

2017



# The ACT<sup>®</sup> Test Administration Manual

## State and District Testing

 Non-College Reportable Accommodations

 Paper Testing

The **ACT**<sup>®</sup>

[www.act.org](http://www.act.org)

# How to Contact ACT

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

## Address

ACT State and District Testing  
301 ACT Drive  
PO Box 168  
Iowa City, IA 52243-4071

## Hours of Operation

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

If you are calling on ...	Then the hours are ...
Monday – Friday	7:00 a.m. – 5:00 p.m.
Test day or 1st day of the testing window	6:00 a.m. – 6:00 p.m.

*Note: All hours of operation are central time.*

## Phone and Email

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

If you are calling about ...	Then call ...	Or fax ...	Or email ...
General and technical inquiries or standard time	800.553.6244, ext. 2800	319.339.3039	<a href="http://www.act.org/stateanddistrict/contactus">www.act.org/ stateanddistrict/contactus</a>
Accommodations	800.553.6244, ext. 1788	319.337.1285	<a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a>

*Note: Toll-free numbers are for testing staff. Do not give the numbers to examinees or parents.*

## State Codes

When calling the toll-free number, you will be asked to provide a 2-digit code from the list below.

Alabama	01	Kentucky	18	North Dakota	35
Alaska	02	Louisiana	19	Ohio	36
Arizona	03	Maine	20	Oklahoma	37
Arkansas	04	Maryland	21	Oregon	38
California	05	Massachusetts	22	Pennsylvania	39
Colorado	06	Michigan	23	Rhode Island	40
Connecticut	07	Minnesota	24	South Carolina	41
Delaware	08	Mississippi	25	South Dakota	42
D.C.	09	Missouri	26	Tennessee	43
Florida	10	Montana	27	Texas	44
Georgia	11	Nebraska	28	Utah	45
Hawaii	12	Nevada	29	Vermont	46
Idaho	13	New Hampshire	30	Virginia	47
Illinois	14	New Jersey	31	Washington	48
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# Introduction

The instructions in this booklet provide information and procedures specifically for testing examinees with non-college reportable accommodations. Standard testing and test security policies and procedures as described in the training also apply to testing with non-college reportable accommodations. Use this manual to test examinees with non-college reportable accommodations.

## Important Notes

- Examinees testing with non-college reportable accommodations may **not** test in the same room(s) with examinees testing with standard time or ACT-approved accommodations. If they do, the answer documents for all examinees in the room will not be scored or scores will be canceled.
- Test materials for standard time testing, for ACT-approved accommodations, and for non-college reportable accommodations may **not** be interchanged or combined. They must be kept **separate** at all times, including when materials are returned to ACT.
- **If you are using DVDs**, study the *ACT DVD Usage Guidelines* (included with each set of DVDs) **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 DVDs 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.

## Equal Treatment

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

## Non-College Reportable Accommodations Availability

Non-college reportable accommodations are accommodations available to:

- examinees who do not meet the eligibility requirements for ACT-approved accommodations
- examinees whose request for ACT-approved accommodations is not approved

## Ordering Non-College Reportable Accommodations Materials from ACT

There is not an approval process for examinees to receive non-college reportable accommodations. ACT will ship an overage of accommodations materials to be used to test examinees with non-college reportable accommodations. If the overage does not include the needed number or types of accommodations materials, then the test coordinator must order non-college reportable accommodations materials for examinees not eligible or not approved for ACT-approved accommodations. Available formats may vary.

## Score Reporting

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

## Prohibited Use of Cell Phones and Electronic Devices

Examinees may not handle or access a cell phone or electronic device at any time in the testing room or during breaks. This includes smart watches, fitness bands, and any other devices with recording, internet, or communications capabilities.

All devices, including cell phones and wearable devices, must be turned off and placed out of sight.

## Test Materials Provided by ACT

ACT will provide an overage of accommodations materials to test examinees with non-college reportable accommodations, including the following materials:

- *Administration Manual State and District Testing Non-College Reportable Accommodations*
- ACT State and District Testing Answer Folder
- *Taking the ACT State and District Testing*
- **BROWN** envelope for returning all answer documents to be scored and required forms from all non-college reportable accommodations administrations—do not use this envelope to return any materials from ACT-approved accommodations administrations and do not put materials from non-college reportable accommodations administrations in the **blue** envelope with materials from ACT-approved accommodations.
- Test Administration Forms sheet, separate from the manual
  - ~ one sheet is required for each test room
  - ~ you do not need to keep copies of the completed sheet
  - ~ each sheet contains the following forms to be completed by both the test coordinator and room supervisor:
    - Test Room Report
    - Roster
- Test forms, or combinations of forms, as included in your school's overage of accommodations materials or requested via an additional order.

## Test Security Requirements

The test coordinator is responsible for the security of all test materials from the time the carrier delivers them to the time they are in the return carrier's possession. For additional information about security requirements, see the *Test Coordinator Information* booklet.

Test forms are copyrighted and may not 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 or response choices to anyone. Scores earned by examinees who may have had advance access to test content will be canceled.

You are encouraged to check DVDs prior to test day. You are not allowed to alter the format of any test materials, transfer them to another format, or create any of your own test materials.

Contact the test coordinator if a test form is lost, stolen, or otherwise missing (even if only temporarily) at any time.

## Materials Shipped for Non-College Reportable Accommodations Testing

Materials shipped to you will contain the alternate formats included in your accommodations materials coverage or that you requested via an additional order, plus other materials that will help you administer the test. The table below shows the materials ACT ships for each accommodation. When preparing for a testing session, use Table 1 to determine which of the materials from ACT you should bring to the session.

**Table 1. Materials Shipped for Each Accommodation**

Accommodation	Materials Shipped										
	Test Formats					Answer Docs		Administrative Materials			
	Regular-print test booklet	Large-print test booklet	Reader script	Audio DVDs	Video DVDs*	Regular-print answer document	Large-print answer document	<i>Administration Manual State and District Testing Non-College Reportable Accommodations</i>	Audio DVD track listings	Audio DVD usage guidelines	Large Type Worksheet
Extended time with regular-print materials	✓					✓		✓			
Large-print materials	✓	✓				✓	✓	✓			
Reader Script	✓		✓			✓		✓			
Large-print materials + Reader Script	✓	✓	✓			✓	✓	✓			✓
Audio DVD	✓			✓		✓		✓	✓	✓	
Audio DVD + Large-print materials	✓	✓		✓		✓	✓	✓	✓	✓	✓
Video DVD* (including translated video DVDs)	✓				✓	✓		✓			
Video DVD* (including translated video DVDs) + Large-print materials	✓	✓			✓	✓	✓	✓			✓

\*If applicable

# Completing the Non-Test Portions Before Test Day

Examinees who take the ACT test with non-college reportable accommodations must complete the front and back pages of their answer documents in a scheduled, supervised in-school session **before** the first test day. They may also complete the optional High School Course/Grade Information, Examinee Profile Section, and ACT Interest Inventory, but they will not receive official ACT score reports with these results. Standard testing requirements do **not** apply to administering the non-test portions.

When sessions are conducted to complete these sections, give each examinee his or her answer document (if you have already applied the barcode labels—see “R – ZIP code,” page 5) and a copy of *Taking the ACT State and District Testing*.

## Sessions for Absent Examinees

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

## Taking the ACT State and District Testing

Copies of *Taking the ACT State 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.

Be prepared to distribute one copy of *Taking the ACT State and District Testing* to each examinee that receives an answer document. Examinees may keep their copy of *Taking the ACT State and District Testing* after the pretest session is complete.

During the pretest session, you may prepare the test room rosters. For details on how to prepare rosters, see “Prepare the Test Administration Forms” on page 10.

## 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

## Barcode Labels

ACT will include barcode labels in the materials shipments. Each label contains an examinee’s identifying data such as name, student code, and school information.

If you notice the student code number on the barcode label is printed incorrectly or you have not received a barcode label for a particular examinee, consult your *Administration Supplement*, if provided, or contact ACT State and District testing for assistance.

*Note: ACT cannot answer specific questions about an examinee’s student code. If there are questions about a specific student code number, contact your school district’s information systems director or data manager.*

## Apply the Labels

Apply the barcode label to the back of the answer document.

- Look for the shaded area marked “BARCODE LABEL PLACEMENT” on the back page, lower right corner 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 or your labels are missing in your shipment, then manually grid the student code for each examinee in Block U on the back page of the answer document.

*Note: The student code is a nine-digit code. There are ten spaces in Block U. Complete this block from left to right, leaving the tenth space blank.*

## High School Code (Block K on the Answer Document)

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 staff at the testing school.**

During the pretest session, examinees are instructed to leave Block K blank. Use the following criteria to determine how to complete Block K for examinees testing with non-college reportable accommodations:

**Table 2.** How to Complete Block K on the Answer Document

School Type	Definition	Procedure
Home school	The school an examinee regularly attends. Also where they test, and where their scores must be reported for accountability purposes.	Enter and fill in the ovals representing the home school's high school code.
Receiving school	Not the examinee's home school, but where the examinee attends in order to receive special services.	<ol style="list-style-type: none"> <li>1. Prior to testing, testing staff determines the examinee's home school.</li> <li>2. Testing staff enters the home school in Block K.</li> </ol>
Site for examinees from multiple schools	Certain schools may serve as a test site for examinees from multiple schools.	<ol style="list-style-type: none"> <li>1. Prior to test day, testing staff determines each examinee's home school.</li> <li>2. Testing staff enters the home school for each examinee in Block K.</li> </ol>
GED student	Some GED students test at his/her local school.	Enter and fill in ovals 960-000. 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: <ul style="list-style-type: none"> <li>• home school program</li> <li>• non-public school</li> <li>• distance education program</li> <li>• other accredited program</li> </ul>	Enter and fill in ovals 969-999. Note: If this code is not used, the results will report to the testing school.

*Note: If it is uncertain which school is the home school for an examinee, check with your district office. Once you locate the school name, find the corresponding high school at [www.actstudent.org/regist/lookups](http://www.actstudent.org/regist/lookups).*

## Verbal Instructions for the Pretest Session

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.

► **Begin by saying:**

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

► **Begin distributing the answer documents and Taking the ACT State and District Testing. Say:**

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. . . .

► **Resolve any discrepancies in answer document identification before continuing.**

### Required Fields

► **Continue by saying:**

Place your answer document so that page 1 faces you. Open your *Taking the A-C-T* booklet to page 9. 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 and B on page 1 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 will not be included in ACT's Educational Opportunity Service for contact by colleges. In addition, score reports will not be sent to colleges.

► **Continue by saying:**

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

► **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 are certain to 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. . . .

If your school or district assigns local ID numbers, have examinees enter that number in Block S. Otherwise, have them skip Block S. If your state requires you to enter information in Blocks U and V, you will be given specific instructions (e.g., *Administration Supplement*, training materials) for completing them.

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

Although these sections are optional, examinees testing with non-college reportable accommodations need not complete these sections and will not receive results.

► **If you choose to have examinees complete these sections, say:**

Next, turn your answer document to page 2 and your booklet to page 10. 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. 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 blank if you have not completed a full term or if a grade was not awarded for the course. Are there any questions? . . .

Answer any questions, then wait for everyone to complete the High School Course/Grade Information.

► **When everyone has completed the High School Course/Grade Information, say:**

Now, turn your booklet to page 11 The Student Profile Section is not a test, but a series of questions about your achievements and future plans. If you do NOT plan to go to college, you may skip many of the items. Read each item carefully and respond to each one by filling in the appropriate oval. This should take about 25 minutes, but will not be timed. Read the directions and begin. . . .

► **When all examinees have completed the Student Profile Section, say:**

Now, turn your booklet to page 14 and your answer document to page 3. The A-C-T Interest Inventory is not a test, but a series of questions about your occupational interests and plans. Indicate how much you would like doing each of the activities listed by marking the appropriate response. Try to mark a response for each activity, even if you are uncertain about how you feel about it. This section should take about 10 minutes, but will not be timed. Read the directions and begin. . . .

### Conclude the Pretest 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 acceptable photo identification, soft lead No. 2 pencils with good erasers (no mechanical pencils or ink pens), a permitted calculator (if desired), and any approved testing aids on test day.
4. DO NOT bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.

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.

If you are a...	Then...
room supervisor	return the answer documents to the test coordinator
test coordinator	store all partially completed answer documents in secure storage until test day

# Preparing for Test Day

## Time Allowed for Each Test

The time allowed for each test under non-college reportable accommodations is determined by appropriate staff members at the school (e.g., the IEP team). Use the timing guidelines in Table 3 to help determine the time allowed. The table shows you the time allowed for each test depending on the timing guidelines **you assign** to an examinee or group of examinees. Testing may occur in one session or over multiple days, at your discretion, for examinees testing with non-college reportable accommodations, as long as each test is completed in one session. Self-paced testing **must** be completed in a single session on one day, but examinees are allowed breaks between tests at your discretion.

**If you are in an ACT (no writing) state or district, IGNORE the writing test section. In the verbal instructions, you will receive clear instructions on how to continue or conclude your administration.**

**Table 3.** Timing Guidelines

	Time per test (in minutes)				
	Test 1	Test 2	Test 3	Test 4	Writing test
Double time	90	120	70	70	80
Triple time	135	180	105	105	120
Standard time	45	60	35	35	40
Time-and-a-half	70	90	55	55	60
	Time for all tests (in hours and minutes)				
	The ACT (no writing)		The ACT with writing		
Time-and-a-half (single session, self-paced)	5 hours		6 hours		

*Note: Examinees using a reader or DVDs may have additional time as required by the format.*

## 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.

## Testing Over Multiple Days or During Separate Sessions

If you are testing over multiple days, each test must be completed in a single session, and the examinee may not return to a test after being dismissed from that test session. **The days do not have to be consecutive, but all tests must be completed in sequence within the designated two-week window or the answer documents will not be scored.**

## Prepare the Test Administration Forms

Do the following to prepare a test administration forms folder:

- Test Room Report—complete the test site and room information
- Roster—list all the examinees assigned to that room

## Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing 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 ACT mathematics test only.
- The calculator must be turned off and put away during all other tests.
- 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:
  - ~ Ensure any calculator brought on test day is permitted.
  - ~ Check [www.actstudent.org](http://www.actstudent.org) or call 800.498.6481 for a recorded message about the current ACT calculator policy.
  - ~ If a calculator has characters one-inch-high or larger, or a raised display, seat the examinee where no others can see the display.
  - ~ Hand-held calculators may not be connected in any way to a computer or device being used for testing.

Talking calculators must be approved in advance by ACT. Examinees with talking calculators must test individually in a separate room.

## Breaks

Whether or not to allow a break after each test or during a test for examinees testing with non-college reportable accommodations is at your discretion. The room supervisor must collect the test materials from examinees who leave the room during a timed test.

## Guessing

Inform examinees that you may answer questions about the mechanics of the test, but must not answer questions about guessing or content. Instead, refer them to directions in their test booklets.

## Prohibited Items in the Test Room

Examinees may not use cell phones, media players, or any other electronic devices at any time, including during the break, and the examinee must not be able to access them during testing. Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them.

Calculators may be used during the mathematics test but they must be turned off and put away when the examinee is not working on that test.

In addition, examinees are not permitted to use or access the following items at any time while in the test room:

- textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- highlight pens, colored pens or pencils, correction fluid/tape
- reading material
- tobacco in any form
- food or beverages, including water

*Note: Staff and examinees may bring snacks and beverages into the test room but must consume them only outside the test room during break.*

Staff may not eat, drink, use tobacco, or use cell phones (must be turned off or “silent”), recording or media devices in the test room.

Examinees may have a personal timepiece such as a watch, timer, or stopwatch, provided it is NOT:

- on the desk
- a distraction to others
- a prohibited device

## Admitting Examinees to the Test Room

From the time examinees are admitted to the test room until their dismissal, they may not access cell phones or other electronic devices suspected to have recording, internet, or communication capabilities.

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.

We ask you to:

- be extra vigilant in your monitoring of 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

If you test more than one examinee in the same room, they must all test under the same timing conditions. 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.

# Verbal Instructions

**The verbal instructions vary at certain points, depending on whether you are administering the ACT (no writing) or the ACT with writing. If you are administering the ACT, you will be directed to SKIP ahead or read specific instructions that apply to the ACT (no writing) only. These directions will be in black text.**

**If you are administering the ACT with writing, you will be directed to read specific sets of instructions that apply only to the ACT with writing. They will be noted in color text.**

Before test day, determine the timing guidelines you will authorize for each examinee (e.g., double time). Then, use Table 3 to determine the maximum time allowed for each test. There are two sets of verbal instructions in this booklet:

- time-and-a-half, self-paced 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.

On test day, make sure to hand each examinee his or her own answer document. You must resolve any discrepancies in answer document identification before proceeding.

You must walk around the room throughout the administration to ensure examinees are working on the correct test and discourage prohibited behavior. If you observe prohibited behavior that requires you to dismiss an examinee and void the answer document, **you must inform the examinee the answer document will not be scored and the reasons for your action.**

After all examinees have been identified, admitted, and seated, distribute the partially completed answer documents individually, making sure each examinee receives his or her own document.

► **Then, say:**

We are ready to begin testing. As I hand you an answer document, check to make sure you receive your own. If you do not, raise your hand. . . .

Hand each examinee his or her answer document individually. You must resolve any discrepancies in answer document identification before proceeding.

- ▶ **If you are administering the ACT (no writing), read the LEFT column.**
- ▶ **If you are administering the ACT with writing, read the RIGHT column.**

No Writing	Writing
<p>Today, you will be taking the A-C-T, which is composed of four multiple-choice tests in English, mathematics, reading, and science.</p>	<p>Today, you will be taking the A-C-T, which is composed of four multiple-choice tests in English, mathematics, reading, and science, followed by a writing test, for which you will complete an essay written in English.</p>

- ▶ **Get the attention of examinees and make the following announcement:**

No one may handle or access a cell phone or electronic device during testing or during break time. This includes smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities. All electronic devices must be powered off and stored out of sight until you are dismissed.

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 check-in begins, please do so at this time.

If you do not have the time or option to store the device outside of the test room, 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 access your device, or if a device activates at any time during testing or break, you will be dismissed and your test will not be scored.

Remember, the device **MUST** be powered off. Turning the phone to silent or airplane mode is not acceptable. Any noise or vibration that comes from a device is grounds for dismissal. If you are seen handling the device after it has been powered off, you will be dismissed.

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

Devices such as cell phones and smart watches are prohibited. You may not handle or access these devices, even if they are powered off, until you are dismissed from all testing for the day.

Please ensure that all electronic devices are powered off and stored away. . . .

- ▶ **From this point forward, if you see an examinee with a phone or electronic device, or if a device activates or makes any noise, the examinee MUST be dismissed. Look around the room again to check for any devices, then say:**

Please clear your desk of everything except soft lead No. 2 pencils, and erasers. Place all personal items under your seat. You will not be able to access them during testing or any breaks. A-C-T and this test site are not responsible for the loss of any personal items. If you brought a calculator, put it under your seat now; you may use it only during the mathematics test. Please keep the aisles clear. . . .

- ▶ **Wait for examinees to clear their desks, then say:**

A complete list of the prohibited behaviors was provided in *Taking the ACT—State and District Testing*. Please be reminded of the following:

- You may not access an electronic device at any time during testing or during break. All devices must be powered off and placed out of sight from the time you are admitted to the test room until you are dismissed.
- You may not fill in or alter a response, or continue writing, after time has been called on that test section. This includes fixing stray marks. You may not look at any section of the test booklet outside of the designated time for that test section.
- You may not give or receive assistance by any means. This includes looking at another person’s test booklet or answer document.
- You are not allowed to use highlight pens, colored pens or pencils, notes, dictionaries, scratch paper, or other aids.
- You may not allow an alarm to sound in the test room or create any other disturbance. If you are wearing a watch with an alarm or have any other alarm device, you must be sure it is turned off.
- 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 the test questions or responses at any time, including during the break.
- Finally, 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 answer document will not be scored. Do you have any questions about prohibited behavior?

- ▶ **Distribute the *Examinee Agreement to Test with Non-College Reportable Accommodations* individually to each examinee. Then, say:**

Look at the *Examinee Agreement to Test with Non-College Reportable Accommodations* in front of you. Read silently along with me: You are testing with accommodations allowed by your school and the state but not approved by ACT. This is known as testing with “non-college reportable accommodations,” and 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 ACT’s database. If you sign below and choose to test, you are agreeing to these terms. If you have questions or concerns, please speak with testing staff before testing begins.

Raise your hand if you do not agree to take this test with non-college reportable accommodations . . . .

Any examinees who raise their hands to indicate they do not agree to the stated terms for testing with non-college reportable accommodations **must be dismissed**. The test coordinator will need to determine whether to schedule such examinees on the makeup test date **without** accommodations.

*Note: If your state requires you to document examinees who did not test by completing Block V, refer to your Administration Supplement or training materials for instructions. Return these answer documents with the others to be scored in your **BROWN** envelope.*

- ▶ **When ready to continue, say:**

Read the Agreement, then complete the information requested in the spaces below. When you finish, put your pencil down and look up at me. . . .

- ▶ **When examinees are ready, individually collect each agreement and set them aside for return to the test coordinator.**

- ▶ **When ready to continue, say:**

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

Your answer document will be scored by machine. Make all marks heavy and black. Fill in each oval completely without extending your marks outside the lines. Stray marks, smudges, or errors not carefully and cleanly erased can affect the scoring of your answer document. Use only a soft lead No.2 pencil. Do not use a mechanical pencil, ink pen, or correction fluid. If you do, A-C-T will not be able to score your answer document accurately.

Look at page 1 of the answer document. The answer document I give you should have your name and information completed during the pretest session. If the answer document you receive is not yours, raise your hand. . . .

► **Make sure each examinee has his or her own answer document, then say:**

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. Test booklets are the property of A-C-T and must be returned before you are dismissed. You are strictly prohibited from disclosing test questions or response choices to anyone. When you receive your test booklet, read the directions. After you have read them, look up. . . .

Hand **one** multiple-choice test booklet individually, to each examinee, in sequential, serial number order, and only to examinees who are in the room.

If you are administering the ACT with writing, do NOT distribute the writing test booklets at this time.

► **Continue by saying:**

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

► **Give everyone time to read and sign the Certification.**

► **When all examinees are ready to begin testing, say:**

In the top-left corner of your regular-type test booklet, find the 6-digit number. Copy it into the “Booklet Number” boxes on your answer document and fill in the corresponding oval in the column below each box. . . .

Now, find the 3-character test form on the front cover of your test booklet, copy it into the “Form” boxes on your answer document, and fill in the matching oval. If you do not fill in the correct oval, your answer document cannot be scored accurately.

If an examinee is using a test form that does NOT have a six-digit serial number (large-type, DVDs, or videos), ALWAYS have the examinee copy the serial number from the regular type booklet. For large type test booklets, instruct examinees to add two zeros to the front of the four-digit number when gridding the booklet number.

You must walk around the room and ensure that each examinee has signed the test booklet, entered the correct test booklet number and test form, and filled in those ovals on the answer document.

Examinees testing with a large-type test booklet are not required to copy the Certification.

► **When all examinees have recorded this information, say:**

Please listen carefully to the following instructions. The use of scratch paper is not permitted. If you need to do any figuring or scratch work, write in your test booklet. (If examinees are using a test form they are not permitted to write on, you may provide scratch paper.)

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 walk around the room during testing to be sure you are working on the right test. If you have a question or need another pencil, raise your hand. Do not look around.

I will keep the official time for this examination. I will give an announcement of time remaining on each test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions? . . .

► **All administrations skip to the verbal instructions for the type of administration in your room:**

 **"Time-and-a-Half, Self-Paced, Single Session" (page 18)**

**or**

 **"Time-and-a-Half over Multiple Days" (page 24)**

# Time-and-a-Half, Self-Paced, Single Session

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions” on page 12).

**ACT (no writing): 5 hours TOTAL for ALL FOUR tests**

**ACT with writing: 6 hours TOTAL for ALL FIVE tests**

The following verbal instructions are for examinees who will take all tests in one session on the same day and pace themselves through each test. The instructions are written for time-and-a-half testing; if you allow more or less time, adjust the instructions accordingly.

If you are testing examinees over multiple days, read “Time-and-a-Half over Multiple Days” on page 24 instead.

All examinees begin **Test 1** at the same time, then work at their own pace. When work is completed on a test, the examinee must notify the room supervisor he or she is ready to take a break or begin the next test. **Once the examinee has notified the room supervisor that he or she has completed a test, the examinee is not permitted to return to that test.** Examinees may be individually dismissed as soon as they have completed all their tests.

You must record on the Administration Report the **total minutes** actually used by each examinee on **all tests**.

► **Begin by saying:**

The following behaviors are also prohibited:

- looking back at a test once you have notified me you completed that test
- looking ahead in the test booklet without notifying me you are ready to begin the next test

► **Then, say:**

For **Test 2**, the mathematics test, the right-hand side of each page of the test booklet is blank for any figuring you may need to do. All problems on the mathematics test can be solved without a calculator. However, you **are** allowed to use a calculator on that test.

You are responsible for knowing if your calculator is permitted. I will check your calculator when I authorize you to begin Test 2 and periodically during Test 2. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand, and I will check it.

You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Put your calculator away now. You may use it only when I authorize you to begin Test 2, and you must put it away after you complete Test 2. . . .

- ▶ **ACT (no writing): Read the LEFT column.**
- ▶ **ACT with writing: Read the RIGHT column.**

NO Writing	Writing
<p><b>You will have a total of 5 hours, including breaks between tests, to complete all four tests at your own pace.</b></p>	<p><b>You will have a total of 6 hours, including breaks between tests, to complete all five tests at your own pace.</b> For the writing test, your essay must be written in English with a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.</p>

- ▶ **ALL administrations continue by saying:**

I will announce every hour the time remaining. I will also announce when you have 5 minutes remaining before the end of testing. If you complete all your tests before time is called, I will collect your materials individually and dismiss you.

Do not begin work until I tell you to do so. You must take the tests in the order in which they appear in the test booklet. You may work on only one test at a time and must completely finish one test before you begin work on the next one. You must notify me when you complete each test. I will then authorize you to take a break or begin the next test. You may not look back at or work on a test after you notify me you have completed it.

You may take a break only between tests. Any time spent taking breaks is part of your total testing time and cannot be made up. I will not stop timing while you are on break. When you leave to take a break, your test booklet must be closed with your answer document inside it. During breaks, please be quiet in the halls. You may not eat or drink anything in the test room.

- ▶ **Announce where drinking fountains and restrooms are, then say:**

When you complete Test 4, read the Statement at the bottom of page 4 of your answer document, and then copy **only the Certification**—not the Statement—on the lines provided. Sign your name and enter today’s date (give the date). When you finish, put your pencil down, close your answer document, and look up. . . .

- ▶ **ACT (no writing): Read the LEFT column.**
- ▶ **ACT with writing Read the RIGHT column.**

NO Writing	Writing
<p>After you sign your answer document, close it and your test booklet, then notify me so I can collect and check your test materials individually. You may not leave until I dismiss you. Remember, you must notify me when you complete each test. You have <b>up to 5 hours</b> to complete all four tests at your own pace.</p>	<p>After you sign your answer document, close it and your test booklet, then notify me so I can collect and check your multiple-choice test booklet. You will receive additional instructions, materials, and authorization to take a break or begin the writing test at that time. Remember, you must notify me when you complete each test. You have <b>up to 6 hours</b> to complete all five tests at your own pace.</p>

**ALL administrations continue below.**

START

- ▶ **Note the exact START time at left, then say:**

You may now break the seal, open your test booklet to **Test 1**, read the directions carefully, and begin work.

Enter the actual time you announce Start above, then calculate the projected time remaining and Stop times on the following pages. If you make a time remaining announcement or call Stop at a time other than the projected time, change what you entered to reflect the *actual* time you made your announcement.

**Since this administration is self-paced, it is critical that you make your time remaining announcements accurately as examinees rely on them to pace themselves throughout the tests.**

If you are testing more than one examinee, you must enter each examinee’s test booklet serial number on the Seating Diagram. Complete every item on the form.

Walk around the room throughout the administration to ensure examinees are working on the correct test and discourage prohibited behavior.

*Note: If you observe prohibited behavior that requires you to dismiss an examinee and void the answer document(s), **you must inform the examinee the answer document(s) will not be scored and the reasons for your action.** Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.*

## All Administrations

In the verbal instructions that follow, each shaded box has two or three different announcements: the **FIRST** one applies to ACT (no writing) administrations, the **SECOND** one applies to ACT with writing administrations, and the **THIRD** one applies to ALL administrations. Make sure to read the correct time remaining announcement.

Exactly  
1 hour  
after START

- ▶ **When your watch or timer indicates exactly 1 hour has passed and you have checked the time, say:**

**ACT (no writing):** You have 4 hours remaining.

**ACT with writing:** You have 5 hours remaining.

**All:** You should plan to begin Test 2 within the next hour.

Exactly  
2 hours  
after START

- ▶ **When exactly 2 hours have passed and you have checked the time, say:**

**ACT (no writing):** You have 3 hours remaining.

**ACT with writing:** You have 4 hours remaining.

Exactly  
3 hours  
after START

- ▶ **When exactly 3 hours have passed and you have checked the time, say:**

**ACT (no writing):** You have 2 hours remaining.

**ACT with writing:** You have 3 hours remaining.

**All:** If you have not started Test 3, you should plan to move on to that test soon.

Exactly  
4 hours  
after START

- ▶ **When exactly 4 hours have passed and you have checked the time, say:**

**ACT (no writing):** You have 1 hour remaining.

**ACT with writing:** You have 2 hours remaining.

**All:** If you have not started Test 4, you should plan to move on to that test soon.

Exactly  
4 hours and  
55 minutes  
after START

- ▶ **When exactly 4 hours and 55 minutes have passed and you have checked the time, say:**

**ACT (no writing):** You have 5 minutes remaining.

Exactly  
5 hours  
after START

- ▶ **When exactly 5 hours have passed and you have checked the STOP time, say:**

**ACT (no writing):** STOP, put your pencil down, close your test booklet, and look up at me. . . .

**ACT with writing:** You have 60 minutes remaining. If you have not started the writing test, you should plan to move to that test soon.

**ACT (no writing):** Complete your administration beginning with the **NEXT** shaded box.



**ACT with writing:** SKIP to “Writing Test Instructions” on page 22.

Read the Statement at the bottom of page 4 of your answer document, and then copy **only the Certification**—not the Statement—on the lines provided. Sign your name and enter today's date (give the date). When you finish, put your pencil down, close your answer document, and look up. . . .

I will now collect and check your answer document and test booklet individually; do not pass them in. You must remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

Collect each answer document individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer documents and test booklets are signed. Do not dismiss examinees until you have verified that you have an answer document for each examinee and that the number of test booklets collected equals the number you distributed.

► **After the counts have been verified, say:**

You will receive notification of your results from your high school.  
**Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media.** Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the test coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

Score notification letters will be sent to your school's principal next fall to be shared with examinees testing with non-college reportable accommodations. Examinees will not receive score reports, nor will any other institution.

## Writing Test Instructions

If examinees are ready to begin the writing test at different times, you may instruct each examinee individually as long as you do not distract other examinees and have a proctor available to monitor them.

When each examinee notifies you he or she completes Test 4, collect and check the multiple-choice test booklet. Authorize the examinee to take a break or begin the writing test by handing the examinee his or her **assigned** writing test booklet. If the examinee takes a break, do not give the examinee his or her booklet until after the examinee returns.

► **Then, say:**

On the front cover of your writing test booklet, sign and print your name and enter your date of birth in the spaces provided. . . .

Now, turn your answer document to page 5 and print your name in the spaces provided. . . . Then, turn it to page 6. In the top-left corner of your test booklet, find the 6-digit number. Copy it into the "Writing Test Booklet Number" boxes on your answer document. . . .

Now, find the 3-character test form under the date of birth boxes, copy it into the "Writing Test Form" boxes on your answer document, and fill in the matching oval. If you do not fill in the correct oval, your answer document cannot be scored accurately.

Read the directions on the front cover of your test booklet, break the seal, open the booklet, read the assignment, and begin work.

- **When exactly 5 hours and 55 minutes have passed and you have checked the time, say:**

Exactly  
5 hours and  
55 minutes  
after START

You have 5 minutes remaining.

- **When exactly 5 more minutes have passed (exactly 6 hours after START) and you have checked the Stop time, say:**

Exactly  
6 hours  
after START

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

Stop. Read the Statement at the bottom of page 4 of your answer document, and then copy **only the Certification**—not the Statement—on the lines provided. Sign your name and enter today's date (give the date). When you finish, put your pencil down, close your answer document and look up. . . .

I will now collect and check your answer document and test booklet individually; do not pass them in. You must remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

Collect each answer document individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer documents and test booklets are signed and that you have an answer document for each examinee. Do not dismiss examinees until you verify that the number of test booklets collected equals the number you distributed.

- **After the counts have been verified, say:**

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

**Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media.** Thank you for your cooperation. You are dismissed.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the test coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

Score notification letters will be sent to your school's principal next fall to be shared with examinees testing with non-college reportable accommodations. Examinees will not receive score reports, nor will any other institution.

# Time-and-a-Half over Multiple Days

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions” on page 12).

The following verbal instructions are for examinees who will test over multiple days, regardless of the timing guidelines you assign. Examinees must complete each test in one session. You do not need to test over consecutive days, but you must complete all tests within the designated two-week testing window.

If you are administering self-paced testing in a single session on one day, read “Time-and-a-Half, Self-Paced, Single Session” on page 18 instead.

## Reader

The room supervisor normally serves as the reader and must read the tests verbatim from a script prepared by ACT.

The writing test is not in the reader’s script. Read the directions and writing prompt verbatim to the examinee from the writing test booklet.

## DVDs

The DVDs (audio or video) do not include recorded verbal instructions. You must read the verbal instructions to all examinees verbatim from this booklet.

Examinees testing with DVDs may test as a group provided they all use their own headphones, can control the progress of their own players, and begin each test at the same time.

Make sure that you individually hand each examinee one disc at a time and do not distribute discs until just before you begin timing that test.

For DVDs, make sure that you have set up the test room (typically a computer lab) and all playback devices (e.g., computers) before test day. **You must read the ACT DVD Usage Guidelines included with each set of DVDs before the first test day.**

Use your judgment as to which instructions are needed by an examinee(s) who cannot mark the answer document or sign his or her name.

If videos for ELL/LEP examinees are offered in your state, there are no guidelines. Examinees will not see the narrator or translator on-screen, but they will see the test booklet, intertitles that introduce each question, and arrows that point to a passage, question, or set of response choices.

### ► Say:

I will announce when \_\_\_\_ minutes remain on each test to serve as a warning before time is called.

When I call time and tell you to stop, put your pencil down **immediately** and look up at me. If you finish before I call time, recheck your work on that test, place your answer document inside your test booklet, and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be no talking. Listen carefully to these instructions.

**Test 1** is English. Do not go on to the next test until I tell you to do so. **You have up to \_\_\_\_ minutes to complete Test 1.** You may now break the seal, open your booklet, turn to **Test 1**, read the directions carefully, and begin work.

Fill in the number of minutes allowed for each test based on direction from the IEP or ELL team at your school.



You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

If you finish before time is called, recheck your work on Test 2, turn off your calculator, place your answer document inside your test booklet, and close the cover. Do not turn the page to the next test and do not fill in or alter ovals for Test 1. **You have up to \_\_\_ minutes to complete Test 2.** Turn to **Test 2**, read the directions carefully, and begin work.



Note the start time and calculate the time remaining and stop times. On the Administration Report, record the minutes actually used by the examinee.

Testing personnel must check all calculators as soon as the timing of Test 2 begins. If an examinee uses a prohibited calculator, dismiss the examinee and void the answer document. **You must inform the examinee the answer document will not be scored and the reason for your action.** Document this dismissal on the Irregularity Report. The examinee will not be allowed to take any other tests.

► **If any examinees are still working, say:**

Attention. You have up to another \_\_\_ minutes to work.

► **When all examinees have completed Test 2, say:**

Stop, put your pencil down. Close your test booklet with your answer document inside and leave it on your desk. . . .

If examinees are scheduled to take the next test on a later day, you must collect each answer document and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_.  
(date) (time)

Direct examinees to the next activity as determined by your school administration.

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When examinees report for the next day of testing, make sure examinees receive the materials they used in the previous session. Individually hand examinees the answer documents and test booklets.

► **Say:**

Please ensure that all electronic devices are powered off and stored away. . . . You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer document will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to “Verbal Instructions” on page 12.)

**Test 3** is reading. Do not go on to the next test and do not fill in or alter ovals for previous tests. **You have up to \_\_\_\_ minutes to complete Test 3.** Turn to **Test 3**, read the directions carefully, and begin work.

# 3 3

Note the start time and calculate the time remaining and stop times. On the Administration Report, record the minutes actually used by the examinee.

► **If any examinees are still working, say:**

Attention. You have up to another \_\_\_\_ minutes to work.

► **When all examinees have completed Test 3, say:**

Stop, put your pencil down. Close your test booklet with your answer document inside and leave it on your desk. . . .

If examinees are scheduled to take the next test on a later day, you must collect each answer document and test booklet individually before dismissing examinees. Remind examinees when the next session will occur.

Testing will resume on \_\_\_\_\_ promptly at \_\_\_\_\_.  
(date) (time)

Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, make sure examinees receive the materials they used in the previous session. Individually hand examinees the answer documents and test booklets.

Please ensure that all electronic devices are powered off and stored away. . . . We are ready to begin testing. You may not work ahead or behind on different tests within the examination, or fill in or alter ovals after time has been called. If you do, you will be dismissed and your answer document will not be scored. Please remember that the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1. Do you want me to read them to you again? (If yes, turn to “Verbal Instructions” on page 12.)

**Test 4** is science. Do not fill in or alter ovals for any other test. **You have up to \_\_\_\_ minutes to complete Test 4.** Turn to **Test 4**, read the directions carefully, and begin work.



Note the start time and calculate the time remaining and stop times. On the Administration Report, record the minutes actually used by the examinee.

► **If any examinees are still working, say:**

Attention. You have up to another \_\_\_\_ minutes to work.

► **When all examinees have completed Test 4, say:**

Stop, read the Statement at the bottom of page 4 of your answer document, and then copy only the Certification—not the Statement—on the lines provided. Sign your name and enter today's date (give the date). When you finish, put your pencil down, close your answer document, and look up. . . .

**The ACT (no writing): Complete your administration with the instructions below.**



**The ACT with writing: SKIP to “ACT with Writing” on page 29 and continue your administration.**

I will now collect and check the answer documents and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

Collect each answer document individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer documents and test booklets are signed. Review your roster to verify all examinee names and serial numbers of the test materials they used are on it. Do not dismiss examinees until you have verified that you have an answer document for each examinee and that the number of test booklets collected equals the number you distributed.



► **Read the following instructions to an examinee using a transcriber:**

- The transcriber (scribe) will write down verbatim on the answer document only what you dictate.
- The scribe will not organize or paraphrase your thoughts into a final draft and will only make corrections dictated by you.
- You may ask the scribe to write down any notes or outlines, but you are responsible for telling the scribe what is and is not part of the final essay.
- You must provide all information, including spelling of difficult words, spelling of words that can be spelled more than one way (e.g., two, to, and too), punctuation, paragraphing, grammar, and so forth.
- You may review what the scribe has written at any time before Stop is called.

**Computers or Computer Voice-Activated Software**

- The grammar check feature must be turned off.
- The examinee’s name must appear at the top of the first page of the essay.
- Do **not** transfer the essay to the answer document.
- Return the essay exactly as printed to ACT **inside** the answer document (leave the lined pages blank).
- Do not put the writing test booklet inside the answer document.
- The essay must be printed in 12-point type on standard 8 ½ - x - 11-inch paper with the following margins:

Top of page	2 inches
Bottom of page	1 ½ inches
Left and Right Side Margins	1 inch

When examinees report for the next day of testing, make sure examinees receive their own answer documents. Individually hand examinees the answer documents.

Please ensure that all electronic devices are powered off and stored away. . . . We are ready to begin testing. The next test is a writing test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

Turn your answer document to page 5. Print your name in the spaces provided, and look up. . . .

I will now hand you a writing test booklet. Do not break the seal or open it until I tell you to do so. Test booklets are the property of A-C-T and must be returned before you are dismissed. You are strictly prohibited from disclosing essay topics or responses to anyone. If you continue to work on the essay after time is called, you will be dismissed and your answer document will not be scored. When you receive your test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up. . . .

Individually hand each examinee a writing test booklet.

► **When all examinees have read the directions, say:**

Turn your answer document to page 6. In the top-left corner of your test booklet, find the 6-digit number. Copy it into the “Writing Test Booklet Number” boxes on your answer document. . . .

Now, find the 3-character test form under the date of birth boxes, copy it into the “Writing Test Form” boxes on your answer document, and fill in the matching oval. If you do not fill in the correct oval, your answer document cannot be scored accurately.

Walk around the room to make sure examinees have entered the correct test booklet number and test form, and filled in those ovals on the answer document.

► **When everyone is finished, say:**

**You will have up to \_\_\_\_ minutes to work on the writing test.** I will announce when you have \_\_\_\_ minutes remaining on this test and again when you have \_\_\_\_ minutes remaining to serve as warnings before time is called. If you finish before I call time, recheck your work on the writing test, close both your test booklet and answer document and place them on your desk with page 1 of the answer document facing up. You must sit quietly until time is called. Are there any questions? . . .

► **Answer any questions, then say:**

**You have up to \_\_\_\_ minutes to work on this test.** You may now break the seal, open your test booklet, read the assignment, and begin work.

Note the start time and calculate the time remaining and stop times. On the Administration Report, record the minutes actually used by the examinee.

► **If any examinees are still working, say:**

Attention. You have up to another \_\_\_\_ minutes to work.

► **If any examinees are still working, say:**

Attention. You have up to another \_\_\_\_ minutes to work.

► **When all examinees have completed the writing test, say:**

Stop, put your pencil down, and look up. . . .

Close both your test booklet and answer document so that page 1 of your answer document faces up and keep them separate on your desk. I will now collect and check the answer documents and test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions. Remember not to access any devices at this time.

Collect each answer document individually, turn them all one way, and count them. Then, collect each test booklet individually and count them. As you do, check to make sure the answer documents and test booklets are signed and that you have an answer document for each examinee. Review your roster to verify all examinee names and serial numbers of the test materials they used are on it. Do not dismiss examinees until you have verified that the number of test booklets collected equals the number you distributed.

► **After the counts have been verified, say:**

You will receive notification of your results from your high school.  
**Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media.** Thank you for your cooperation. You are dismissed.

If the examinee used DVDs or videos, check the playback devices to make sure they are empty before removing them from the test room or turning them off. If the examinee used a computer for the essay, you must clear the essay from the computer after printing.

Direct examinees to the next activity as determined by your school administration. You must **personally** return all test materials and completed forms to the Test Coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

Score notification letters will be sent to your school's principal next fall to be shared with examinees testing with non-college reportable accommodations. Examinees will not receive score reports, nor will any other institution.

# Irregularities

## Required Transfer of Responses to Answer Document

If any examinee marked responses in the test booklet or used a large type worksheet, the test coordinator **must** arrange to accurately transfer the responses to the answer document. ACT will **not** transfer responses. All worksheets must be identified with the examinee's name and returned to ACT. If responses have not been transferred, your principal will **not** receive results for that examinee.

## Incomplete Answer Documents

If an examinee began testing (e.g., broke the seal, opened the test form, or pressed PLAY), but did not complete all tests, and was not dismissed for prohibited behavior, the remaining tests **must** be completed during the designated two-week window. **Tests administered on any date outside this window will not be scored.**

If the examinee did **not** complete all tests during the window, return the answer document for scoring. All tests attempted will be scored.

## Return of Test Materials

To avoid scoring delays or non-scoring of your examinees' answer documents, DO NOT return ANY answer documents for examinees testing with non-college reportable accommodations in the plastic polymailers or cartons used to return answer documents and materials from standard time administrations. ALL answer documents to be scored for non-college reportable accommodations administrations must be returned in the BROWN envelope, which you will put at the top of your first carton of returned materials (see "Collecting, Packing, and Returning Materials" on page 35).

# After the Test

When all non-college reportable accommodations administrations have been completed, or immediately after the testing window ends, the test coordinator must account for all test materials by:

- personally verifying the set of materials returned by each room supervisor
- making sure all documentation is accurate and complete
- packing items into envelopes and cartons
- shipping materials back to ACT

These procedures are covered in the following sections.

## How the Site Header, Test Booklet Number, and Test Form Number Impact Scoring

In order to score the answer documents, ACT uses the site header—along with the test booklet number and test form number collected on the answer document—to confirm the correct scoring key to use. Specific site headers and test forms are assigned to initial, makeup, standard time, and accommodations testing. It is important that ACT receive accurate information to ensure answer documents are scored.

Follow the process below to ensure answer documents are scored.

**Table 4.** Confirm Site Header, Test Booklet Number, and Test Form Number

Stage	Who	Does What
1	Examinee	<ul style="list-style-type: none"><li>• enters the test booklet number in the Booklet Number block on the answer document</li><li>• enters the test form number in the Test Form block on the answer document</li></ul>
2	Room supervisor	<ul style="list-style-type: none"><li>• walks around the room to ensure examinees enter the test booklet number and each test form number while giving the verbal instructions</li></ul>
3	Test coordinator	<ul style="list-style-type: none"><li>• ensures test booklet and form numbers are entered (entering the numbers for the examinee if needed) on all answer documents to submit for scoring</li></ul>
4	Test coordinator	<ul style="list-style-type: none"><li>• locates the correct site header for the administration (initial, makeup, standard time, accommodations)</li></ul>
5	Test coordinator	<ul style="list-style-type: none"><li>• places all answer documents to be scored under the site header for the specific administration and packs these in the correct processing envelope for return to ACT</li></ul>

# Collecting, Packing, and Returning Materials

## Keep Materials Separate

Make sure to keep the return materials separate from any standard time or ACT-approved accommodations materials.

## Brown Envelope

In your test materials shipment, you received one brown envelope. The brown envelope is used to return the completed Test Administration Forms folder, the Site Header, and all answer documents to be scored.

## Test Materials Shipping Cartons

The carton(s) in which the test materials were shipped have reversible flaps that contain a prepaid return label. These cartons are used to return certain materials to ACT.

- Use only the cartons specific to the materials being returned.
- See the following instructions to ensure the correct materials are packed into these cartons.

*Note: Standard time and accommodations materials have different colored tape on the bottom of the cartons.*

## If You Did Not Test

If you did not test any examinees, you do not need to follow every step in this section. Instead, complete the following steps:

1. Mark the outside of the brown envelope “DID NOT TEST.”
2. Follow the instructions in parts C and D to prepare your other materials for return.

## Pack the Test Materials

Follow these steps to correctly pack the test materials for return to ACT.

### A. Collect Materials from the Room Supervisors

1. For each testing room, use the checklist in the following table to ensure that you have secure materials and documentation from each room supervisor.

*Note: Do not dismiss the room supervisors until all required materials have been collected.*

**Table 5. Room Supervisor Materials Checklist**

For each room's...	Make sure...
<input type="checkbox"/> Test booklets	<ul style="list-style-type: none"> <li>there are no answer documents inside the test booklets</li> <li>for ACT with writing administrations, both the multiple-choice and writing test booklet are returned for each examinee</li> <li>test booklets are arranged in sequential serial number order</li> </ul>
<input type="checkbox"/> Answer documents	<ul style="list-style-type: none"> <li>each answer document to be processed contains the required identifying information on the front and back pages</li> </ul> <p><i>Note: Do not delay the return of answer documents because an examinee has not signed his or her name.</i></p>
<input type="checkbox"/> Examinee Agreement to Test with Non-College Reportable Accommodations	<ul style="list-style-type: none"> <li>there is one agreement for each answer document</li> <li>each agreement is signed and dated</li> </ul>
<input type="checkbox"/> Irregularity Report (if applicable)	<ul style="list-style-type: none"> <li>it is signed</li> <li>the report explains the reason that each answer document was voided or replaced</li> <li>any voided or replaced answer documents are attached to the report (do not staple)</li> </ul>
<b>Administration Forms Folder</b>	
<input type="checkbox"/> Test Room Report	<ul style="list-style-type: none"> <li>it is signed and initialed by the test coordinator and room supervisor</li> <li>all test booklets are accounted for</li> <li>all items on the form are completed</li> </ul>
<input type="checkbox"/> Roster	<ul style="list-style-type: none"> <li>all examinees who were scheduled to test are listed, whether they tested or not</li> <li>any ACT Student ID Forms are attached</li> </ul>

- Dismiss the room supervisors.

## B. Pack the Brown Envelope

Take the following steps to pack forms and answer documents to be scored into the brown envelope.

- Place any large type worksheets into the envelope.
- Turn the answer documents to be scored the same way, with page 1 facing you.
- Check the "Booklet Number" and "Form" on each answer document. Enter this information using a soft lead #2 pencil, if it's blank.
- Complete information on the site header for this administration using a soft lead #2 pencil, and place it on top of the answer documents to be scored.
- Place the Site Header and answer documents in the first envelope.  
Use the following criteria to determine how many answer documents to place into the green envelope(s):
  - ACT (no writing): Insert up to 150 answer documents per envelope.
  - ACT with writing: Insert up to 100 answer documents per envelope.

*Note: If all the items cannot fit into one envelope, use additional envelopes as needed.*

- If you're using multiple envelopes, locate the envelope that contains the Site Header and mark that envelope #1, number the other envelopes.
- Complete the information on the outside of the envelope and seal it.

*Note: If you are participating in a district shipping model, do not seal this envelope. Place the Secure Test Booklet and Test Package Transfer Form inside the envelope. Set it aside.*

## C. Pack the Cartons

Take the following steps to pack your cartons.

10. Place the following items into the cartons—starting at the bottom of the last carton:
  - all multiple-choice test booklets
  - all test forms (braille, large type, reader’s scripts, DVDs)
  - all writing test booklets (if applicable)
  - packing list

*Note: If all materials cannot fit into one carton, use additional cartons as needed.*

11. Place the brown envelope on top of the items in the first carton.
12. Reverse the flaps on the cartons.
13. Number each carton 1 of X, 2 of X, etc.
14. Make sure your six-digit ACT High School Code, institution name, and return address are on the outside of the cartons.
15. Seal each carton so the shipping label is visible.

The cartons are now ready for return to ACT.

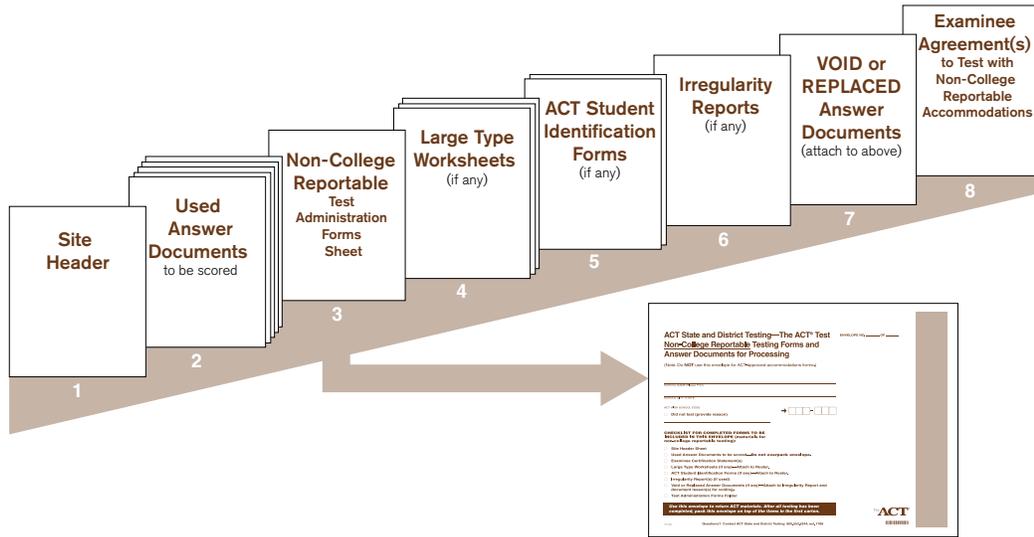
## D. Storage and Pickup

After your materials are packaged for return to ACT:

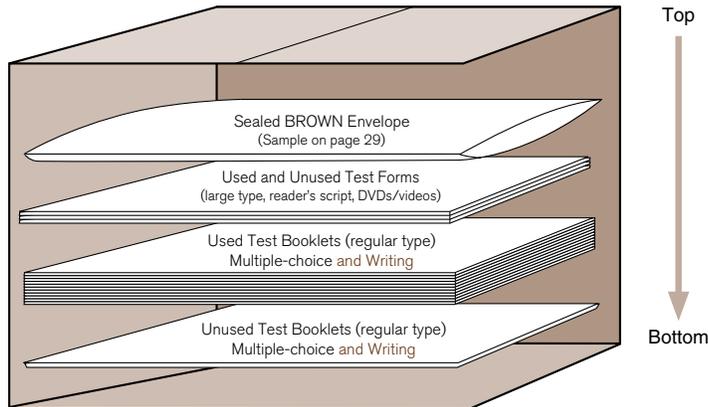
16. Return the cartons to secure storage.
17. On the date scheduled for pickup (refer to your *Schedule of Events* for the date), place the cartons in a location where the designated carrier will be able to pick them up. If your school’s normal pickup point is secure or constantly monitored, you may leave them there. If it is not, leave a note directing the driver to a staffed location where you can leave the materials. Do not leave the materials unattended.

If for any reason your materials are not picked up on the scheduled pickup date, call ACT State and District Testing so we can arrange for pickup.

### Step 1—Contents of Sealed Brown Envelope

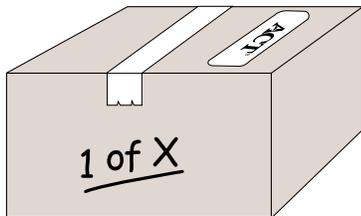


### Step 2—Contents of Non-College Reportable Accommodations Carton(s)



### Step 3

“X” equals total number of Non-College Reportable Accommodations cartons you are returning to ACT. It does not include standard time testing or ACT-approved accommodations cartons.



Remember to reverse the flaps so ACT's return address shows and to keep the carton(s) secure until pickup.

**Figure 1.** How to pack brown envelopes and cartons for returning materials to ACT









# Anonymous Security Hotline

Test center staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report or calling 800.553.6244, ext. 1788. Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.

In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so at [www.act.ethicspoint.com](http://www.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.



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