



# PITFALLS TO AVOID

## Test Accommodations and EL Supports

PROGRAM: NATIONAL (SPECIAL) | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

**Common pitfalls:** ACT wants a successful test experience for you and your students. To avoid test administration errors, carefully follow the policies and procedures in your administration manual.

The table below also outlines how you can prevent some of the common pitfalls of testing with accommodations and/or English learner (EL) supports that can result in score delays and cancellations.

Common Pitfall	How to Avoid this Pitfall
<b>Transporting materials without ACT authorization</b>	Use only materials assigned and shipped to your school. Test materials may not be transferred or shared between schools without prior authorization from ACT, even if an alternative school is affiliated with the main high school.
<b>Seating examinees facing each other</b>	Follow the seating requirements in the administration manual. Seat examinees so they all face the same direction, using prescribed distance regardless of the number of examinees in the room.
<b>Administering the tests out of sequence</b>	Administer the tests only in the order prescribed in the administration manual; Test 1, then Test 2, etc. Administer the writing test only after the examinee completes all multiple-choice tests.
<b>Allowing an unapproved break</b>	<ul style="list-style-type: none"><li>• Follow each timing code's specific timing and break instructions. Do not extend breaks or provide additional breaks during or between tests.</li><li>• If examinees need to leave the room during a test, do not stop the clock (unless breaks as needed were approved) or allow them to make up lost time.</li></ul>
<b>Administering the tests outside the testing window</b>	Start and finish all tests within the specified testing window.
<b>Returning materials late or too soon</b>	<ul style="list-style-type: none"><li>• If ACT schedules a pickup date for your administration, have materials ready at that time.</li><li>• Otherwise, return materials within 48 hours after the last day of the window. You can return materials before the window closes only if all examinees have completed testing.</li><li>• Note: Answer documents received more than two weeks after the close of the testing window will not be scored.</li></ul>

<b>Having one person supervise multiple rooms at the same time</b>	Assign each test room its own room supervisor. One person can supervise only one room at a time and cannot cover multiple rooms simultaneously.
<b>Testing with the wrong materials or with unauthorized accommodations and/or EL supports</b>	<ul style="list-style-type: none"> <li>• Use only the materials provided for the designated testing window.</li> <li>• Provide accommodations EL supports materials only to examinees authorized for them.</li> <li>• Give only the ACT-authorized accommodations and/or EL supports—nothing additional—to each examinee.</li> </ul>
<b>Mixing different timing codes in the same room</b>	Administer each particular authorized timing in different rooms; for example, examinees with one and one-half time and those with double time cannot test together.
<b>Administering one test section over multiple sittings</b>	Administer each test section in a single sitting. For example, Test 1 cannot start before lunch and then continue after lunch, or start on one day and continue on another day.
<b>Not testing examinees individually when required</b>	Test an examinee one-on-one in a separate room if he or she is authorized for an accommodation that cannot be administered in a group setting. Examples include a human reader, breaks as needed, medical monitoring devices, and a scribe.
<b>Not reading the verbal instructions to examinees who use a pre-recorded audio test format</b>	Read the verbal instructions from the administration manual to all examinees. Verbal instructions are not recorded on audio materials.

**Additional information:** Refer to your administration manual and the [Accessibility Supports Guide – National and Special Testing](#).

Contact ACT at 319.337.1332, option 3 or [ACTAccom@ACT.org](mailto:ACTAccom@ACT.org) with further questions.