Some schools, for example, do not allow smoking on school grounds. Explain to the examinee the reason for the dismissal and document in full on the Irregularity Report.
- **Nervous noise:** Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
- **Restrooms:** Describe the location of restrooms and drinking fountains available during the break.

Monitoring the Test Room

Follow these policies for monitoring a test room:

- A member of testing staff must be physically present in the room at all times to monitor the examinee(s). Monitoring through glass partitions or via security cameras is not allowed.
- The examinee(s) cannot be left unattended, even briefly.
- The room supervisor must be in the room for the entire session, except when relieved by a proctor for a short break.
- One room supervisor cannot supervise multiple rooms at the same time.

Note: A room supervisor is the person responsible for administering the test in one test room. A test coordinator who supervises a test room is the room supervisor for that room.

Checking for Prohibited Behavior

Follow these guidelines to check for prohibited behavior:

- Throughout testing, move quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document all prohibited behavior and any actions you take on the Irregularity Report.
- If you suspect an examinee but are uncertain, warn the examinee of the behavior and ask ACT for a decision before the examinee is dismissed. If the behavior continues after one warning, promptly dismiss the examinee.
- If you dismiss an examinee for prohibited behavior, follow the instructions exactly. See **Prohibited Behavior**, page 48 and **Dismiss for Prohibited Behavior**, page 49.

Answering Questions

You may answer questions for examinees about the mechanics of the test, but must not answer questions about guessing or content. Always refer examinees to the directions in their test booklets. **Do not comment on or add in any way to the test directions.**

Allowing Examinees to Leave the Test Room

Examinees may go to the restroom during testing, but it is best not to announce it. Secure examinees' test materials any time they leave. Always be sure the same examinee returns after leaving. If you have doubts, recheck identification.

Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

Irregularities

Submit an Irregularity Report

Submit an Irregularity Report for each occurrence of a group or individual irregularity. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of any examinees involved. Attach any affected answer documents to the Irregularity Report and return it to ACT in the processing envelope. If no irregularities occur at your test site, do not submit an Irregularity Report.

Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If a group irregularity occurs, take security measures to safeguard test materials whenever possible and follow the instructions outlined for that irregularity.

Missing or Stolen Test Materials

Examples: Post-test counts do not match what was distributed, examinee attempts to leave with test materials, secure materials are unaccounted for at any time (before, during, or after testing)

1. Recover the missing materials (if possible).
2. Call ACT immediately.

Interruptions or Disturbances

Examples: Unexpected visitors, a noise or distraction in the room, sudden illness, technical difficulties

1. If you can take action to eliminate the disturbance, do so. Otherwise, instruct examinees to stop testing.
2. Have examinees close their test booklets and put their answer documents inside.
3. Make note of the time.
4. Determine if you can resume testing.
   a. If you can resume testing, go to Step **5**, page 43.
   b. If you cannot resume testing, collect materials and call ACT for next steps.
5. Resume testing when possible.
   a. Pick up timing where you left off.

Emergency Evacuations

Examples: Fire alarm, severe weather, public safety concern

1. Get examinees and staff to safety.
2. If possible, make note of the time.
3. If possible, collect the test materials (or lock the test room).
4. Call ACT (when safe to do so).

Power Outages

Examples: Loss of electricity, affecting room comfort or equipment

1. If it is reasonable to continue testing without power, do so.
2. For a brief outage, follow the instructions for **Interruptions or Disturbances**, page 43.
3. For an extended outage, call ACT for next steps.

Reschedules

Examples: Severe weather or facility issues that prevent you from starting any testing

Reschedule to another day within your testing window.

Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). If an individual irregularity occurs, follow the instructions outlined for that irregularity.

Examinees Who Leave and Return

Examples: Examinee needs to use the restroom, examinee feels ill and needs to leave the room, examinee returns late from break

1. Collect and secure the examinee's test materials; give them back upon return.
2. Time the examinee's departure. Record the lost time on the Irregularity Report.
3. **If examinee returns during the same test:** Have the examinee continue testing where they left off and stop when time is called in the room. Lost time cannot be made up.
4. **If examinee returns during a later test:** Do not let the examinee go back to a previous test. Have the examinee start the current test and stop when time is called in the room. Lost time cannot be made up.

   Note: Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

Examinees Who Leave and Do Not Return

Examples: Examinee becomes ill and cannot continue testing, examinee does not return after break, examinee leaves before testing is completed

Note: Examinees cannot return to an incomplete test. It is in the examinee's best interest to either complete a test before leaving or not begin a new test if they feel they may need to leave.

1. Collect and secure the examinee's test materials.
2. **If testing on a single day:** Decide if tests should be scored or if the examinee should be scheduled for makeup testing.
3. **If testing over multiple days:** Schedule examinee to complete the remaining tests, in sequence, within the testing window.

Test Item Challenges

Examples: Examinee thinks a test item is unclear, examinee does not believe there is a correct answer choice listed, examinee finds a typographical error in a test item

1. If an examinee challenges typographical errors in the test or ambiguities, instruct the examinee to choose an answer based on the information available and report the details of the challenge after the test is over.
2. Record the following information on the Irregularity Report:
   a. Examinee's name
   b. Address
   c. Test booklet number
   d. Test form
   e. The test item number being challenged
   f. Examinee's question about the item

   Note: For security purposes, do not include a copy or image of the test item.

Defective Test Materials

Examples: Test booklet(s) or answer document(s) were damaged in shipping, printing error made some text on materials unreadable, something was spilled on materials after they were unpacked

Replace defective test materials as quickly as possible so the examinee does not lose time. If necessary, stop testing until a replacement can be obtained.

1. If replacing a test booklet, ensure the replacement booklet is the same test form as the defective one.
   a. The examinee changes the test booklet number recorded on their answer document.
2. If replacing an answer document, the examinee does not change the test booklet number and transfers all information exactly as originally noted to a new answer document after the test session (without access to the test booklet).
3. Print "Defective Material" across the front of the defective test materials and attach them to the Irregularity Report. Note the details of the replacement on the Irregularity Report.
4. If you do not have sufficient materials to replace those that are defective, call ACT for next steps.

Attempts to Copy Test Materials

Examples: Taking pictures of test items or materials, removing pages from a test booklet, taking notes about the tests (handwritten or through electronic means, such as a cell phone or calculator), scanning or making copies of test materials

1. Do not allow staff or examinees to duplicate or record any part of the test by copying, taking notes, photographing, scanning, or using any other means.
2. Ensure all secure materials are collected and returned.
   a. Room supervisors must collect all materials from examinees before they are dismissed.
   b. Room supervisors must return all materials to the test coordinator immediately after testing.
   c. The test coordinator must pack and return materials to ACT following testing.
3. If you observe an examinee attempting to copy test materials, use a photographic, recording, or scanning device, or remove test materials, dismiss them for prohibited behavior.
   a. Confiscate and clear any devices used in an attempt to copy materials.
   b. Inform the examinee the tests will not be scored. VOID the answer document.
   c. Note all details on the Irregularity Report.
4. Call ACT immediately to determine if additional action is needed.

Unauthorized Marking of Responses in the Test Booklet

Examples: Examinee marked all responses in the test booklet without authorization for them to do so, examinee started marking responses in the test booklet and then switched to the answer document, examinee made note of some responses in the test booklet and forgot to transfer them to the answer document

Note: This irregularity does not require examinee dismissal.

1. If the examinee was not authorized by the test coordinator to mark responses in the test booklet, take action as soon as possible to remedy the issue.
   a. **If the examinee is finished and time remains on the current test:** Instruct the examinee to immediately transfer responses from the test booklet to the answer document.
   b. **If time has already been called on the current test:** No answers can be transferred at any time, including during the break or after testing.
2. Instruct the examinee to continue testing by marking responses on the answer document for any remaining tests.
3. Note the details of the marking error on the Irregularity Report.
4. Determine what to do with the answer document.
   a. **If there are some responses marked on the answer document:** Submit the answer document for scoring.
   b. **If there are no responses marked on the answer document:** Attach the answer document to the Irregularity Report.
   c. **If the examinee is going to retest on the makeup test day:** Write REPLACED across the answer document and attach it to the Irregularity Report. Keep the Irregularity Report and answer document. Schedule the examinee for another non-test session during which the examinee can transfer the non test items from the used answer document to a new one.
5. Determine if the examinee needs to be scheduled for makeup testing.

Marking Responses in a Future Section of the Answer Document

Examples: Examinee marked Test 2 responses in the section for Test 3 (during the time for Test 2)

Note: This irregularity does not require examinee dismissal.

1. At the end of the current test, give the examinee a new answer document and collect the first answer document.
   a. Call ACT for instructions if you do not have a new answer document to give the examinee.
2. Instruct the examinee to begin marking responses in the correct section of the new answer document.
3. After testing is completed, supervise the examinee in the transfer of the non-test information and all previous test responses from the first answer document to the correct sections on the new answer document. Examinee must not have access to the test booklet during this transfer.
4. Mark the first answer document “REPLACED” and attach it to the Irregularity Report. Note details of the marking error on the report.
5. Return the new answer document for scoring.

Marking Responses in a Previous Section of the Answer Document (Working on a Test Other Than the Current Test)

Examples: Examinee marked responses in the section for Test 2 during the time for Test 3

1. Dismiss the examinee. This is prohibited behavior.
2. VOID the answer document and inform the examinee the tests will not be scored.

Irrational Behavior

Examples: Examinee yells or disrupts the test room, examinee becomes violent, examinee places self or others in danger

1. Try to prevent other examinees from being interrupted, affected, or involved.
2. Handle the behavior as quietly as possible without physical force or contact.
3. If necessary, call security or police to protect staff and other examinees’ safety.
4. Collect and retain the disruptive examinee’s test materials.
5. Dismiss the examinee and inform him or her the tests will not be scored. VOID the answer document.
6. Note details on the Irregularity Report and attach examinee’s test materials to the report.

Refusal to Turn In Test Materials

Examples: Examinee will not allow the room supervisor to collect his or her testing materials

1. Warn the examinee that the police will be contacted and this action may result in fines and imprisonment.
2. Call ACT immediately, providing the examinee's name and test form serial number.
3. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

Prohibited Behaviors at the Test Site

The prohibited behaviors below are taken directly from the Terms and Conditions all examinees agree to when they complete their non-test sections.

The following behaviors are prohibited. You may be dismissed and/or your test may not be scored, at ACT’s sole discretion, if you are found:

- *Filling in or altering responses to any multiple-choice questions or continuing to write or alter the essay after time has been called. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke.*
- *Looking back at a test section on which time has already been called.*

- *Looking ahead in the test.*
- *Looking at another person's test or answers.*
- *Giving or receiving assistance by any means.*
- *Discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.*
- *Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way or at any time.*
- *Disclosing test questions or answers in any way or at any time, including through social media, in whole or in part.*
- *Using a prohibited calculator (***act.org/calculator-policy.html***).*
- *Using a calculator on any test section other than mathematics.*
- *Sharing a calculator with another person.*
- *Wearing a watch during test administration. All watches must be removed and placed face up on the desk.*
- *Using a watch with recording, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band).*
- *Accessing any electronic device other than an approved calculator or watch.* ***All*** *other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time you are admitted to test until you leave the test center.*
- *Using highlighter pens, colored pens or pencils, notes, dictionaries, or other aids.*
- *Using scratch paper.***
- *Not following instructions or abiding by the rules of the test center.*
- *Not following the rules of the test administration.*
- *Exhibiting confrontational, threatening, or unruly behavior.*
- *Violating any laws. (If ACT suspects you have engaged in criminal activities in connection with a test, such activities may be reported to law enforcement agencies.)*
- *Allowing an alarm on a personal item to sound in the test room or creating any other disturbance.*

  ***If you are taking the ACT online, some use of ACT-provided scratch paper or an ACT-provided white board may be permitted; all such use must be in accordance with ACT policies and procedures.*

ACT may restrict the items you bring into the test center. All items you bring into the test center, such as hats, glasses, purses, backpacks, cell phones, calculators, other electronic devices, pre-approved medications or personal aids, and watches, may be searched at the discretion of ACT and testing staff. Searches may include the use of tools, such as hand-held metal detectors, that detect prohibited items. ACT may confiscate and retain for a reasonable period any item suspected of having been used, or capable of being used, in violation of these Terms and Conditions. ACT may also provide such items to and permit searches of such items by third parties in connection with an investigation conducted by ACT or others. Neither ACT nor testing staff shall be responsible for loss or damage to any items that you bring to a test center. Your test center may also have additional procedures with which you must comply.

Prohibited Behavior

Examples: See **Prohibited Behaviors at the Test Site**, page 47

Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.

If you are certain prohibited behavior occurred, promptly dismiss the examinee, but if you only suspect prohibited behavior, take these steps:

a. Discreetly warn the examinee that he or she is suspected of prohibited behavior.
b. Continue close observation.
c. After one warning, if you continue to suspect prohibited behavior, promptly dismiss the examinee.

Note:

- *The behavior does not need to be verified by the test coordinator or another staff member. Dismiss based on your own observation.*
- *You do not need to directly observe prohibited behavior to determine that it occurred. For example, if you are certain that ovals left unfilled at the end of a test were filled in after time was called, dismiss the examinee.*
- *Do not schedule examinees dismissed for prohibited behavior for makeup testing.*
- *The decision to cancel scores due to prohibited behavior is at ACT's sole discretion and cannot be reversed or appealed.*

Dismiss for Prohibited Behavior

If you dismiss an examinee for prohibited behavior, follow these procedures exactly:

1. Take action immediately without creating a disturbance. If you cannot, wait until the end of the current timed test.
2. Collect the examinee's test materials.
3. If you believe an electronic device or other item was used to store or exchange information, or to take an image of the test, collect the device/item from the examinee and call ACT immediately. ACT will determine if the device/item is to be retained and sent to ACT or returned to the examinee. Do not return the device/item to the examinee without ACT approval.
4. Tell the examinee:
   a. You observed or are certain of the prohibited behavior.
   b. The dismissal is because of the behavior.
   c. The tests will not be scored.
5. Write VOID on page 1 of the answer document. Do so in the examinee’s presence, if possible.
6. Dismiss the examinee.
7. Submit a detailed Irregularity Report that includes:
   a. The time of the incident and the name(s) of the examinee(s).
   b. The test the examinee was working on at the time.
   c. The test room and seating location(s) of the examinee(s).
   d. The details of what you observed.
   e. The statements you and the examinee(s) made and the actions that were taken.
   f. The name(s) of the staff who observed or were certain of the irregularity.
8. Attach the voided answer document to the Irregularity Report (do NOT staple) and return it in the processing envelope. Return the examinee's test booklet with the other test booklets from the room.

ACT will not score the tests if you follow these procedures exactly. You must inform the examinee the tests will not be scored and clearly indicate this on the Irregularity Report. Otherwise, tests may be scored.

Note: All prohibited behavior will be reported to the state or district.

Void Answer Documents

1. Report and document the reason for voiding all answer documents on the Irregularity Report.
2. Mark page 1 of an answer document VOID and attach it to the Irregularity Report only if an examinee is dismissed for prohibited behavior and was told the answer document will not be scored.

   IMPORTANT: Do not void an answer document for any other reason (e.g., examinee leaves early, refuses to continue testing, asks that the answer document not be scored).

VERBAL INSTRUCTIONS

All Timing Codes Begin Here

Introduction

This section contains verbal instructions to be read to examinees and instructions for staff activities during testing. Familiarize yourself with these instructions and practice reading them before test day.

Before You Begin

Before you begin reading the verbal instructions, make sure:

- You have the correct test booklets
- You have the correct Test Administration Forms
- You have an Irregularity Report
- The non-test portions of the answer documents were completed before test day
- You have determined the timing guidelines you will authorize for each examinee

There are two sets of verbal instructions in this booklet:

- Time-and-a-half, testing administered in a single session on one day
- Multiple-day testing, regardless of the timing guidelines you assign

After you determine the time allowed on each test for each examinee, write those times on the appropriate pages in the set of verbal instructions you will use. Verbal announcements of time remaining are generally made at 30 minutes and/or 5 minutes before the end of each test. When you choose to make your announcements is at your discretion, but make sure you write these times down on the appropriate pages in the verbal instructions before test day, since examinees rely on your announcements to pace themselves through each test.

Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes.
- Do not read aloud text in (parentheses).
- Pause frequently and wait for examinees to finish the task before proceeding. Look at examinees to be sure they are following instructions.
- Read the correct instructions for your test room, paying close attention to the Timing Code header and prompts for writing rooms versus those for no writing rooms.
- Perform all tasks only when directed to do so.

English Learner Supports

If an examinee is authorized to use a word-to-word bilingual dictionary and/or translated test directions, note the following:

- Using a dictionary or translated test directions without authorization is prohibited.
- It is the examinee's responsibility to bring an approved dictionary.
- The examinee may not bring a copy of the translated test directions. Only the ACT-provided translated test directions you hand out on test day may be used.
- The dictionary and/or translated test directions may be kept on the examinee's desk and used throughout testing.
- Writing or marking anything in the dictionary and/or translated test directions is prohibited behavior.
- Only one dictionary can be used for the entire test.
- Prior to testing:
  1. Confirm that the examinee's dictionary is on the ACT-Authorized Bilingual Word-to-Word Dictionaries list. Using an unapproved dictionary is prohibited behavior.
  2. Inspect (flip through) the examinee's dictionary and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the examinee must store the dictionary out of sight and cannot use it. Using or accessing a notated dictionary during testing is prohibited behavior.
- Before dismissing examinees at the end of testing (each session):
  1. Collect all translated test directions that were handed out.
  2. Inspect (flip through) all dictionaries used during testing to confirm that nothing is written or enclosed in them.

Begin Testing

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.
2. Say:

No Writing	Writing
You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science.	You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science. This will be followed by a writing test, for which you will complete an essay written in English.

3. Say:

All items brought into the test site may be searched. Items suspected of being used to engage in misconduct may be confiscated and retained.

Cell phones, smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities are prohibited unless authorized by the test coordinator for your accommodations.

You may not handle or access such devices during testing or during breaks. All electronic devices must be powered off and stored out of sight. Turning your device to silent or airplane mode is not acceptable. Alarms or notifications of any

kind may not sound. If you are wearing a watch or other device with an alarm, it must be turned off.

If you have a cell phone or other electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will be out of sight. If you are wearing a watch to keep time, remove it now and place it face up on your desk.

4. Wait until devices are powered off and stored and all watches are placed face up on desks, then say:

Now that you have powered off and stored away your device, you may not handle or access it again until you leave the test site at the end of testing. If you access a device, or if a device activates or makes any noise or vibration, you will be dismissed and your test will not be scored. Are there any questions?

Note: From this point forward, if you see an examinee with a phone or electronic device, or if a device makes noise, you MUST dismiss the examinee.

5. Check all devices were stored, then say:

Clear your desk of everything except No. 2 pencils, erasers, and your watch (if applicable). Place all other personal items under your seat. You will not be able to access them during testing or the break. If you brought a calculator, put it under your seat. You may only use it during the mathematics test. Keep the aisles clear.

6. Once desks are cleared, say:

A complete list of the prohibited behaviors was provided in the Taking the ACT that you received. In addition to the reminders I've already given you about electronic devices, alarms, and clear desks, note the following behaviors that can also result in dismissal:

- You may not fill in or alter responses to any multiple-choice questions or continue to write or alter the essay after time has been called. This includes fixing stray marks.
- You may not look at any section of the test outside of the designated time for that test.
- You may not give or receive assistance by any means. This includes looking at another person's test.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss or share test questions, answers, or test form identification numbers during test administration, during breaks, or after the test.
- You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- Eating, drinking, and the use of tobacco or reading materials are not permitted in the test room.

If you are observed or suspected of engaging in prohibited behavior, you will be dismissed and your tests will not be scored.

Do you have any questions about prohibited behavior?

7. Address questions, then say:

I will now hand you an answer document. Do not mark on it until I give you instructions.

8. Individually hand each examinee his or her own partially completed answer document.
9. Say:

> Look at page 1 of the answer document. It should have your name and information completed during the non-test session. If the answer document you received is not yours, raise your hand.

10. Continue by saying:

> Answer documents are scored by machine. Make marks heavy and black. Fill in each oval completely without extending marks outside the lines. Only No. 2 pencils can be used. Do not use mechanical pencils.

11. Continue by saying:

> Turn your answer document to page 4. I will now hand you a multiple-choice test booklet. Do not break the seal or open it until I tell you to do so. When you receive your test booklet, read the directions. Look up when you are finished.

12. Hand one multiple-choice test booklet to each examinee in the room, in sequential serial number order. Do not distribute writing test booklets.
13. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers.
14. **Important:** Do not admit examinees to the test room once you have distributed test booklets.
15. When examinees have finished reading the directions, continue by saying:

> Now, on the front cover of your test booklet, read the Examinee Statements, then copy only the Certification—not the Statements—on the lines provided. Sign your name and enter today's date. When you finish, put your pencil down and look up at me.

16. Wait for examinees to complete the certification.
17. Say:

> Look at the “Important Notice” printed on the cover of your test booklet and read silently along with me: If you test with this test booklet, you will test with accommodations allowed by your school and the state but not approved by A-C-T. If you test with this test booklet, your scores will be reported only for state assessment purposes. You will receive your scores from your high school. Your scores will not be reported to any colleges, scholarship agencies, or anyone else, and the scores will be removed from A-C-T’s database of scores. If you break the seal on this test booklet, you are agreeing to these terms. If you do not agree, raise your hand to inform your room supervisor.

18. Say:

> In the top-left corner of your test booklet, find the 6-digit number and copy it onto your answer document at the top of Page 4, in the Booklet Number boxes. Fill in the corresponding oval below each box.

19. Say:

    In the top-right corner of your test booklet, find the 3-character test form, copy it into the Form boxes on your answer document, and fill in the matching oval.

    Note: Examinees using large type test booklets, reader's script, or pre-recorded audio copy the number from their regular type booklets. For large type test booklets, instruct examinees to add two zeros to the front of the four-digit number when gridding.

20. Check examinees' answer documents to ensure that the recently-completed sections are filled in correctly.
21. Say:

    Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

    If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

    Mark only one response to each question. You will receive credit only for responses properly marked on your answer document during the time allowed for a specific test.

    I will move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

22. Say:

    I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

    Remember to keep your answer document flat on your desk and placed so that others cannot see it.

    When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

- For Time-and-a-Half, Single Session, continue with **Non-College Reportable: Time-and-a-Half, Single Session**, page 56
- For Multiple Day Testing, continue with **Non-College Reportable: Multiple Days**, page 64

Non-College Reportable: Time-and-a-Half, Single Session

Test 1—English

1 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ 1

1. When everyone is ready, say:

   Test 1 is English. Do not begin work until I tell you. You are to work only on Test 1. If you finish early, place your answer document inside your test booklet and close the cover. You may now break the seal, but do not open the booklet.

2. Wait for everyone to break the seal, set your timer to 70 minutes, then say:

   You have 70 minutes to work on this test. Open your booklet to Test 1, read the directions, and begin work.

3. Begin timing.
4. During the test, move around the room to monitor for prohibited behavior.
5. If any examinees are still working when 30 minutes remain on the timer, say:

   Attention. You have 30 minutes remaining.

6. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

7. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

8. Verify everyone has stopped.
9. Proceed to the next test.

Test 2—Mathematics

2 △ △ △ △ △ △ △ △ △ △ △ △ △ 2

1. Continue by saying:

   Test 2 is mathematics. All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now.

   You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

   Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

2. Answer any questions, set your timer to 90 minutes, then say:

   You have 90 minutes to work on this test. Do not begin work until I tell you. You are to work only on Test 2. If you finish early, turn your calculator off, place your answer document inside your test booklet, and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests. Do any figuring in your test booklet. There will be a break after this test.

   Turn to Test 2 now, read the directions, and begin work.

3. Begin timing.
4. During the test, do the following:
   a. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
   b. Move around the room to monitor for prohibited behavior.
5. If any examinees are still working when 30 minutes remain on the timer, say:

   Attention. You have 30 minutes remaining.

6. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

7. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

8. Verify everyone has stopped.

Break

1. Continue by saying:

   Now, take your answer document and place it inside your closed test booklet. Then, put your calculator away. You will have a _____ minute break (10–15 minutes). Testing will resume at _____. If you return late, you will not be allowed to make up lost time.

   Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away.

Test materials may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room. Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. 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, all test booklets are closed, and all answer documents are inside the test booklets.
   - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
   - Double-check all needed blocks of the answer documents are filled in. Check that test booklets have been signed and the certification copied.
   - Monitor hallway activity (or ask a proctor to assist with this).

   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 answer document until you decide whether to schedule the examinee for makeup testing.
3. At the end of the break, say:

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, test booklet, answer document, and watch (if applicable). Do not open your test booklet, but remove your answer document and check the front page to verify it has your name on it.

Test 3—Reading

3 3

1. When everyone is ready, say:

Test 3 is reading. Do not begin work until I tell you. You are to work only on Test 3. If you finish early, place your answer document inside your test booklet and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests.

2. Set your timer to 55 minutes, then say:

You have 55 minutes to work on this test. Turn to Test 3, read the directions, and begin work.

3. Begin timing.
4. During the test, do the following:
   a. Collect materials off the desks of any examinees who did not return from break.
   b. Move around the room to monitor for prohibited behavior.
5. If any examinees are still working when 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

6. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

7. Verify everyone has stopped.
8. Proceed to the next test.

Test 4—Science

4 ○○○○○○○○○○○○○ **4**

1. Continue by saying:

   Test 4 is science. Do not begin work until I tell you. You are to work only on Test 4. If you finish early, place your answer document inside your test booklet and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests.

2. Set your timer to 55 minutes, then say:

   You have 55 minutes to work on this test. Turn to Test 4, read the directions, and begin work.

3. Begin timing.
4. During the test, move around the room to monitor for prohibited behavior.
5. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

6. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

7. Say:

   Read the Statements at the bottom of page 5 of your answer document. Copy only the Certification—not the Statements—on the lines provided. Sign your name and enter today's date. When you finish, put your pencil down and look up at me.

8. Move around the room and monitor examinees closely to verify they are only working on the certification and signature.
9. When all examinees have finished, say:

   Now, place your answer document on your desk next to your test booklet with the front page facing up. Do not place it inside the test booklet and do not mark on it.

10. Verify everyone has stopped. Continue by saying:

No Writing	Writing
I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you leave the test site.	I will now collect the test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you leave the test site.

11. While examinees remain in their seats, follow the instructions below:
    a. Individually collect answer documents from each no writing examinee.
        - Confirm the Certification is copied.
        - Confirm the answer document is signed.
        - Confirm the form code is gridded.
        - Stack all answer documents so they face the same direction.
        - Verify the number of answer documents collected equals the number of examinees.
    b. Individually collect the test booklet from each examinee.
        - Confirm the Certification is copied.
        - Confirm the test booklet is signed.
        - Verify the number of booklets collected equals the number distributed.
        - Arrange the test booklets in sequential serial number order.
    c. Keep the collected test materials where examinees do not have access.

    IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

12. If a no writing examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.
13. If a no writing examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed,

dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.

14. Say:

No Writing	Writing
You will receive a notification of your results from your high school. No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media. Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.	We will now continue to the writing test.

15. Make certain examinees don't have access to the test materials as they leave the room. Then, double-check your counts. Return all materials to the test coordinator.

Writing Test

1. If you are administering an extended break, the test coordinator needs to inform you ahead of time on how long the break will be and where it will be.
2. Do one of the following:
   a. **If there will NOT be an extended break, say:**

      We will continue testing shortly. Leave your answer document closed on your desk. You may use this time to get up and sharpen your pencils, but you may not leave the room.

   b. **If there WILL be an extended break, say:**

      You will have a ____-minute extended break for lunch (announce where to go for lunch and what food will be provided). Testing will resume promptly at ____. If you return late, you will not be allowed to make up lost time. You may not access cell phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away. You are not allowed to leave the building. If you do, you will be dismissed.

3. During the break, do one of the following:
   a. **If there will NOT be an extended break:**

      Monitor examinees to ensure they are not engaging in prohibited behavior.

   b. **If there WILL be an extended break:**

      - Make sure examinees do not take test materials out of the room.
      - Collect the answer documents—in order.
      - Do not leave the test room unattended.
      - Ensure all test materials are either moved back to the secure storage location at the school or remain in the testing room monitored by testing staff.

      Check IDs upon re-admission. Do not delay the start of the writing test 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 answer document until you decide whether to schedule the examinee for makeup testing.

4. Say:

> We are ready to begin the writing test. For this test, you will complete an essay written in English. Only No. 2 pencils can be used. Do not use mechanical pencils.
>
> I will now hand you a writing test booklet. Do not break the seal or open it until I tell you.

5. Hand one writing test booklet to each examinee in the room, in sequential serial number order.
6. Say:

> Sign and print your name and enter your date of birth on the front cover. Then, read the directions. When you finish, look up at me.

Note: On large type test booklets, the directions are on the back cover.

7. Wait for examinees to finish.
8. Say:

> Turn your answer document to page 6. Find the 6-digit number in the top-left corner of your test booklet. Copy it into the Writing Test Booklet Number boxes on your answer document.
>
> In the top-right corner of your booklet, find the 3-character test form, copy it into the Writing Test Form boxes on your answer document, and fill in the matching oval. When you finish, put your pencil down and look up at me.

9. When everyone is ready, say:

> Do not begin work until I tell you. If you finish early, close both your test booklet and your answer document, and place them on your desk with the front page of your answer document facing up. You may now break the seal, but do not open the booklet.

10. Wait for everyone to break the seal, set your timer to 60 minutes, then say:

> You have 60 minutes to work on this test. Open your test booklet, read the assignment, and begin work.

11. Begin timing.
12. During the test, move around the room to monitor for prohibited behavior.
13. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

14. When all examinees have completed this test or the timer reaches zero, say:

> Stop, put your pencil down, close your test booklet, and look up at me now.

15. Verify everyone has stopped. Continue by saying:

> I will now collect the answer documents and test booklets. Do not pass them in.
>
> You may not leave the room. Remain quietly in your seat until I have checked all documents.
>
> You may not access your cell phone or other electronic devices until you leave the test site.

16. While examinees remain in their seats, follow the instructions below:
    a. Individually collect answer documents from each examinee.
        - Confirm the Certification is copied.
        - Confirm the answer document is signed.
        - Confirm the form code is gridded.
        - Stack all answer documents so they face the same direction.
        - Verify the number of answer documents collected equals the number of examinees.
    b. Individually collect the test booklet from each examinee.
        - Confirm the Certification is copied.
        - Confirm the test booklet is signed.
        - Verify the number of booklets collected equals the number distributed.
        - Arrange the test booklets in sequential serial number order.
    c. Keep the collected test materials where examinees do not have access.

    IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

17. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.
18. If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
19. Say:

> You will receive a notification of your results from your high school.
>
> No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media.
>
> Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

20. Make certain examinees don't have access to the test materials as they leave the room. Then, double-check your counts. Return all materials to the test coordinator.

Non-College Reportable: Multiple Days

Test 1—English

1 1

1. When everyone is ready, say:

   Test 1 is English. Do not begin work until I tell you. You are to work only on Test 1. If you finish early, place your answer document inside your test booklet and close the cover. You may now break the seal, but do not open the booklet.

2. Wait for everyone to break the seal, set your timer to ___ minutes, then say:

   You have ___ minutes to work on this test. Open your booklet to Test 1, read the directions, and begin work.

3. Begin timing.
4. During the test, move around the room to monitor for prohibited behavior.
5. If any examinees are still working when 30 minutes remain on the timer, say:

   Attention. You have 30 minutes remaining.

6. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

7. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

8. Verify everyone has stopped.
9. If examinees are scheduled to take the next test on a later day, collect the test materials individually from each examinee before dismissal.
10. If an examinee has translated test directions, collect them with the test booklet.
11. If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
12. Dismiss examinees by saying:

    Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the test site.

Test 2—Mathematics

2 △ △ △ △ △ △ △ △ △ △ △ △ △ **2**

1. When examinees report for the next day of testing, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is approved to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
2. Say:

   Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1, and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk.

3. Continue by saying:

   Test 2 is mathematics. All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now.

   You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

   Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

4. Answer any questions, set your timer to ___ minutes, then say:

   You have ___ minutes to work on this test. Do not begin work until I tell you. You are to work only on Test 2. If you finish early, turn your calculator off, place your answer document inside your test booklet, and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests. Do any figuring in your test booklet. There will be a break after this test.

   Turn to Test 2 now, read the directions, and begin work.

5. Begin timing.
6. During the test, do the following:
   a. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
   b. Move around the room to monitor for prohibited behavior.
7. If any examinees are still working when 30 minutes remain on the timer, say:

   Attention. You have 30 minutes remaining.

8. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

9. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

10. Verify everyone has stopped.
11. If examinees are scheduled to take the next test on a later day, collect the test materials individually from each examinee before dismissal.
12. If an examinee has translated test directions, collect them with the test booklet.
13. If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
14. Dismiss examinees by saying:

    Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the test site.

Test 3—Reading

3 3

1. When examinees report for the next day of testing, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is approved to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
2. Say:

   Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1, and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk.

3. When everyone is ready, say:

   Test 3 is reading. Do not begin work until I tell you. You are to work only on Test 3. If you finish early, place your answer document inside your test booklet and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests.

4. Set your timer to ___ minutes, then say:

   You have ___ minutes to work on this test. Turn to Test 3, read the directions, and begin work.

5. Begin timing.
6. During the test, move around the room to monitor for prohibited behavior.
7. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

8. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

9. Verify everyone has stopped.
10. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.
11. If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
12. Dismiss examinees by saying:

    Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the test site.

Test 4—Science

4 ○○○○○○○○○○○○○ **4**

1. When examinees report for the next day of testing, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is approved to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
2. Say:

   Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1, and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk.

3. Continue by saying:

   Test 4 is science. Do not begin work until I tell you. You are to work only on Test 4. If you finish early, place your answer document inside your test booklet and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests.

4. Set your timer to ___ minutes, then say:

   You have ___ minutes to work on this test. Turn to Test 4, read the directions, and begin work.

5. Begin timing.
6. During the test, move around the room to monitor for prohibited behavior.
7. If any examinees are still working when 5 minutes remain on the timer, say:

   Attention. You have 5 minutes remaining.

8. When all examinees have completed this test or the timer reaches zero, say:

   Stop, put your pencil down, close your test booklet, and look up at me now.

9. Say:

   Read the Statements at the bottom of page 5 of your answer document. Copy only the Certification—not the Statements—on the lines provided. Sign your name and enter today's date. When you finish, put your pencil down and look up at me.

10. Move around the room and monitor examinees closely to verify they are only working on the certification and signature.
11. When all examinees have finished, say:

    Now, place your answer document on your desk next to your test booklet with the front page facing up. Do not place it inside the test booklet and do not mark on it.

12. Verify everyone has stopped. Continue by saying:

No Writing	Writing
I will now collect the answer documents. Then I will collect all the test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you leave the test site.	I will now collect the test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you leave the test site.

13. While examinees remain in their seats, follow the instructions below:
    a. Individually collect answer documents from each no writing examinee.
       - Confirm the Certification is copied.
       - Confirm the answer document is signed.
       - Confirm the form code is gridded.
       - Stack all answer documents so they face the same direction.
       - Verify the number of answer documents collected equals the number of examinees.
    b. Individually collect the test booklet from each examinee.
       - Confirm the Certification is copied.
       - Confirm the test booklet is signed.
       - Verify the number of booklets collected equals the number distributed.
       - Arrange the test booklets in sequential serial number order.
    c. Keep the collected test materials where examinees do not have access.

    IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

14. Verify everyone has stopped. If examinees are scheduled to take the next test on a later day, collect all test materials individually from each examinee before dismissal.
15. If examinees are scheduled to take the writing test on a later day, collect all test materials individually from each examinee before dismissal.
16. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.
17. If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
18. Say:

No Writing	Writing
You will receive a notification of your results from your high school. No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media. Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.	Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the test site.

Writing Test

1. When examinees report for the next day of testing, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is approved to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
2. Say:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1, and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk.

3. Say:

We are ready to begin the writing test. For this test, you will complete an essay written in English. Only No. 2 pencils can be used. Do not use mechanical pencils.

I will now hand you a writing test booklet. Do not break the seal or open it until I tell you.

4. Hand one writing test booklet to each examinee in the room, in sequential serial number order.
5. Say:

> Sign and print your name and enter your date of birth on the front cover. Then, read the directions. When you finish, look up at me.

Note: On large type test booklets, the directions are on the back cover.

6. Wait for examinees to finish.
7. Say:

> Turn your answer document to page 6. Find the 6-digit number in the top-left corner of your test booklet. Copy it into the Writing Test Booklet Number boxes on your answer document.
>
> In the top-right corner of your booklet, find the 3-character test form, copy it into the Writing Test Form boxes on your answer document, and fill in the matching oval. When you finish, put your pencil down and look up at me.

8. When everyone is ready, say:

> Do not begin work until I tell you. If you finish early, close both your test booklet and your answer document, and place them on your desk with the front page of your answer document facing up. You may now break the seal, but do not open the booklet.

9. Wait for everyone to break the seal, set your timer to ___ minutes, then say:

> You have ___ minutes to work on this test. Open your test booklet, read the assignment, and begin work.

10. Begin timing.
11. During the test, move around the room to monitor for prohibited behavior.
12. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

13. When all examinees have completed this test or the timer reaches zero, say:

> Stop, put your pencil down, close your test booklet, and look up at me now.

14. Verify everyone has stopped. Continue by saying:

> I will now collect the answer documents and test booklets. Do not pass them in.
>
> You may not leave the room. Remain quietly in your seat until I have checked all documents.
>
> You may not access your cell phone or other electronic devices until you leave the test site.

15. While examinees remain in their seats, follow the instructions below:
    a. Individually collect answer documents from each examinee.
        - Confirm the Certification is copied.
        - Confirm the answer document is signed.
        - Confirm the form code is gridded.
        - Stack all answer documents so they face the same direction.
        - Verify the number of answer documents collected equals the number of examinees.
    b. Individually collect the test booklet from each examinee.
        - Confirm the Certification is copied.
        - Confirm the test booklet is signed.
        - Verify the number of booklets collected equals the number distributed.
        - Arrange the test booklets in sequential serial number order.
    c. Keep the collected test materials where examinees do not have access.

    IMPORTANT: No one may access the test booklets or answer documents once they've been collected.

16. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.
17. If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
18. Say:

    You will receive a notification of your results from your high school.

    No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media.

    Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

19. Make certain examinees don't have access to the test materials as they leave the room. Then, double-check your counts. Return all materials to the test coordinator.
20. If examinees used pre-recorded audio check the playback devices to make sure they are empty before removing them from the test room or turning them off. If an examinee used a computer for the essay, you must clear the essay from the computer after printing.

ACT State/District Testing Irregularity Report

Use this form for non-college reportable accommodations administrations.

Complete and return **ONLY** if irregularities occurred.

(this page can be removed)

Testing School Name _____ Room Name/Number _____

ACT High School Code (for testing school) ☐☐☐ – ☐☐☐

City, State _____ Test Date _____

Note **all** irregularities (individual and group) on this form. Enter the appropriate information and/or check (√) in each column and provide additional explanation. ATTACH VOID OR REPLACED ANSWER DOCUMENTS (do NOT staple) to this form. **Return this form in the processing envelope.** PLEASE PRINT OR TYPE.

INDIVIDUAL IRREGULARITIES

Examinee's Name	Test Booklet Form and Serial Number of Examinee's Test Booklet(s)	Time and Test When Irregularity Occurred	Type of Irregularity (√applicable)									Examinee scheduled for makeup		Answer Document (√one)		
			Illness	Working Behind/ Ahead	Unauthorized Calculator Use	Marking Ovals After Time	Item Challenged	Timing Questioned	Phone, Alarm, Other Device	Other	Materials Damaged, Defective, Duplicate, Replaced (Specify Below)	Yes	No	Marked VOID: Examinee Informed	Marked VOID: Examinee NOT Informed	Not Voided
Name:																
	Explanation:															
Name:																
	Explanation:															
Name:																
	Explanation:															

GROUP IRREGULARITIES

Number of Examinees in Room	Time and Test When Irregularity Occurred	Duration of Irregularity	Description of Irregularity. (Attach separate sheet if more space is required.) Be prepared to provide a list of examinees affected by this irregularity. Call ACT immediately if a mistiming occurs.

Room Supervisor's Signature _____ Test Coordinator's Signature _____

Anonymous Security Hotline

Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing an Irregularity Report or calling 800.553.6244, ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of the tests.

In exceptional situations, testing staff may wish to file an anonymous report about concerns that tests may have been compromised. If you wish to report such concerns anonymously, you may do so at **act.ethicspoint.com**.

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are "secure by design."
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker's own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

ACT®