

# POLICIES

## Test Coordinator

PROGRAM: NATIONAL—SPECIAL | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

**Requirements:** This document provides ACT information for identifying eligible testing staff members and policies related to scheduling the ACT® test administration for Special testing.

**Note:** Scores achieved under the supervision of an individual who does not satisfy ALL items listed below under Special Testing Staff Requirements and Conflict of Interest will be canceled without refund.

### Identifying the Special Testing Coordinator

A Special testing test coordinator is responsible for:

- Submitting accommodations requests to ACT by midnight (CT) on the late registration deadline
- Receiving, checking in, and storing secure test materials
- Administering the ACT test during the designated Special testing window

A school may designate representatives who consist of qualified staff members to serve as the test coordinator for ACT Special testing.

### Special Testing Staff Requirements

All requirements listed below must be met. The Special testing coordinator—and all Special testing staff—must:

- Be proficient in English
- Be experienced in administering standardized or other high-stakes tests
- Be a staff member of the institution where testing takes place

- Have control over locked, limited-access storage at the institution to secure the test materials
- Agree to administer the tests according to policies and procedures outlined in your administration instructions

### Conflict of Interest

To protect both the examinee and testing staff from questions of possible conflict of interest, the Special testing coordinator—and all Special testing staff—must:

- Not be a relative or guardian of an examinee taking the ACT during the same test event
- Not be a private consultant or individual tutor whose fees are paid by the examinee or examinee's family
- Not be engaged in test preparation activities for the ACT test during the current academic year  
**Note:** Only if the school district contract specifically requires the teacher or counselor to participate in school-sponsored test preparation courses, may that person serve as coordinator.
- Not be involved in coaching high school or college athletics regardless of if the sport is in season
- Not receive any compensation outside of ACT for administering the test

## Scheduling the Test Administration

### Testing Windows

- The ACT (no writing) and ACT with writing must be administered only during the designated testing window selected by the examinee during registration.
- If Special testing is scheduled on a National or International test date, the Special testing coordinator may NOT be involved with that administration.
- ACT requires examinees with the same timing to test as a group. Some accommodations (e.g., reader, writer/scribe to record responses, breaks as needed, speech to text software, etc.) require individual administration.

### Test Center

If testing cannot be done at a regular testing center, such as the examinee's school (e.g., homebound, hospital), a written explanation

must be submitted with the request in the Test Accessibility and Accommodations System (TAA). ACT approval is required.

### Testing Staff Compensation

- ACT will provide the test coordinator with a compensation schedule after Special testing is approved.
- Payments are based on the testing time actually used by examinee(s) within the authorized timing guidelines.
- Only the person who administers the tests will be paid.
- Test coordinators who test three or more examinees in a room with the same timing code will receive additional compensation.
- Test coordinators testing more than 20 examinees with the same timing code in one room must be assisted by a proctor.
- Testing staff who test examinees that use more than three hours will receive additional compensation for each half-hour actually used by the examinee.