TEST COORDINATOR POLICIES
ACT Special Testing

PROGRAM: NATIONAL – SPECIAL TESTING
PRODUCT: THE ACT TEST
AUDIENCE: TESTING COORDINATOR

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
- 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
- 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 registered for by the examinee.
• 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.