

2017

Test Date(s): _____

Test Room: _____

Room Supervisor: _____

High School Name: _____



The ACT[®] Test Administration Manual

State and District Testing



Accommodations



Paper Testing

The **ACT**[®]

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	www.act.org/ stateanddistrict/contactus
Accommodations	800.553.6244, ext. 1788	319.337.1285	ACTStateAccoms@act.org

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
Indiana	15	New Mexico	32	West Virginia	49
Iowa	16	New York	33	Wisconsin	50
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General Information

Examinees may take the ACT® test only with accommodations specifically authorized in advance by ACT. Examples of ACT-approved accommodations include:

- DVD or braille version of the tests
 - a reader (must use reader’s script prepared by ACT and test individually in a separate room)
 - additional or stop-the-clock breaks with standard time (each approved examinee must test individually in a separate room)
 - extended time to complete each test (single session or multiple days)
 - testing over multiple days (at least one test per day)
 - using a large type test booklet and/or large type worksheet
 - permission to respond orally (must test individually in a separate room)
-
- use of a transcriber or computer voice-activated software for the writing test or of a scribe to mark examinee multiple-choice responses and/or write the essay (must test individually in a separate room)
 - use of a computer or braille for the writing test (may test as a group)

Local Arrangements

You may provide test accommodations without review and approval by ACT if all of the following conditions are met:

- Accommodations must be consistent with the examinee’s accommodation plan on file at the school.
- Accommodations must not disrupt testing, or provide an advantage to the examinee over other examinees.
- Breaks are provided as approved by ACT (e.g., no additional breaks or unauthorized stop-the-clock breaks).
- Timing is provided as approved by ACT (no testing with a timing code other than what is listed on the final roster).

Test accommodations that can be made without ACT approval are:

- assigned seating (e.g., at the front of the room to hear verbal instructions, at a table instead of a desk)
- testing in a quiet environment (e.g., small group or individual room)
- wheelchair access
- examinees marking responses in the test booklet (The test coordinator **must** arrange to transfer the responses to the answer document in the examinee’s presence after testing.)
- using irlen filters/color overlays
- food, drink, or access to medication, for examinees with medical needs (These examinee should test separately to avoid disturbing other examinees.)
- a written copy of the verbal instructions or a sign language interpreter for the verbal instructions (The sign language interpreter must not be a relative. Test items may not be provided.)

If you provide local arrangements, please complete an “ACT State and District Testing Irregularity Report” (page 111).

Refer to the *ACT Administration Manual State and District Testing Standard Time* for information about providing local arrangements to examinees testing with standard time.

ACT Authorization

Based on the diagnosis and documentation provided for each examinee, ACT will authorize timing guidelines and test materials and, if requested, may authorize other accommodations. The timing guidelines for each test correspond to a particular timing code assigned to each examinee. The timing guidelines have been established based on analyses of time used by examinees with various disabilities. These timing guidelines indicate the maximum time likely to be used by examinees with physical or diagnosed learning disabilities. More than 90 percent of examinees finish well **before** the maximum time allowed.

Applying ACT Authorization for Future Test Administrations

ACT will send instructions to the test coordinator to be shared with each examinee approved by ACT for accommodations. The instructions will describe how to apply accommodations approvals to future administrations of the ACT.

Note: Accommodations are not automatically applied to future test administrations.

Timing Codes and Guidelines

Each examinee with ACT-approved accommodations has an assigned timing code that identifies the timing guidelines authorized for that examinee and determines which verbal instructions must be read to that examinee. To schedule testing for an examinee, refer to the TAA PIN Report, which lists each examinee approved for accommodations and identifies the timing code to which the examinee is assigned. To assist you in scheduling test sessions, a list of the timing codes and associated timing guidelines appears in Table 1. The tests must be given in order shown from left to right for any timing code.

For timing codes 2, 3, 5, and 7, testing may occur over multiple days; however, each test must be completed during a single session. **For timing code 8 (ACT with writing only)**, all tests must be completed in a single session. **Timing code 6** is the **ONLY** timing code that authorizes examinees to pace themselves through each test within the total time allowed—all tests must be administered in a single session. For all other timing codes, ALL examinees in the room must be working on the same test at the **same** time (for example, if administering Test 1—English, all examinees in the room must be working on Test 1—English).

Examinees with different timing codes must **NOT** test in the same room. Examinees with any of these timing codes may NOT test in a standard time room. If they do, the answer documents from that room will not be scored or scores will be canceled.

If you are in an ACT (no writing) state or district, **SKIP** the “writing test” section of **EACH** timing code and **IGNORE** timing code 8. In the verbal instructions for each timing code (except timing code 6), at the end of Test 4, you will receive clear instructions on how to conclude your administration.

If an examinee would prefer to use less time than allowed for his or her authorized timing code, call ACT for assistance.

Table 1. Timing Codes

Timing code	Definition	Time per test (in minutes)					Writing Test
		Test 1	Test 2	Test 3	Test 4		
1	Standard time for all tests, single session	45	60	35	35	40	
2	Double time over multiple days	90	120	70	70	80	
3	Triple time over multiple days	135	180	105	105	120	
5	Standard time over multiple days OR single session with authorized stop-the-clock breaks	45	60	35	35	40	
7	Time-and-a-half over multiple days	70	90	55	55	60	
8	Standard time for multiple-choice tests plus double time for writing test, single session	45	60	35	35	80	
		Time for all tests (in hours and minutes)					
		The ACT (no writing)		The ACT with writing			
6	Time-and-a-half (single session, self-paced)	5 hours		6 hours			

Testing Over Multiple Days or During Separate Sessions

If ACT authorized testing over multiple days (timing codes 2, 3, 5, and 7), 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 the correct sequence within the designated two-week window or the answer documents will not be scored.**

All tests in the ACT (no writing) or ACT with writing must be completed before any other tests that will be administered as part of a multiple-day State and District testing program (e.g., ACT WorkKeys® assessments, state-developed tests). Answer documents will not be scored if this policy is violated.

The testing time actually used on each test by each examinee and the dates of each session must be entered on the Administration Report. For **timing code 6**, the total time actually used by each examinee on **all** tests must be entered.

Testing More than One Examinee at a Time

ACT encourages group administrations for examinees approved for similar accommodations and **authorized for the same timing code**. If more than 10 examinees with the same timing code will test in one room, a proctor is **required** to assist with the administration. If you are testing any examinees using DVDs, ACT recommends a proctor assist with the administration.

An examinee approved to test with a reader must test INDIVIDUALLY in a separate room. Readers may not read the tests to a group. Examinees using DVDs may test as a group if they use their own headphones, can control the progress of their own players, and begin each test at the same time.

Any examinees approved by ACT for stop-the-clock breaks must test individually, each in a separate room. Do NOT include time spent taking breaks in the testing time used by these examinees on your Administration Report.

Timing code 6 is the ONLY timing code that authorizes examinees to pace themselves from one test to the next within the total time allowed. For all other timing codes, ALL examinees in the room must be working on the **same test** at the **same time** (e.g., when administering Test 1—English, all examinees must be working on Test 1—English).

When testing more than one examinee at a time, test form serial numbers must be carefully checked to ensure that each examinee begins and ends each test session with his or her approved materials.

Policies and Procedures

For the ACT test to successfully measure examinees' academic skills, it must be uniformly administered. As a person giving the tests, you therefore assume important professional responsibilities.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test sites. If you have any questions not addressed in this guide, be sure to call ACT for instructions. Following policies and procedures helps to create a fair testing environment.

Standardized Procedures

Throughout this manual, there are detailed directions for selecting facilities and staff, ensuring test security, and administering tests in a standardized manner. All testing personnel are required to read the materials provided by ACT, including this manual. Adherence to these standardized procedures is mandatory.

Testing Window

The ACT tests must be administered during the authorized accommodations testing window for ACT State and District testing in your state or district. The testing window is provided in your *Schedule of Events*.

Investigations

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

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

Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information or use such information for any purpose other than administering the tests. Questions concerning attendance or test-day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your school. However, all forms and information contained in the administration manual are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., Irregularity Reports) from any source other than ACT or the designated state education agency are to be referred directly to ACT or the state agency.

Equal Treatment

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

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. A copy is available online at www.apa.org/science/programs/testing/fair-code.aspx.

Authorized Observers

An observer authorized by ACT or from your state education agency or district assessment office may visit your test site any day within the scheduled testing window. Such a visit is normally not announced in advance.

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

Table 2. Identifying an Observer

Step	Action
1	Check credentials. An observer must have one of the following: <ul style="list-style-type: none"> • a state education agency ID with photo • a district assessment office ID with photo • a photo ID <i>and</i> state education agency ID (without photo) • a photo ID <i>and</i> district assessment office ID (without photo) • an authorization letter from ACT <i>and</i> employer ID with photo • an authorization letter from ACT <i>and</i> photo ID <i>and</i> employer ID (without photo) e.g., business card showing company affiliation
2	Did the observer provide necessary credentials? <ul style="list-style-type: none"> • If <i>yes</i>, allow the observer access to the testing area and test materials, and give the observer your full cooperation. • If <i>no</i>, deny the observer access to the testing area and test materials.
3	Submit an Irregularity Report that includes: <ul style="list-style-type: none"> • the observer's name • agency/company • whether or not the observer was admitted

If you have concerns, contact the test coordinator.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must **not** be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test site until after the administration. Under **no** circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT Media Relations (800.553.6244, ext. 1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is answered uniformly.

District Shipping Model

This manual is written for school staff with the understanding that test materials are shipped directly to the school and back to ACT. However, if your testing program includes district shipping, then all shipments to and from ACT will first pass through a district official. ACT will inform the school test coordinator when the school is part of a district shipping model.

Safety

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

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 Facility Requirements

Introduction

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

Principles of Accessibility

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

Selecting Test Rooms

If you will be testing more than one examinee with the **same timing code and similar accommodations in the same room**, refer to the *Test Coordinator Information* for instructions on selecting test rooms.

- ACT recommends that no more than 10 examinees with accommodations test in one room.
- If feasible, reserve the same room for each day you will be testing. It is best to schedule consecutive days for examinees approved to test over multiple days, but you may skip days as necessary.
- Refer to the authorized timing code for each examinee to ensure you allow adequate time and plan for a **different room for each timing code**.
- **Each examinee using a reader or authorized for stop-the-clock breaks must test individually in a separate room.**
- Examinees using DVDs may test as a group if they use their own headphones, can control the progress of their own players, and begin each test at the same time.

Room Setup

To ensure a fair and secure testing environment, you must:

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

Writing Surfaces

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

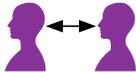
Note: To prepare for left-handed students, use standard left-handed desks or writing surfaces that are large enough for left-handed examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces. (See Figure 1 for an illustration.)

Seating Arrangements

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

- facing the same direction
- spaced as far apart as possible, and seated no closer than is specified in the following table.

Table 3. Examinee Spacing

Room Type	Minimum examinee spacing (in feet)	
	Shoulder-to-Shoulder	Head-to-Head
		
Single Level	3	3
Multiple Level	3	5

- seated in straight rows and columns, directly in line with each other
- able to see the room supervisor without difficulty
- able to see the room clock, if there is one, without looking around

Seating at Tables

See the requirements in the following graphic for the use of tables:

Table 4. Examinees per Table

Table Type	Number of examinees per table	Notes
Round (any size)	1	
Rectangular		Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.
up to 6 ft long	1	
more than 6 ft long	1+	

Note: Do not seat examinees where two tables join together.

Acceptable Seating Arrangement Examples

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

↔ indicates distance between examinees

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

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



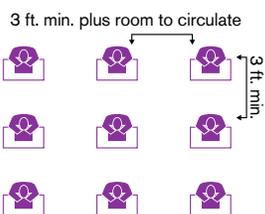
Side View



Overhead View

Examinee Spacing

Level Seating with Movable Desks



Level Seating with Stationary Desks

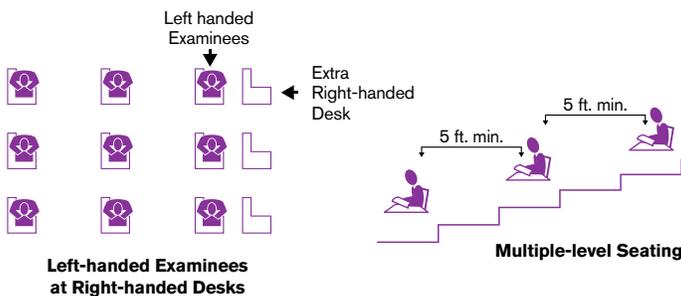
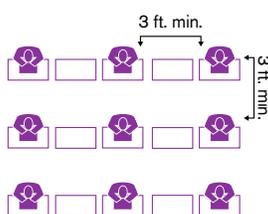
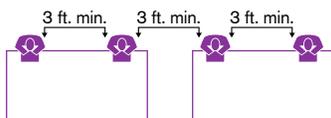
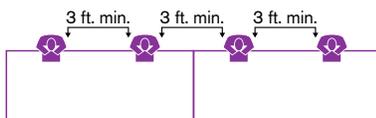


Table Spacing

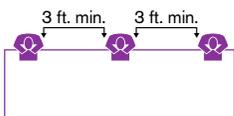
6-Foot Tables



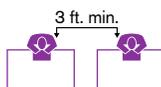
8-Foot Tables



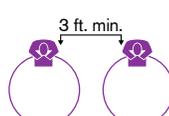
Tables more than 9 feet



Tables under 6 feet



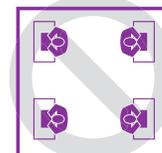
Round tables any size



Unacceptable Seating Arrangement Examples



Examinees Facing the Wall or Each Other



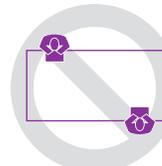
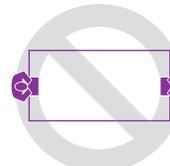
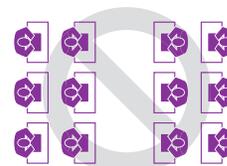
Desk Surface Too Small



Dividers, Study Carrels, and Partitions



Examinees Too Close Together/Inadequate Aisle Space



Examinees Facing Different Directions



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

Figure 1. Seating arrangement examples

Testing Staff Requirements

Selecting Testing Staff

Test coordinators are responsible for selecting their test day staff.

Who May Act as Staff

Members of the staff must be people of integrity. Room supervisors and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

Who May Not Act as Staff

The following people may not act as testing staff:

- high school students, volunteers, and lower-division undergraduates
- anyone who intends to take the same tests within the next 12 months
- anyone involved in test preparation activities for the same tests at any time during the current testing year (September 1 through August 31), due to potential conflict of interest

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

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

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

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

Athletic Coaches

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

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

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

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

Attentiveness

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

Note: Readers are permitted to have water in the test room.

Staff Training Requirements

All staff, both new and experienced, must attend a training session conducted by the test coordinator before test day.

Test Accommodations Coordinator

Test accommodations coordinators may help the test coordinator submit accommodations requests and orders and administer accommodated testing.

Room Supervisor

Each room is required to have a room supervisor who must serve in one room for the entire session. A room supervisor may assume responsibility for only one test room. The test coordinator normally serves as the room supervisor if only one room is used.

Room supervisors are responsible for the tasks listed below.

Table 5. Specific Room Supervisor Responsibilities

Topic	Responsibilities
Preparing for Test Day	<ul style="list-style-type: none"> • Assisting the test coordinator in his or her responsibilities as needed • Attending the training and briefing sessions conducted by the test coordinator
Check-In Activities	<ul style="list-style-type: none"> • Identifying and admitting examinees to rooms • Directing examinees to seats once they are admitted • Ensuring all examinees admitted to a room are assigned to the same test timing or timing code (and if testing over multiple days, are ready to begin the same test) • Ensuring that any examinees using readers, stop-the-clock breaks, transcribers, or responding orally are testing individually in separate rooms
Administering the Test	<ul style="list-style-type: none"> • Taking responsibility for a test room and providing an environment conducive to testing • Distributing test materials, keeping test booklets in sequential serial number order • Reading verbal instructions verbatim to examinees • Monitoring testing progress • Counting test booklets upon receipt from the test coordinator • Properly timing tests and recording the start, five-minutes-remaining, and stop times on the administration forms

Continued on next page

Table 5. Specific Room Supervisor Responsibilities (continued)

Topic	Responsibilities
Maintaining Security	<ul style="list-style-type: none"> Monitoring for prohibited behavior Recording detailed documentation of any irregularities and, as required, voiding examinees' tests Collecting and accounting for all test materials (test booklets, answer documents, etc.) before dismissing examinees
Ensuring Complete Documentation	<ul style="list-style-type: none"> Completing all information on the appropriate administration forms Documenting irregularities Returning all test materials and forms to the test coordinator after testing

Proctors

A proctor may be used to assist a room supervisor and may help with the tasks listed below.

Table 6. Specific Proctor Responsibilities

Topic	Responsibilities
Preparing for Test Day	<ul style="list-style-type: none"> Assisting the test coordinator in his or her responsibilities as needed
Check-In Activities	<ul style="list-style-type: none"> Helping room supervisors identify and admit examinees Directing each examinee to his or her seat
Administering the Test	<ul style="list-style-type: none"> Distributing test materials, keeping test booklets in sequential serial number order Monitoring testing progress Verifying the timing of the tests using a different timepiece than the room supervisor
Maintaining Security	<ul style="list-style-type: none"> Monitoring for prohibited behavior Reporting any irregularities to the room supervisor immediately Accompanying examinees to the restroom if more than one leaves during the timed portion of the test Collecting and accounting for all test materials before dismissing examinees

Roving Proctor

Schools that use multiple rooms, floors, or buildings are encouraged to appoint one or more roving proctors to assist the test coordinator. Roving proctors may help with the tasks listed below:

- assisting with check-in and/or directing examinees to test rooms and seats
- helping the test coordinator prepare the test materials for test rooms
- monitoring hallways or escorting examinees
- giving room supervisors a break during testing
- keeping the hallways quiet if other rooms are still testing
- counting and preparing test materials for return to ACT

Rotating Proctors

Proctors are normally expected to serve for the entire test session in the room to which they are assigned. However, if schedules require, proctors may be “rotated” or replaced during the break after Test 2, provided a staff member remains in the room.

Sign Language Interpreter for Spoken Instructions

Examinees with hearing impairments requiring extended time or testing over multiple days may request to test with the assistance of an interpreter. The interpreter cannot be the examinee's relative or guardian, and must complete the Sign Language Interpreter Certification provided by ACT. The arrangements must be authorized by ACT.

The test coordinator is responsible for obtaining the services of a qualified interpreter (see Reader or Interpreter Qualifications below). The interpreter will sign all instructions spoken by the supervisor, interpret any questions from the examinee, and interpret the supervisor's responses. Actual test items may not be interpreted without express written authorization from ACT. The interpreter is expected to stay in the room throughout the administration.

Sign Language Interpreter for Test Items

If authorized, the interpreter is required to use Exact English Signing (EES) or Cued Speech, and may sign for only one examinee in a separate room. Cued speech, under this definition, means providing visual phonemic access to the sounds of the words using the official set of phoneme signs. This functions like an exact read-aloud because it does not add meaning cues to the communication.

The interpreter must sign from the reader's script provided by ACT without change or comment and follow the same procedures as a reader (see below). Interpreters are required to sign a statement (see "ACT Sign Language Interpreter's Agreement" on page 115) affirming that they have read, understand, and will abide by the procedures in this manual. Interpreters must meet all qualifications listed below.

Reader

Each examinee authorized for a reader must test individually in a separate room. The room supervisor normally serves as the reader. The reader must read from the script provided by ACT without change or comment. Passages may be repeated, but only as requested by the examinee. Each time a passage is read, the reader must read the test directions, test passages, and test questions exactly as they are presented, with no explanation and no additional information provided to the examinee through the reading. All ACT test questions rely on the examinee being able to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation would affect what the tests are designed to measure.

The raised line drawings supplied with the reader's script for visually impaired or blind examinees are for use only by the examinee. The reader is not permitted to describe the drawings, attempt to interpret the drawings, provide information not in the drawings, or present the drawings in any other format.

If ACT determines that any explanation or additional information has been provided to the examinee, that any test materials were not read verbatim, or were read to a group of examinees, or that the reader did not meet ACT qualifications for readers (see below), the examinee's scores will be canceled. Readers are required to sign an agreement ("ACT Reader's Agreement" on page 113) affirming that they have read, understand, and will abide by the procedures described in this manual.

Reader or Interpreter Qualifications

The reader or interpreter must meet all of the following criteria:

1. Be proficient in English and, if applicable, Exact English Signing.
2. Be experienced in administering standardized or other "high stakes" tests.
3. Be employed by the school district where the examinee attends school.
4. Agree to administer the tests in compliance with the policies and procedures in this manual.
5. Read and sign the appropriate agreement in the back of this manual.

To protect both the examinee and the reader or interpreter from questions of possible conflict of interest, the following conditions must also be met. The reader or interpreter must:

6. Not be a relative or guardian of the examinee.
7. Not be a private consultant or individual tutor whose fees are paid by the examinee or examinee's family.
8. Not be engaged in test preparation activities for the ACT during the current academic year.

Test scores achieved under the supervision of an individual who does not satisfy ALL the requirements listed in the section above will be canceled.

Using DVDs

Examinees approved for oral presentation of the tests may choose one of the following: a reader (see above) or DVDs. The choice depends on available equipment, staffing requirements, and examinee testing preferences. With DVDs, examinees may test as a group if they have their own headphones, can control the progress of their own players, and are all working on the same test at the same time (e.g., when administering Test 1—English, all examinees in the room must be working on Test 1—English).

All examinees approved for oral presentation are assigned Timing Code 3—Triple Time. Examinees should have ample time to replay any portion of any test as needed within the timing guideline for each test. Each examinee will also receive a regular or large type test booklet with which to follow along.

If any examinee is also taking the writing test, the directions and prompt must be read verbatim to the examinee from the test booklet, which is then returned to the examinee for his or her use.

If using computers, the drive must have “DVD” in the title. Each test is self-contained on one disc. You will receive ACT DVD Usage Guidelines with each set of discs. Read these guidelines and consult with your technical support staff before the first scheduled test date. Order a practice set using the *Alternate Format Practice Tests Order Form* at www.actstudent.org to make sure our DVDs will work on the equipment you plan to use. ACT will not reimburse you for software purchases.

Note: DVDs do not include recorded verbal instructions. The verbal instructions must be read verbatim from this manual to all examinees.

If you have a technical issue on test day with DVDs, stop testing and do not proceed until you receive instructions from ACT.

Transcriber

If approved by ACT, an examinee may use a transcriber (scribe) for the writing test or to mark multiple-choice answers, if the examinee is unable. The room supervisor normally serves as the scribe. Transcribers must meet the same standards for other testing personnel and sign an agreement (“ACT Reader’s Agreement” on page 113). The examinee dictates the essay or multiple-choice answer to the scribe, who must write verbatim what the examinee says in the lined pages or mark the multiple-choice answer of the answer document. Examinees approved to use a transcriber must test individually, each in a separate room. The scribe is not to make any corrections not dictated by the examinee. The scribe may write down notes dictated by the examinee in the blank pages of the test booklet, but the examinee is responsible for telling the scribe what is and is not part of the final essay or the final multiple-choice answer.

Test Security Requirements

Security of Test Materials

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

Test booklets 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. These scores will not be reported to examinees, educational institutions, or college/scholarship choices and will be ineligible for career readiness certificates.

Security during the Administration

Prevent and detect prohibited behavior by adhering to seating space requirements, directing examinees to specific seats, and actively monitoring examinees throughout the administration.

Keep test materials in a secure location as examinees enter and exit the test room. Account for all test booklets before testing, each time they change hands, and before dismissing examinees. Test materials must be secure at all times.

If examinees or materials are present, you must never leave a test room unattended, even if only one examinee is in the room. Ensure that each test room has sufficient staff for the number of examinees present.

In the Event of a Security Breach

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

Preparing the Answer Documents

This section provides instruction on how to prepare answer documents for the pretest session. Student codes and barcode labels are explained. A procedure on how to attach the barcode labels to answer documents is also included.

Student Code

A student code is a generic term used by ACT for the unique identifying number given to each examinee. The student code is printed on barcode labels produced from data provided by your school district or state agency. These barcode labels are applied to the answer documents before test day.

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 *Answer Document 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.

Layout

A sample barcode label is shown in the figure below.



Figure 2. Sample barcode label

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

Apply the Labels

The following instructions describe how to apply a barcode label to an answer document. Figure 3 shows a sample image of where you will place the barcode label on the answer document.

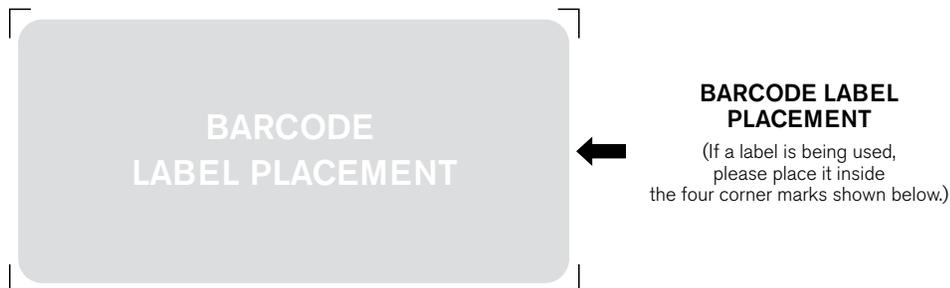


Figure 3. Barcode label placement

Table 7. How and Where to Apply a Barcode Label

If the student code on the label is...	Then...
Correct	<ul style="list-style-type: none"> 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. <p><i>Note: Do not place the label on the front page or in any other location on the answer document.</i></p>
Incorrect	<ul style="list-style-type: none"> Do not apply the label to the answer document. Securely destroy the label. Manually grid the correct student code in Block U on the back page of 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.

U

STUDENT CODE
(To be completed by school staff, **not** the student.)

If the student has a student code and there is no barcode label, enter the student's code here and fill in the ovals.

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Figure 4. Answer document Block U

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 test site.

During the pretest session, examinees are instructed to leave Block K blank. When Block K is left blank, scores are normally reported to the high school pregridded on the Site Header (see “Site Header,” page 20). Use the following criteria to determine whether you need to complete Block K for any examinees testing at your school:

Table 8. 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.	Leave Block K blank.
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"> 1. Prior to testing, testing staff determines the examinee’s home school. 2. Testing staff enters the home school in Block K.
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"> 1. Prior to test day, testing staff determines each examinee’s home school. 2. Testing staff enters the home school for each examinee in Block K.
GED student	Some GED students test at his/her local school.	Enter and fill in ovals 960-000. <i>Note: If this code is not used, the results will report to the testing school.</i>
Other	This option can apply to an examinee from a: <ul style="list-style-type: none"> • home school program • non-public school • distance education program • other accredited program 	Enter and fill in ovals 969-999. <i>Note: If this code is not used, the results will report to the testing school.</i>

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 code at www.actstudent.org/regist/lookups.

Examinee Transfers

If examinees transferred to or from your school, follow the instructions below.

Table 9. Examinee Transfers

If an examinee transfers...		Then...
into your school	prior to testing and there is no barcode label	grid the Student Code for each examinee in Block U. <i>Note: The Student Code can be found in PearsonAccess^{next}™.</i>
	at the time of testing and already started testing at the former school	Do not submit an answer document.
	at the time of testing and is too late to start testing at the new school	
out of your school	prior to testing	<ul style="list-style-type: none"> • If the barcode label has not been applied to an answer document, securely destroy the barcode label. • If the answer document has a barcode label or any non-test portions completed, keep the answer document for six months, then securely destroy it.

Local Student ID Number (Block S on the Answer Document)

If your school or district has assigned each examinee a local ID number of up to ten digits, and you wish to receive that number on electronic output to facilitate in matching records after testing, you may use this block. Write the local ID number in the boxes and fill in the corresponding ovals.

Note: If the local ID number has fewer than ten digits, it will be reported as ten digits with leading zeros added. Do not enter any other number in Block S.

Completing the Non-Test Portions before Test Day

Before test day, schedule a session for examinees to personally complete the non-test portions of the answer document. This session is often referred to as the “pretest session.” Use the following information to prepare for this session and guide examinees through the process.

Note: Standard testing requirements do not apply to this activity.

Non-test portions of the answer document may NOT be completed on any test day—not before and not after any of the tests.

Sessions for Examinees Testing with Accommodations

Examinees testing with accommodations may complete the non-test portions during the same session as all other examinees, or in a separate session.

Sessions for Absent Examinees

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

Taking the ACT State 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.

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 27.

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

If these blocks are not completed accurately, score reports cannot be mailed.

Recommended Fields

Examinees are encouraged to complete the additional information in pages 2 and 3 of the answer document.

Although these sections are optional, if any examinees choose not to complete these sections, the score reports they have ACT send to colleges will be partially blank.

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.***

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 folder. . . .

► **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, B, and D 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. . . .

► **When everyone has completed Blocks A through H, say:**

Skip Block K. Now, look at Block L, which asks if you wish to participate in the A-C-T Educational Opportunity Service. E-O-S is a free college and scholarship information service for examinees who take the A-C-T. Fill in the “Yes” oval if you want to let colleges, scholarship programs, A-C-T, and other organizations know that you are interested in receiving information about the opportunities they offer.

The colleges and organizations that wish to contact you will receive your name, address, email address, and some of the other information you provide on this answer document. They will not receive your test scores.

When you have completed Block L, put your pencil down and look up. . . .

Through EOS, ACT provides information about ACT-tested examinees to colleges and universities, scholarship organizations, and other organizations so they may contact examinees about programs and opportunities that they may be interested in exploring. All organizations that receive this information have agreed to use it only for this purpose. Names are not provided to the military or for any commercial purpose.

► **When everyone has completed Block L, say:**

Next, look at Block M. This field is optional. If you want A-C-T to send your scores to colleges or scholarship agencies, find the list of codes that begins on page 15 of *Taking the A-C-T*.

Locate the code for each of your choices, enter the correct code numbers in the boxes in order of preference, and fill in the corresponding ovals.

If you currently do NOT plan to go to college, fill in the oval under “Non-reporting Option” at the right of the block.

► **When everyone has completed Block M, say:**

Now, turn your answer document to page 3 and look at Email Address. If you have an email address and choose to provide one, it will be used in accordance with the A-C-T Privacy Policy and included on score reports to colleges. Make sure you enter all letters, numbers, and symbols of your email address, using the key provided on your answer document, and grid the corresponding ovals below each block. . . .

► **Give everyone enough time to complete the email address block. When everyone is finished, continue by saying:**

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

To receive your score report and to receive mail from colleges and scholarship programs, you must fill in the address ovals correctly.

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 to examinees, have examinees enter that number in Block S. Otherwise, instruct them to 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*) for completing them.

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

Although these sections are optional, if any examinees choose not to complete these sections, the score reports they have ACT send to colleges will be partially blank.

► **When everyone has completed Blocks N through R (or S), 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 the oval 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:**

Next, 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 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 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*.
It tells examinees how to create an ACT web account, how to request additional score reports, when they will be able to view their scores on the web, when they will receive their score reports, and their options for retesting.
2. Report to the test site at the time and location you designate.
3. Bring the following items on test day:
 - acceptable photo identification
 - soft lead No. 2 pencils with good erasers (no mechanical pencils or ink pens)
 - a permitted calculator
4. DO NOT bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.

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

This section provides information about how to prepare your test materials for test day.

Testing Staff List

The Testing Staff List is located in the back of this manual. The test coordinator is required to return a complete list for each test date (initial and makeup).

All personnel involved in testing—including anyone assisting with handling or transportation of secure materials, or assisting with security—must be listed.

Test Materials Provided by ACT

ACT will provide the following materials for examinees approved to test with accommodations.

Secure Test Materials

Table 10. Secure Test Materials

ACT Test Booklet(s)—multiple-choice and writing	<ul style="list-style-type: none">• regular type (10 pt.)—for examinees without visual impairments• large type (18 pt.)—for examinees with visual impairments
Large Type Worksheet	<ul style="list-style-type: none">• If the examinee is approved to use a large type worksheet, the test coordinator must arrange to transfer the responses to the answer document in the examinee’s presence.• All worksheets must be returned to ACT.• You must transfer all responses before returning materials. ACT will not transfer responses.
Braille Booklet	<ul style="list-style-type: none">• One volume (includes Raised Line Drawings from mathematics and science tests)—regular or large type booklet included for supervisor reference.• You will receive a separate braille booklet if you are administering the writing test. <p><i>Note: Do not read tests to examinee unless also approved for a reader—must use ACT Reader’s Script.</i></p>
Raised Line Drawings	<ul style="list-style-type: none">• From mathematics and science tests for use only with a reader or DVDs for visually impaired examinees.
DVDs	<ul style="list-style-type: none">• Regular or large type booklet included for examinee to follow along. <p><i>Note: Do not read tests to examinee or play the DVDs on one player to a group.</i></p>
Reader’s Script	<ul style="list-style-type: none">• Regular or large type booklet included for examinee to follow along. (Supervisor must read tests verbatim to one examinee.)• The writing test is not contained in the Reader’s Script—it must be read verbatim from the test booklet.• See instructions for timing code 3.

Nonsecure Materials

Nonsecure materials will be shipped **separately** to the test coordinator. The non-test portions of the answer documents must be completed by all examinees in a supervised session at school **before** the first scheduled test day (see “Completing the Non-Test Portions before Test Day” on page 20). You may

have examinees approved for test accommodations complete these sections in a separate session from examinees testing under standard time conditions.

The following materials will be sent to the test coordinator:

- *Taking the ACT State and District Testing*
- ACT State and District Testing Answer Folders
- Barcode labels
- Administration manual and applicable supplements

Site Header

The site header is pregridded by machine and identifies your school in the scoring system. It also determines the test date represented on score reports.

Check the form for accuracy. If the pregridded information is not accurate for your school, call ACT State and District testing. Do not correct the information on the site header.

Additional information about the importance of site headers can be found under “Collecting, Packing, and Returning the Test Materials” on page 104.

Test Administration Forms

The test administration forms are on a large folded sheet (folder), separate from the manual.

- One folder is required for each test room.
- Do not separate the pages. Use and submit it as a single sheet.
- You do not need to keep copies of the completed folders.

Each sheet contains the following forms:

Table 11. Test Administration Forms

The folder for...	Contains...	To be completed by the...
accommodations paper	Roster	test coordinator and room supervisor
	Test Room Report	test coordinator and room supervisor
	Seating Diagram	room supervisor
	Administration Report	room supervisor

Materials Provided by Your School

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

- a supply of soft lead No. 2 pencils with erasers to lend to examinees who do not bring them (examinees must not use mechanical pencils or ink pens)
- a pencil sharpener
- two reliable timepieces: watch, stopwatch, interval timer, or accurate wall clock
Note: Do not use a cell phone as a timepiece.
- signs, cards, or other materials used in admissions procedures
- permitted calculators (if your school chooses to provide them to examinees)
- media player with headphones (if DVDs are used)
- computers, computer voice-activated software, or scribe (if approved for the writing test)

Materials Provided by Examinee(s)

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

session (see “Calculators” on page 28). If any of the following are specifically authorized in advance by ACT, the examinee is expected to supply his or her own:

- braille or stylus
- screen reader
- media player with headphones (if school cannot provide)
- magnifying glass
- color overlays
- highlight pens
- permitted calculator, if the examinee plans to use one on the mathematics test

Note: Any examinee approved by ACT to use a talking calculator must test individually in a separate room.

Prepare the Test Materials

Before test day, follow these steps to properly prepare the test materials:

1. Assign a sequential series of multiple-choice test booklets to each test room.
2. Assign a sequential series of writing test booklets to each room. (If applicable.)

Note: Writing test booklets come in shrink-wrapped packages. Do not open the shrink-wrap until the morning of test day.

3. Organize the partially completed answer documents by test room.
 - Ensure each examinee will receive his or her own answer document.
 - Allocate a few extra blank answer documents per room in case of defective materials or a misgrid.
4. Reseal all materials in the carton(s) and place them in secure storage. (See also “Storage Before Testing” in *Test Coordinator Information*.)

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

Testing Examinees with Hearing Impairments

Examinees with hearing impairments may be able to test with standard time. The following arrangements do not require ACT approval, additional staff, or a separate room.

Sign Language Interpreter	<ul style="list-style-type: none"> • Seat an examinee using an interpreter at the front of the room. • The interpreter: <ul style="list-style-type: none"> ~ may sign all spoken instructions ~ may also translate any questions from the examinee to testing staff and sign the responses to those questions ~ may not translate or sign the test questions, or answer any test questions for the examinee ~ is expected to stay in the room throughout the administration <p><i>Note: A sign language interpreter may not be a relative.</i></p>
Assigned Seating	<ul style="list-style-type: none"> • Assign an examinee who can lip-read to a seat with a clear view of the room supervisor. • Make sure all instructions—both from this manual and any other spoken message—are given in sight of the examinee. • Work with the examinee before testing starts to agree on the method to be used for time notification. <ul style="list-style-type: none"> ~ Written notification may be used (e.g., index cards with START, 5 MINUTES REMAINING, and STOP printed on them). ~ The examinee may request a touch on the shoulder to indicate the START, 5 MINUTES REMAINING, and STOP times.

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** 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.

Test Day Activities

The directions in this section are designed to help ensure a smooth administration of the tests. If you have problems, many of the solutions are listed in this section.

Be sure every room supervisor has a complete administration manual.

Examinees Who Elect to Test Without Accommodations

Any examinees who choose to test without their approved accommodations must test in a standard time test room with test booklets assigned for standard time administrations. All examinees who elect not to use their approved accommodations must not test with accommodated testing materials. If they do, even in a standard time room, their answer documents may not be scored or scores may be canceled.

You do not need ACT approval to grant an examinee's request to test without accommodations, but have the examinee sign an Irregularity Report and return it with the unused accommodated test materials.

Briefing Session

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

- information in any ACT notice
- cell phone policy and procedures
- calculator policy and procedures
- test site specific information
- how staff are to communicate with the test coordinator during testing
- arrangements for left-handed examinees and those approved for accommodations
- how to handle breaks
- what to do with examinees dismissed for prohibited behavior

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 have the same timing code. 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.

Do not allow an examinee to enter the room unless the room supervisor has verified the examinee's identification and documented this on the roster. After ID is checked, examinees must stay in the test room. If it is necessary for an examinee to leave once testing has begun, follow the procedures in "Examinees Who Leave Early" on page 98.

When you are ready to admit examinees to the test room, make sure you do the following:

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements (see "Acceptable Identification" on page 31. Use Table 12 to determine your next steps.

Table 12. Admitting Examinees

If the ID is ...	Then ...
not presented or not acceptable and examinee cannot be recognized by school staff	<ol style="list-style-type: none"> 1. Do not admit the examinee. 2. If examinee cannot present proper identification before test booklets have been distributed, dismiss the examinee. 3. Write “denied” on the roster beside the examinee’s name. 4. Complete an Irregularity Report (page 71).
acceptable or examinee can be recognized by school staff	<ol style="list-style-type: none"> 1. Compare the photo on the ID to the examinee. 2. Mark on the roster the type of ID accepted using the following notations as a guide: <ul style="list-style-type: none"> P = Photo ID F = ACT Student Identification Form R plus staff initials = Personal Recognition by Staff — = Absent (Absence must be indicated so you can decide which examinees to schedule for makeup testing.) D = Denied 3. Direct the examinee to his or her seat in the test room and instruct the examinee to wait patiently until testing begins.

Do not delay testing by waiting for an examinee to bring identification or allow testing of late examinees.

Acceptable Identification

Acceptable forms of identification and the identification criteria are shown in Table 13.

Keep in mind:

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

Table 13. Acceptable Forms of Identification and Identification Criteria by Roster

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	Must include ALL of the following: <ul style="list-style-type: none"> • Current (valid) • Issued by a city/state/federal government agency or school <i>Note: School ID must be in hard plastic card format only. Paper or electronic formats are NOT acceptable.</i> • Examinee’s first and last names • Photo is clearly recognizable as the examinee <i>Signature not required.</i> <i>Examples: driver’s license, passport, school ID, state ID.</i>

Continued on next page

Table 13. Acceptable Forms of Identification and Identification Criteria by Roster (continued)

Roster Notation	Type of ID	Criteria for Acceptance
F	ACT Student Identification Form	<p>Examinees MUST present the ACT Student Identification Letter with Photo if they do not have a current official photo ID as described above. ALL items must be completed and include:</p> <ul style="list-style-type: none"> • Individually completed in English—and signed in ink—by official at the examinee’s school or notary public (official or notary may not be a relative) • Recent, recognizable, individual (not group), photo of the examinee attached to letter • School or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo • Examinee’s first and last names • Examinee’s date of birth, gender, school name and location • Signed by the examinee, in ink, in the presence of the school official or notary • Signed by the examinee on test day, in the presence of testing staff <p><i>Collect and return to ACT with the roster.</i></p>
R Plus Staff Initials	Staff Recognition	<ul style="list-style-type: none"> • Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a school faculty member (who may not be a relative) • That faculty member’s initials must be printed legibly beside the examinee’s name on the roster (without staff initials, personal recognition is invalid) • If all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member along with his or her initials (e.g., “all examinees in this room were recognized by _____”)

Examples of Unacceptable Identification

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter that is not an official ACT identification letter
- Learner’s driving permit, temporary or replacement driver’s license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified
- Personal recognition by anyone not employed by your school or not a member of testing staff
- Photo ID of parents
- Photo with examinee’s name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Published photo, including yearbook or newspaper
- Report card
- Social Security card
- Telephone calls to the school to identify the examinee
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page with photo

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 may 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. (See “Attentiveness” on page 11.)

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

Direct Examinees to Their Seats

After an examinee has been identified and the roster marked, direct the examinee to a specific, assigned seat. **Never allow examinees to choose their own seats.** Seating examinees alphabetically is acceptable or you may want to direct the first examinee to the extreme left side of the room, the second examinee to the middle of the room, the third to the right side, and so on. Separate friends and relatives or examinees that arrive together. Proctors can direct examinees by standing beside the desks to be used or at the front of rows to be filled. If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.

If you notice when examinees are admitted that they have calculators with large characters (one-inch high or larger) or a raised display, or any other large type test materials, direct them to seats where other examinees cannot see these materials (usually in a back row).

Left-Handed Examinees

You must determine who will need a left-handed writing surface if you are not using tables. Either ask examinees as they are admitted to the test room if they require left-handed desks or write a statement on the board telling left-handed examinees to report to a proctor for their seating assignments.

Administering the Tests

Test Room Starting Time

Verbal instructions may begin as soon as all examinees have been identified and seated.

Absolutely no one may be admitted to the test room after test booklets have been distributed. If this policy is violated, the answer documents for the examinees admitted late will not be scored.

General Announcements to Examinees

Before testing begins, make announcements regarding:

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

Sequence of Tests

For all timing codes, the tests **must** be administered in the order listed below for all examinees:

- Test 1–English (first)
- Test 2–mathematics (second)
- Test 3–reading (third)
- Test 4–science (fourth)
- Writing test (fifth, if applicable)

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

Timing the Tests

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

Before you announce time remaining, check your timepieces carefully against your calculations. Record the **actual** STOP time for each examinee on each test and calculate the minutes **actually** used by each examinee on that test (e.g., total minutes from Examinee Start of Test 1 to Examinee Stop of Test 1). Enter this number on the Administration Report.

Timing Code 6 (time-and-a-half, single session) is the only timing code which is self-paced. You must record the **total minutes** used by each examinee on all tests.

For all other timing codes, all examinees in the room must begin each test at the same time. For example, if you are administering Test 1—English, all examinees in the room must be working on Test 1—English. If all examinees in the room complete a test before time is called, you may begin the next test, or dismiss them if it is the last test of the day.

Examinees must sit quietly until everyone has finished. They may not read or engage in any other activity which might distract others. An examinee may not be dismissed to return later and resume testing.

Before you announce 5 minutes remaining, and before you call STOP, check your timepiece carefully against the time you have written down and verify it with the other timepiece. If a proctor is in the room, the proctor is to double-check the room supervisor's timing. Make sure you record the actual times you made your announcements on to the Timing Report.

Enter the actual times (e.g., 8:26) you announce START, 5 MINUTES REMAINING, and STOP on the form.

Announcing Time Remaining

A verbal announcement of time remaining must be made either 30 minutes and/or 5 minutes before the end of each test. (See the appropriate verbal instructions.) If you are testing examinees approved for timing code 6, you must give hourly verbal announcements of the time remaining and announce when there are 5 minutes remaining in the test session.

Posting Times on the Board (optional)

You may post the START and STOP times or time allowed for each test on the board if one is available (e.g., Test 1, 45 minutes: START time—8:45, STOP time—9:30). Verify your calculations before writing the time on the board. Do not write time remaining on the board as it can be confusing depending on when examinees check it. Time remaining must be a verbal announcement.

Checking Calculators during Test 2

You must check for prohibited calculators during Test 2 (mathematics). Check periodically to make sure examinees did not switch calculators after the first check. If you discover an examinee using a prohibited calculator, follow the procedures in “Dismissal for Prohibited Behavior” on page 101 to dismiss the examinee and void the answer document. Document this dismissal on the Irregularity Report.

Monitoring the Test Room

Follow these policies for monitoring a test room:

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

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

Checking for Prohibited Behavior

- Throughout testing, walk quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document all prohibited behavior and any actions you take on the Irregularity Report.
- If you dismiss an examinee for prohibited behavior, follow the procedures in “Dismissal for Prohibited Behavior” on page 101 exactly.
- If you suspect an examinee but are uncertain, warn him or her of the behavior and ask ACT for a decision before the examinee is dismissed.

Examinees Who Leave during a Test and Return

Examinees may go to the restroom during testing, but it is best not to announce it. Collect test booklets and answer documents from examinees who go to the restroom. Return test materials to examinees when they are readmitted. Be sure the same examinee returns after leaving. If you have doubts, recheck the identification.

Unless authorized by ACT for stop-the-clock breaks, examinees who leave the test room during a timed test or return after timing has begun may not make up lost time. The absence need not be recorded on the Irregularity Report.

If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. If no proctor is available, only one examinee may leave the room at a time. **Do not leave a test room unsupervised at any time, even if only one examinee is testing.**

Examinees Who Become Ill after Testing Begins

An examinee approved to test over multiple days who becomes ill and must leave the test site may come back and finish the **remaining** tests at any time within the designated testing window. All tests must be completed within the designated window or the answer document will not be scored. It is in the examinee’s best interest to either complete a test before leaving or not begin the next test if he or she is ill. When testing resumes, the examinee may not return to the test that was being administered at the time of departure, even if that test was not completed, but must resume testing with the next test in the sequence. Normally, you must reschedule all remaining tests for that examinee individually.

Examinees with timing code 6 or 8, or those approved for stop-the-clock breaks, must complete all tests in a single session on one day. If they choose to discontinue testing, they cannot resume testing later that day or on any other day in the testing window.

Guessing

If you are asked about guessing, refer examinees to the instructions printed on the front cover of the test booklet. Do not comment on or add in any way to the printed directions.

Verbal Instructions

All timing codes begin here. If you are administering the ACT (no writing), you will be directed to SKIP ahead in the instructions or directed to read specific sets of instructions that apply to ACT (no writing) ONLY. These directions will be in black text. *Note: Timing code 8 (page 91) does not apply to ACT (no writing) administrations.*

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

Administering the Tests

The ACT must always be administered under supervised, timed, secure, standardized testing conditions. No test room may be left unattended (a staff member must remain in the room), even if only one examinee is testing. To ensure security of test materials, distribute answer documents and test forms only when directed by the verbal instructions, not prior to the arrival of examinees.

You must accurately record the date(s) of the administration and the total minutes actually used by each examinee on each test on the Administration Report). For timing code 6 only, you must record the total number of minutes used by each examinee on all tests.

Before You Begin

Before you begin reading the verbal instructions, make sure you have the following:

- Test Administration Forms Folder (1 per test room)
- Irregularity Report (page 111)

Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. Read aloud all the instructions in the shaded boxes. When reading the instructions, pause after each series of dots and **look up** at the examinees to be sure they are following instructions.

DVDs DO NOT include recorded verbal instructions. The verbal instructions must be read verbatim to all examinees from this manual.

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 center 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 during the break. A-C-T and this test center 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 A-C-T—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? . . .

► **Address any questions, then 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. When you have finished, look up. . . .

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

Check the TAA PIN Report, and then hand each examinee his or her test form individually. Do not have examinees pass booklets back or across aisles. Do not leave test booklets at empty seats.

If you are testing more than one examinee, keep track of where each examinee is seated by test booklet serial number for completing the Seating Diagram.

Do not admit any examinees to the test room once you begin distributing test booklets.

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

► **Wait for everyone to finish reading the directions, then continue by saying:**

Raise your hand if you need more time. . . .

► **When examinees are ready, continue by saying:**

On the cover of your test booklet, find the Examinee Statement, Certification, and Signature section, which you will need to complete. I will now read that section to you, as it appears on your test booklet.

- ▶ **Give everyone time to copy and sign the Certification. When all examinees have finished, say:**

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

Next, on the front cover of your test booklet, find the 3-character test form, copy it into the “Form” boxes on your answer document, and fill in the matching oval. 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 6-digit serial number (braille or DVDs), 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 4-digit number when gridding the booklet number.

- ▶ **Walk around the room and ensure that each examinee has signed the test booklet, entered the correct test booklet number and test form on the answer document, and filled in the corresponding ovals.**
- ▶ **When all examinees have finished, continue by saying:**

Please listen carefully to the following instructions. The use of scratch paper is not permitted. Do any figuring or scratch work 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 announce when five minutes remain 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? . . .

Answer any questions, then skip to the verbal instructions for the specific timing code for all the examinees in your room now as indicated below:

-  **For Timing Code 1, continue on page 42.**
-  **For Timing Code 2, continue on page 52.**
-  **For Timing Code 3, continue on page 60.**
-  **For Timing Code 5, continue on page 69.**
-  **For Timing Code 6, continue on page 77.**
-  **For Timing Code 7, continue on page 83.**
-  **For Timing Code 8, (writing test only), continue on page 91.**

Timing Code 1: Standard Time for All Tests, Single Session

Do not continue until you have completed the verbal instructions from the beginning. (See “Verbal Instructions” on page 37.)

This section contains the verbal instructions for examinees approved by ACT for Timing Code 1. All tests must be completed in a single session on one day. The time allowed for each test is: Test 1—45 minutes; Test 2—60 minutes; Test 3—35 minutes; Test 4—35 minutes; **writing test—40 minutes.**

► **Continue by saying:**

I will announce when 5 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, place your answer folder 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—English



► **When everyone is ready, say:**

You will have 45 minutes to work on Test 1. Do not begin work until I tell you to do so. During this time you are to work only on Test 1. If you finish before time is called, recheck your work on Test 1, then place your answer document inside your test booklet and close the cover. Do not turn the page to the next test. You may now break the seal, but do not open the booklet. . . .

► **Wait for everyone to break the seal, set your stopwatch or interval timer to 45 minutes, then say:**

You have 45 minutes to work on this test. Open your test booklet to Test 1, read the directions carefully, and begin work.

► **Begin timing.**

► **During Test 1, do the following:**

- On the Administration Report, record the time of day you START timing Test 1 and calculate the times of day for announcing 5 minutes REMAINING and STOP (see “Timing the Tests” on page 35).
- Complete your Seating Diagram. If you need to verify test booklet serial numbers, do so at the break. Update the diagram if an examinee is moved or needs a replacement test booklet.

*Note: If you observe prohibited behavior that requires you to dismiss an examinee and void the answer folder, **be sure you inform the examinee the answer folder will not be scored and the reasons for your action.** Follow the steps outlined in “Dismissal for Prohibited Behavior” on page 101.*

► **When your watch or timer indicates exactly 40 minutes have passed and you have checked the time, say:**

You have 5 minutes remaining on this test.

► **When your watch or timing indicates 5 more minutes (exactly 45 minutes total) have passed and you have checked the time, record the time under STOP on the Timing Report and say:**

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

► **Verify everyone has stopped.**

Test 2—Mathematics



► **Continue by saying:**

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

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted.

I will check your calculator periodically during the test. 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. Are there any questions? . . .

- ▶ **If there are no questions, continue by saying:**

You will have 60 minutes to work on Test 2. Do not begin work until I tell you to do so. During this time, you are to work only on Test 2. If you finish before time is called, recheck your work on Test 2, turn your calculator off, then place your answer document inside your test booklet and close the cover. Do not turn the page to the next test, and do not work on, fill in, or alter ovals for Test 1. Please remember to close your calculator quietly in consideration of others. There will be a break after I call time on this test.

- ▶ **Set your stopwatch or interval timer to 60 minutes, and say:**

You have 60 minutes to work on this test. Do any figuring in your test booklet. Turn to Test 2, read the directions carefully, and begin work.

- ▶ **Begin timing.**

- ▶ **During Test 2, do the following:**

- Record the time of day you START timing Test 2 and calculate the times of day for announcing 5 MINUTES REMAINING and STOP.
- Refer to the Calculator Policy and check all calculators periodically throughout the test (see “Checking Calculators during Test 2” on page 35, and “Calculators” on page 28.)
- Walk around the room to monitor examinees.

- ▶ **When your watch or timer indicates exactly 55 minutes have passed and you have checked the time, say:**

You have 5 minutes remaining on this test.

- ▶ **When your watch or timer indicates 5 more minutes (exactly 60 minutes total) have passed and you have checked the time, record the time under STOP on the Timing Report and say:**

Stop, put your pencil down. Place your answer document inside your test booklet, close the booklet, leave it on your desk, and look up at me now. . . .

- ▶ **Verify everyone has stopped.**

Break—15 minutes

- ▶ **Continue by saying:**

Put your calculator away. You will not be permitted to use it for the remaining tests. You will have a fifteen-minute break. Testing will resume promptly at _____. If you return late, you will not be allowed to make up lost time. Remember, you may not access phones or other electronic devices during the break. If you do, you will be dismissed. You may not eat or drink anything in the test room. Please be quiet if testing is in progress in other rooms. (If necessary, announce any rules about leaving the building.)

- ▶ **During the break, do the following:**

- Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.

- Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets.
- Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
- Double-check every answer document to be sure examinees have entered the test booklet number and test form, and filled in the corresponding ovals. Check that test booklets have been signed and the certification copied.
- Verify the test booklet serial numbers you have written on your Seating Diagram against the booklet at each seat.
- Monitor hallway noise to prevent disrupting rooms that are still testing.

Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum.

► **At the end of the break, say:**

Attention. Please get ready to resume testing. . . . Remember, if you are wearing a watch with an alarm or have any other alarm device, **it must remain turned off**. If you have a cell phone or other electronic device, it must remain powered off and stored out of sight until you are dismissed from all testing for the day.

Clear your desk of everything except your pencils, erasers, test booklet, and answer document. **Do not open your test booklet**. Remove your answer document and check the front page to be sure your name appears in Block A. . . .

Test 3—Reading

3

3

► **When everyone is ready, say:**

You will have 35 minutes to work on Test 3. Do not begin work until I tell you to do so. During this time, you are to work only on Test 3. If you finish before time is called, recheck your work on Test 3, then place your answer document inside your test booklet and close the cover. Do not turn the page to the next test and do not work on, fill in, or alter ovals for previous tests. Even with the test booklet closed this behavior is prohibited. You will be dismissed and your answer document will not be scored.

► **Set your stopwatch or interval timer to 35 minutes, and say:**

You have 35 minutes to work on this test. Turn to Test 3, read the directions carefully, and begin work.

► **Begin timing.**

- ▶ **During Test 3, do the following:**
 - Record the time of day you START timing Test 3 and calculate the times of day for announcing 5 MINUTES REMAINING and STOP.
 - If any examinees do not return from break, collect their materials shortly after testing has begun. (See “Examinees Who Leave Early” on page 98.)
 - Walk around the room to monitor examinees.
- ▶ **When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:**

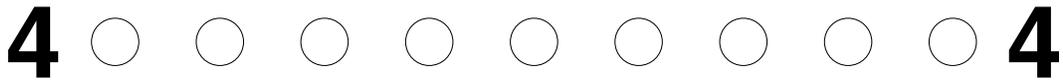
You have 5 minutes remaining on this test.

- ▶ **When your watch or timing indicates 5 more minutes (exactly 35 minutes total) have passed and you have checked the time, record the time under STOP on the Timing Report and say:**

Stop, put your pencil down. Place your answer document inside your test booklet, close the booklet, leave it on your desk, and look up at me now. . . .

- ▶ **Verify everyone has stopped.**

Test 4—Science



- ▶ **Continue by saying:**

You will have 35 minutes to work on Test 4. Do not begin work until I tell you to do so. During this time you are to work only on Test 4. If you finish before time is called, recheck your work on Test 4, then place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals for any other test. After this test, you must remain quietly in your seat while I collect and count the test materials. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

- ▶ **Set your stopwatch or interval timer to 35 minutes, and say:**

You have 35 minutes to work on this test. Turn to **Test 4**, read the directions carefully, and begin work.

- ▶ **Begin timing**

- ▶ **During Test 4, do the following:**
 - Record the time of day you START timing Test 4 and calculate the times of day for announcing 5 MINUTES REMAINING and STOP.
 - Walk around the room to monitor examinees.
- ▶ **When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:**

You have 5 minutes remaining on this test.

- ▶ **When your watch or timing indicates 5 more minutes (exactly 35 minutes total) have passed and you have checked the time, record the time under STOP on the Timing Report and say:**

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

Read the statement at the bottom of page 4 of your answer document; 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. . . .

- ▶ **Walk around (all staff) and monitor examinees closely to make sure they work on the Certification and signature only.**
- ▶ **Give everyone time to copy and sign the Certification.**
- ▶ **When all examinees have finished, say:**

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

NO Writing	Writing
(Continue below with your administration)	(Go to the Writing Test, page 48, to continue your administration.)

- ▶ **Continue by saying:**

I will now collect and check the answer documents, then I will collect and check the test booklets. They will be picked up individually; do not pass them in.

You may not leave the room. 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.

- ▶ **While examinees remain in their seats, follow the instructions below:**

1. Individually collect the answer document from each examinee.
 - Confirm the Certification is copied.
 - Confirm the answer document is signed.
 - Stack all answer documents so they face the same direction.
 - Verify the number of answer documents collected equals the number of examinees.
2. Individually collect the test booklet from each examinee.
 - Confirm the certification is copied.
 - Confirm the test booklet is signed.
 - Verify the number of booklets collected equals the number distributed.
 - Arrange the test booklets in sequential serial number order.
3. Keep the collected test materials where examinees do not have access.

No one may examine test booklets or answer documents after they have been collected.

- ▶ **After the count of answer documents and test booklets has been verified, say:**

Your scores will be reported in three to eight weeks after the answer documents are received by A-C-T. If you have comments or questions about this administration, write to A-C-T State and District Testing within the next two weeks. **Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media.** Be sure you have all of your personal belongings. As you leave, please be quiet in the halls. Thank you for your cooperation. You are dismissed.

- ▶ **Either dismiss examinees for the day or direct them to the next activity as determined by your school administration.**

Make certain that examinees cannot access the test materials as they leave the room. Under no circumstances may anyone examine the test booklets or answer documents after they have been collected.

- ▶ **After examinees are dismissed, complete the Administration Report.**
- ▶ **The room supervisor must personally return all test materials and test administration forms to the test coordinator immediately after testing.**

Note: Examinees may not assist with the transportation of test materials.

- ▶ **Go to “After the Test” on page 103 and perform the activities exactly as described.**

Writing Test

- ▶ **Continue by saying:**

I will now collect and check the test booklets. They will be picked up individually; do not pass them in.

You may not leave the room. 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.

- ▶ **While examinees remain in their seats, follow the instructions below:**

Note: Monitor the examinees to ensure they do not alter or add any multiple-choice responses.

1. Individually collect the test booklet from each examinee.
 - Confirm the certification is copied.
 - Confirm the test booklet is signed.
 - Verify the number of booklets collected equals the number distributed.
 - Arrange the test booklets in sequential serial number order.
2. Keep the collected test materials where examinees do not have access.

No one may examine test booklets or answer documents after they have been collected.

► **After the count of test booklets has been verified, say:**

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

- **Monitor examinees closely to ensure they do not open or mark on their answer folders.**
- **If necessary, remind examinees to be quiet, and that eating, drinking, reading, and using electronic devices, including cell phones, are not permitted.**
- **Resume testing after five minutes.**

Examinees must remain in the room. If an examinee needs to leave the room, collect his or her test materials. Do not wait for examinees who return late. If an examinee returns after the writing test has begun, give the examinee the next writing test booklet in sequence. Instruct the examinee to read the directions on the front cover and begin work. Lost time may not be made up. Remember to add the serial number of the test booklet to the Seating Diagram. After testing concludes, the examinee must complete the identifying information on pages 5 and 6 of the answer folder and on the cover of the test booklet. The room supervisor or proctor must supervise this process closely to ensure the examinee does not alter or add any test responses. Document the late return on the Irregularity Report.

Examinees must remain in their original seats. If you must move an examinee to another seat, document it carefully on the Seating Diagram and Irregularity Report so it is clear which seat the examinee was in originally, which seat the examinee moved to, at what point during testing the move took place, and the reason for moving the examinee.

► **When you are ready to resume testing, continue by saying:**

We are ready to resume 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, A-C-T will not be able to score your essay accurately.

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. When you receive your writing test booklet, sign and print your name and enter your date of birth in the space provided on the front cover. Then, read the directions. When you have finished, look up. . . .

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

- ▶ **Allow examinees enough time to read the directions, then say:**

Raise your hand if you need more time. . . .

Now, look at your answer document, and turn it to page 5. Print your name in the spaces provided. . . .

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

Next, find the 3-character test form on the front of your test booklet. Copy it into the “Writing Test Form” boxes on your answer document and fill in the matching oval. When you have finished, put your pencil down and look up at me. . . .

- ▶ **When everyone is ready, say:**

You will have 40 minutes to work on the writing test. Do not begin work until I tell you to do so. If you finish before I call time, recheck your work on the writing test, close both your test booklet and your 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? . . .

- ▶ **If there are no questions, continue by saying:**

You may now break the seal, but **do not open** the booklet. . . .

- ▶ **Wait for everyone to break the seal, set your stopwatch or interval timer to 40 minutes, then say:**

You have 40 minutes to work on this test. Open your test booklet, read the assignment, and begin work.

- ▶ **Begin timing.**

- ▶ **During the writing test, do the following:**

- Record the time of day you START timing the writing test and calculate the times of day for announcing 5 MINUTES REMAINING and STOP.
- Complete the writing test portion of your Seating Diagram. Record the serial number of the writing test booklet given to each examinee.
- Walk around the room to monitor examinees.

- ▶ **When your watch or timer indicates exactly 35 minutes have passed and you have checked the time, record the time under 5 MINUTES REMAINING on the Timing Report and say:**

You have 5 minutes remaining on this test.

- ▶ **When your watch or timer indicates 5 more minutes (exactly 40 minutes total) have passed and you have checked the time, record the time under STOP on the Timing Report and say:**

Stop, put your pencil down. . . .

► **Verify everyone has stopped, then say:**

Close both your test booklet and your answer document and keep them separate on your desk. Turn your answer document so that page 1 faces up, and look up at me now. . . .

I will collect and check the answer documents and test booklets. They will be picked up individually; do not pass them in. You may not leave the room. Remain quietly in your seat until I give you further instructions.

Remember not to access any devices at this time.

► **While examinees remain in their seats, follow the instructions below:**

1. Individually collect the answer document from each examinee.
 - Confirm the Certification is copied.
 - Confirm the answer document is signed.
 - Stack all answer documents so they face the same direction.
 - Verify the number of answer documents collected equals the number of examinees.
2. Individually collect the test booklet from each examinee.
 - Confirm the test booklet is signed.
 - Verify the number of booklets collected equals the number distributed.
 - Arrange the test booklets in sequential serial number order.
3. Keep the collected test materials where examinees do not have access.

No one may examine test booklets or answer documents after they have been collected.

Your scores will be reported in five to eight weeks after the answer documents are received by A-C-T. If you have comments or questions about this administration, write to A-C-T State and District Testing within the next two weeks. **Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media.** Be sure you have all of your personal belongings. As you leave, please be quiet in the halls. Thank you for your cooperation. You are dismissed.

► **Either dismiss examinees for the day or direct them to the next activity as determined by your school administration.**

Make certain that examinees cannot access the test materials as they leave the room. Under no circumstances may anyone examine the test booklets or answer documents after they have been collected.

► **After examinees are dismissed, double-check counts and complete the Test Room Report.**

► **The room supervisor must personally return all test materials and test administration forms to the test coordinator immediately after testing.**

Note: Examinees may not assist with the transportation of test materials.

► **Go to “After the Test” on page 103 and perform the activities exactly as described.**

Timing Code 2: Double Time over Multiple Days

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions,” page 37).

This section contains the verbal instructions for examinees identified on the TAA PIN Report. The timing guideline for each test is: Test 1—90 minutes; Test 2—120 minutes; Test 3—70 minutes; Test 4—70 minutes; **writing test—80 minutes**. These guidelines have been set to ensure that 90 percent of examinees will finish before that time. Testing may occur over multiple days; however, each test must be completed during one session.

► **Say:**

I will announce when 30 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 90 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.

The following instructions are written for examinees who are taking one test per day. If you are administering the tests in fewer sessions, adjust the directions accordingly.



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 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.

During testing, check to be sure examinees are working on the correct test.

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.** See “Irregularities” (page 97) for detailed irregularity descriptions and procedures.

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. Are there any questions? . . .

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 120 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, follow the procedures in “Dismissal for Prohibited Behavior” (page 101) to dismiss the examinee and void the answer document. **Be sure you 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 after 1½ hours, say:**

Attention. You have up to another 30 minutes to work.

▶ **When all examinees have completed Test 2, or another 30 minutes (120 minutes total) have passed, 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, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

► **Say:**

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 37 and read the procedures.)

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 70 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 after 40 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **When all examinees have completed Test 3, or another 30 minutes (70 minutes total) have passed, 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.**

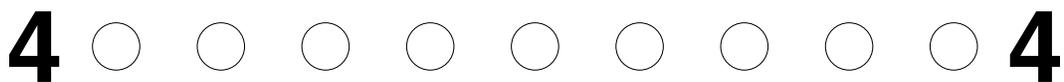
When examinees report for the next day of testing, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

► **Say:**

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 37 and read the procedures.)

Test 4 is science. Do not fill in or alter ovals for any other test. **You have up to 70 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 after 40 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **When all examinees have completed Test 4, or another 30 minutes (70 minutes total) have passed, say:**

Stop. Read the Statement at the bottom of the page (you may need to read the Statement aloud to the examinees). Copy the Certification, sign your name, and enter today’s date (give the date). When you finish, put your pencil down and look up at me. . . .

No Writing continue below.



Writing SKIP to “Writing Test—80 Minutes” on page 57. (If you administer the writing test on the next day, adjust the instructions accordingly.)

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. (If you gave examinees scratch paper, instruct them to put all scratch paper inside their test booklet.)

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:**

Your score report will be mailed approximately two to eight weeks after the answer documents have been received by A-C-T. 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 accommodations coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

Writing Test—80 Minutes

► **Say:**

I will now collect the test booklets. Do not open or mark on your answer document. I will collect the test booklets individually; do not pass them in. Leave your answer document on your desk so that page 1 faces up. 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 the multiple-choice test booklets individually. **Do NOT distribute the writing test booklets.** Monitor examinees to make sure they do not mark on or alter their answer documents. Count the test booklets to make sure the number collected equals the number you distributed.

► **After the count has been verified, say:**

You may now take five minutes to relax and sharpen your pencils. You may not leave the room.

Do not leave the test room unattended during the break.

Resume testing after five minutes. Do not wait for examinees who return late. Lost time may not be made up. If an examinee returns after you have distributed the writing test booklets, hand the examinee his or her assigned writing test booklet and have him or her read the directions. Quietly show the examinee how to enter the test booklet number and test form on page 6 of the answer document.

► **After the five-minute break, say:**

We are ready to resume 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.

Open your answer document, turn it 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 his or her **assigned** 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 80 minutes to work on the writing test. I will announce when you have 30 minutes remaining and again when you have 5 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 80 minutes to work on this test. You may now break the seal, open the 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 after 50 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **If any examinees are still working after another 25 minutes (75 minutes total) have passed, say:**

Attention. You have up to another 5 minutes to work.

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

Close both your test booklet and answer document 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, 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:**

Your score report will be mailed approximately two to eight weeks after the answer documents have been received by A-C-T. **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.

Timing Code 3: Triple Time over Multiple Days

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions,” page 37).

This section contains the verbal instructions for examinees identified on the TAA PIN Report. The timing guideline for each test is: Test 1—135 minutes (180 minutes if using a reader or DVDs); Test 2—180 minutes; Test 3—105 minutes; Test 4—105 minutes; **writing test—120 minutes**. These guidelines have been set to ensure that 90 percent of examinees will finish before that time. Testing may occur over multiple days; however, each test must be completed during one session.

Readers

An examinee approved to test with a reader must test **individually**. Readers are **not** permitted to read the tests to a group. 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 as directed in “Writing Test” (page 65).

DVDs

The DVDs do not include recorded verbal instructions. You must read the verbal instructions to all examinees verbatim from this manual.

Examinees approved to test 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 (e.g., if you are administering Test 1—English, all examinees must be working on Test 1).

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. It is critical that you also read and understand the *ACT DVD Usage Guidelines* included with each set of DVDs.

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

If any examinees were approved to respond orally, it will be noted on the roster and the examinee must test individually. You are responsible for accurately transferring the examinee’s responses to the answer document, preferably in the examinee’s presence.

► Say:

I will announce when 30 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.

► **Say:**

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 37 and read the procedures.)

Test 2 is mathematics. 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 this test. If you brought a calculator, you may get it out now. . . .

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. 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. Are there any questions? . . .

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 3 hours 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, follow the procedures in “Dismissal for Prohibited Behavior” (page 101) to dismiss the examinee and void the answer document. **Be sure you 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 after 2½ hours, say:**

Attention. You have up to another 30 minutes to work.

► **When all examinees have completed Test 2, or another 30 minutes (3 hours total) have passed, 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, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

► **Say:**

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 37 and read the procedures.)

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 105 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 after 1 hour 15 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **When all examinees have completed Test 3, or another 30 minutes (105 minutes total) have passed, 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)

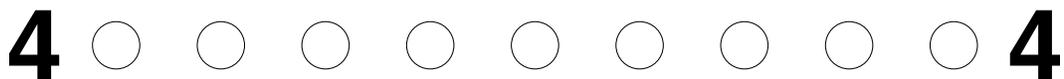
Direct examinees to the next activity as determined by your school administration.

When examinees report for the next day of testing, check to be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

► **Say:**

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 37 and read the procedures.)

Test 4 is science. Do not fill in or alter ovals for any other test. **You have up to 105 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 after 1 hour 15 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **When all examinees have completed Test 4, or another 30 minutes (105 minutes total) have passed, say:**

Stop. On page 4 of your answer document, find the Examinee Statement, Certification, and Signature section, which you will need to complete. I will now read that section to you as it appears on your answer document.

No Writing continue below.

GO ► **Writing SKIP to “Writing Test—120 Minutes” on page 65.**

► **Say:**

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. 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:**

Your score report will be mailed approximately two to eight weeks after the answer documents have been received by A-C-T. **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.

Writing Test—120 Minutes

► **Say:**

I will now collect the answer documents and test booklets. They will be picked up individually; do not pass them in. 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.

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.

Important Notes

- Examinees approved to use readers, sign language interpreters for test items, transcribers, or voice-activated computer software, **must** test individually, each in a separate room. (Examinees approved to use computers or braille may test as a group.)
- If using a transcriber, braille, computer, or voice-activated computer software, the room supervisor **must** sign and return the agreement (page 117) or scores will not be released.

Specific instructions for each alternate response mode appear below.

For Readers

- The room supervisor normally serves as the reader.
- You may read to only **one** examinee individually in a separate room.
- Read the directions and prompt verbatim to the examinee from the test booklet.
- Read the directions, and then hand the booklet to the examinee so he or she can review the directions.
- Instruct the examinee to enter the requested information on the front cover of the test booklet, and fill in the test booklet number and test form on the answer document.
- When the examinee indicates he or she is ready to begin, instruct him or her to break the seal and hand the booklet back to you.

- Read the prompt and return the booklet to the examinee for reference while writing the essay.
- The examinee may begin work as soon as you have finished reading the entire prompt.
- **BEGIN TIMING.**

For Transcribers

- You may transcribe for only **one** examinee individually in a separate room.
- Record **verbatim** on the lined pages of the answer document what the examinee dictates, even if there is an error.
- Write or print legibly in the lined pages of the answer document with a soft lead No. 2 pencil. (Do not use a mechanical pencil, ink pen, or correction fluid.)
- Do not organize or paraphrase the examinee’s thoughts into a final draft.
- If the examinee requests you to write down any notes or outlines, you may do so in the test booklet, but the examinee is responsible for indicating what is and is not part of the final essay.
- Do not make any corrections not dictated to you by the examinee. If you are not clear on what the examinee wants you to write, you may ask him or her to repeat or clarify, but do not point out or fix any errors.
- The examinee 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, etc.
- At any time before STOP is called, the examinee may review what you have written by asking to read what you have transcribed. If the examinee is visually impaired, you are authorized to read what you have written to the examinee verbatim, with no changes of inflection or pauses that would alert the examinee to any mistakes.

For Using Brailers, Computers, or Computer Voice-Activated Software

- Examinees using a computer or braille may test as a group. Examinees using voice-activated computer software must test **individually** in a separate room.
- The grammar check feature must be turned off and the room supervisor must sign the agreement (page 117) to certify this was done.
- 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 return them separately or scoring may be delayed.
- Do not put the writing test booklet inside the answer document.
- The essay must be printed in 12-point type on standard 8½-x-11-inch paper with the following margins:

Top of page	2 inches
Bottom of page	1½ inches
Left and Right Side Margins	1 inch

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

► **Say:**

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.

Open your answer document and turn it 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 his or her **assigned** 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.

Note: If ACT has approved the examinee for a transcriber (scribe), read the instructions below. If the examinee is NOT using a transcriber, skip to the next shaded block.

► **When everyone is finished, say:**

The transcriber (scribe) will write down verbatim on the answer document what you dictate. The scribe may write down notes or outlines dictated by you, but will not organize or paraphrase your thoughts into a final draft. You are responsible for telling the scribe what is and is not part of your final essay. The scribe will only make corrections dictated by you.

You must provide all information, including spelling of difficult words, spelling of words that can be spelled more than one way (e.g., t-w-o, t-o, and t-o-o), punctuation, paragraphing, grammar, etc.

You may review what the scribe has written at any time, normally by reading it yourself. If you have a visual impairment, the scribe will read it to you.

You will have 2 hours to work on the writing test. I will announce when you have 30 minutes remaining on this test and again when you have 5 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 2 hours 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 after 90 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **If any examinees are still working after another 25 minutes (115 minutes total) have passed, say:**

Attention. You have up to another 5 minutes to work.

► **When all examinees have completed the writing test or another 5 minutes (120 minutes total) have passed, 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, 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 have verified that the number of test booklets collected equals the number you distributed.

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

Your score report will be mailed two to eight weeks after the answer documents have been received by A-C-T. **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.

Once the completed essay is printed, place it inside the answer document. If the examinee used DVDs, 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, 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.

Timing Code 5: Standard Time over Multiple Days OR Single Session with Authorized Stop-the-Clock Breaks

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions,” page 37).

- If you have more than one examinee authorized for stop-the-clock breaks, you must test each examinee individually in a separate room.
- Do NOT test examinees testing over multiple days in the same room as an examinee testing on one day with stop-the-clock breaks.

This section contains the verbal instructions for examinees identified on the TAA PIN Report. Examinees with Timing Code 5 are authorized to test with standard time *either*:

- over multiple days, *or*
- in a single session on one day with stop-the-clock breaks (must test individually)

The time allowed for each test is: Test 1— 45 minutes; Test 2— 60 minutes; Test 3—35 minutes; Test 4 — 35 minutes; **writing test—40 minutes.**

Note:

- Refer to the TAA PIN Report for which accommodation the examinee is to receive (*multiple-days or stop-the-clock-breaks*).
- You are not allowed to change the accommodation listed on the report without prior approval from ACT.

The verbal instructions are written for examinees testing over multiple days; one test per day. If you administer the tests in fewer sessions, adjust the instructions accordingly. You may allow a short break after each test if administering more than one test per day.

If the examinee has been authorized by ACT to test on one day with stop-the-clock breaks, adjust the instructions accordingly. An examinee authorized for stop-the-clock breaks may take a break whenever he or she chooses. You MUST record testing times—minutes used prior to *and* after breaks—on the Administration Report. Do not include time spent on breaks.

Do NOT use these verbal instructions to test examinees who were not approved by ACT for accommodations and do NOT test examinees with timing code 5 in the same room as standard time examinees or examinees with timing code 8.

► Say:

I will announce when 5 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. **You will have up to 45 minutes to work on this test.** Do not begin work until I tell you to do so. You may now break the seal, but do not open the booklet.

- ▶ **Wait for everyone to break the seal, set your stopwatch or interval timer to 45 minutes, and then say:**

You have up to 45 minutes to work on this test. Open your booklet to **Test 1**, 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.

Before you announce time remaining and before you call Stop, check your timepiece carefully against the time you have written down.

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.

During testing, check to be sure examinees are working on the correct test. 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.** See “Irregularities” (page 97) for detailed irregularity descriptions and procedures.

- ▶ **If any examinees are still working after 40 minutes, say:**

Attention. You have 5 minutes remaining on this test.

- ▶ **When your watch or timer indicates 5 more minutes (exactly 45 minutes total) have passed and you have checked the Stop time, say:**

Stop, put your pencil down. Place your answer document inside your test booklet, close the cover, and look up at me. . . .

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, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

► **Say:**

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 37 and read the procedures.)

Test 2 is mathematics. The right-hand side of each page of the next section 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 this test. If you brought a calculator, you may get it out now. . . .

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. 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 you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions? . . .

You will have up to 60 minutes to work on this test. Do not begin work until I tell you to do so. 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 go on to the next test, and do not fill in or alter ovals for Test 1.

► **Set your stopwatch or interval timer to 60 minutes, and say:**

You have up to 60 minutes to work on this test. Turn to **Test 2**, read the directions carefully, and begin work.

2 2

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 timing for Test 2 begins.

- If an examinee uses a prohibited calculator, follow the instructions in “Dismissal for Prohibited Behavior” (page 101) to dismiss the examinee and void the answer document. **Be sure you 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 after 55 minutes, say:**

Attention. You have 5 minutes remaining on this test.

► **When your watch or timer indicates 5 more minutes (exactly 60 minutes total) have passed and you have checked the Stop time, say:**

Stop, put your pencil down. Place your answer document inside your test booklet, close the cover, and look up at me. . . .

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, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

► **Say:**

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 37 and read the procedures.)

Test 3 is reading. **You will have up to 35 minutes to work on this test.** If you finish before time is called, recheck your work on Test 3, then close your test booklet and answer document. Do not go on to the next test and do not fill in or alter ovals for previous tests. Are there any questions? . . .

3

3

- **Set your stopwatch or interval timer to 35 minutes, and say:**

You have up to 35 minutes to work on this test. Turn to **Test 3**, 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 after 30 minutes, say:**

Attention. You have 5 minutes remaining on this test.

- **When your watch or timer indicates 5 more minutes (exactly 35 minutes total) have passed and you have checked the stop time, say:**

Stop, put your pencil down. Place your answer document inside your test booklet, close the cover, and look up at me. . . .

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, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

- **Say:**

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 37 and read the procedures.)

Test 4 is science. **You will have up to 35 minutes to work on this test.**

If you finish before time is called, recheck your work on Test 4, then close your test booklet and answer document. Do not fill in or alter ovals for any other test. Are there any questions? . . .

4 ○ ○ ○ ○ ○ ○ ○ ○ ○ 4

► **Set your stopwatch or interval timer to 35 minutes and say:**

You have up to 35 minutes to work on this test. 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 after 30 minutes, say:**

Attention. You have 5 minutes remaining on this test.

► **When your watch or timer indicates 5 more minutes (exactly 35 minutes total) have passed and you have checked the Stop time, 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. . . .

No Writing continue below.

GO **Writing SKIP to “Writing Test” (page 75).**

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. 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:**

Your score report will be mailed approximately three to eight weeks after the answer documents have been received by A-C-T. **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.

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:**

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 may now break the seal, but do not open the booklet.

▶ **Set your stopwatch or interval timer to 40 minutes, then say:**

You have 40 minutes to work on this test. Open the 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 after 35 minutes, say:**

Attention. You have 5 minutes remaining on this test.

▶ **When your watch or timer indicates that another 5 minutes (40 minutes total) have passed, 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, 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:**

Your score report will be mailed five to eight weeks after the answer documents have been received by A-C-T. **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.

Timing Code 6: Time-and-a-Half, Self-Paced, Single Session

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions,” page 37).

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

ACT with writing: 6 hours TOTAL for ALL FIVE tests

This section contains the verbal instructions for examinees identified on the TAA PIN Report. These examinees are authorized for time-and-a-half, self-paced testing, including breaks between tests, administered in a single session on one day.

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>You will have a total of 5 hours, including breaks between tests, to complete all four tests at your own pace.</p>	<p>You will have a total of 6 hours, including breaks between tests, to complete all five tests at your own pace. 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 finish 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 up to 5 hours 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 up to 6 hours to complete all five tests at your own pace.</p>

ALL administrations continue below.

► **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.

START

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 Timing Code 6 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 folder(s), you must inform the examinee the answer folder(s) will not be scored and the reasons for your action. See “Dismissal for Prohibited Behavior” on page 101.

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 81.

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:**

Your score report will be mailed approximately two to eight weeks after the answer documents have been received by A-C-T. **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.

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.

Exactly
5 hours and
55 minutes
after START

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

You have 5 minutes remaining.

Exactly
6 hours
after START

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

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:**

Your score report will be mailed approximately two to eight weeks after the answer documents have been received by A-C-T. **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.

Timing Code 7: Time-and-a-Half over Multiple Days

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions” (page 37).

This section contains the verbal instructions for examinees identified on the TAA PIN Report. The timing guideline for each test is: Test 1—70 minutes; Test 2—90 minutes; Test 3—55 minutes; Test 4—55 minutes; writing test—60 minutes. These guidelines have been set to ensure that 90 percent of examinees will finish before that time. Testing may occur over multiple days; however, each test must be completed during one session.

The following instructions are written for examinees who are taking one test per day. If you are administering the tests in fewer sessions, adjust the directions accordingly.

► **Say:**

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.

I will announce when 30 minutes remain on this test to serve as a warning before time is called.

Test 1 is English. Do not go on to the next test until I tell you to do so. **You have up to 70 minutes to complete Test 1.** You may now break the seal, open your test booklet, turn to **Test 1**, 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 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.

During testing, check to be sure examinees are working on the correct test. 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.** See “Irregularities” (page 97) for detailed irregularity descriptions and procedures.

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 90 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, follow the procedures in “Dismissal for Prohibited Behavior” (page 101) to 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 after one hour (60 minutes), say:**

Attention. You have up to another 30 minutes to work.

► **When all examinees have completed Test 2, or another 30 minutes (90 minutes total) have passed, 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, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets.

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 37 and read the procedures.)

I will announce when 5 minutes remain on this test to serve as a warning before time is called.

Test 4 is science. Do not fill in or alter ovals for any other test. **You have up to 55 minutes to complete Test 4.** Turn to **Test 4**, read the directions carefully, and begin work.

4 ○ ○ ○ ○ ○ ○ ○ ○ ○ **4**

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 after 50 minutes, say:**

Attention. You have up to another 5 minutes to work.

► **When all examinees have completed Test 4, or another 5 minutes (55 minutes total) have passed, 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. . .

ACT (no writing) continue below.

GO ► **ACT with writing SKIP to “Writing Test—60 Minutes” (page 88).**

► **Say:**

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. 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:**

Your score report will be mailed approximately three to eight weeks after the answer documents have been received by A-C-T. **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.

Writing Test—60 Minutes

► **Say:**

I will now collect and check the answer documents and test booklets. They will be picked up individually; do not pass them in. 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.

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, be sure examinees receive their own materials. Individually hand examinees the answer documents.

► **Say:**

Please ensure 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 his or her assigned 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 has finished, say:**

I will announce when 5 minutes remain on this test to serve as a warning 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 keep them separate 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 60 minutes to work on this test. You may now break the seal, open the 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 after 55 minutes, say:**

Attention. You have 5 minutes remaining on this test.

- ▶ **When all examinees have completed the writing test or another 5 minutes (60 minutes total) have passed, 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. 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. 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:**

Your score report will be mailed approximately five to eight weeks after the answer documents have been received by A-C-T. **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.

Timing Code 8: Standard Time for Multiple-Choice Tests Plus Double Time for Writing Test, Single Session

Timing code 8 applies **ONLY** to ACT with writing administrations.

Do not continue until you have completed the verbal instructions from the beginning (see “Verbal Instructions,” page 37).

This section contains the verbal instructions for examinees identified on the TAA PIN Report. The time allowed for each multiple-choice test is: Test 1—45 minutes; Test 2—60 minutes; Test 3—35 minutes; Test 4—35 minutes. **The timing guideline for the writing test is 80 minutes.**

All tests must be completed in a single session on one day. Do not test examinees with timing code 8 in a standard time room for the multiple-choice tests and then move them to another room for the writing test.

► **Say:**

I will announce when 5 minutes remain on each multiple-choice 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 absolutely no talking. Listen carefully to these instructions.

Test 1 is English. Do not begin work until I tell you to do so. Do **not** go on to the next test. You may now break the seal, but do not open the booklet.

► **Set your stopwatch or interval timer to 45 minutes, and then say:**

You have 45 minutes to work on this test. Open your booklet to **Test 1**, 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 you are testing more than one examinee, you must enter each examinee's test booklet number on the Seating Diagram. Complete every item on the form.

During testing, check to be sure examinees are working on the correct test. 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.** See "Irregularities" (page 97) for detailed irregularity descriptions and procedures.

- ▶ **When your watch or timer indicates exactly 40 minutes have passed and you have checked the time, say:**

Attention. You have 5 minutes remaining on this test.

- ▶ **When your watch or timer indicates 5 more minutes (exactly 45 minutes total) have passed and you have checked the Stop time, say:**

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

Test 2 is mathematics. The right-hand side of each page of the next section 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 this test. If you brought a calculator, you may get it out now. . . .

You are responsible for knowing if your calculator is permitted. I will check your calculator during the test. 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. Are there any questions? . . .

- ▶ **Answer any questions, then say:**

Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 2, turn your calculator off, then place your answer document inside your test booklet and close the cover. Do not go on to the next test and do not fill in or alter ovals for Test 1. Please close your calculator quietly in consideration of others. There will be a break after I call time on this test.

- **Set your stopwatch or interval timer to 60 minutes, and say:**

You have 60 minutes to work on this test. Turn to **Test 2**, read the directions carefully, and begin work.

2 △ △ △ △ △ △ △ △ △ **2**

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 timing for Test 2 begins.

- If an examinee uses a prohibited calculator, follow the instructions in “Dismissal for Prohibited Behavior” (page 101) to 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.
- **When your watch or timer indicates exactly 55 minutes have passed and you have checked the time, say:**

Attention. You have 5 minutes remaining on this test.

- **When your watch or timer indicates 5 more minutes (exactly 60 minutes total) have passed and you have checked the Stop time, say:**

Stop, put your pencil down. Place your answer document inside your test booklet, close the booklet, leave it on your desk, and look up at me. . .

Put your calculator away, as you will not be permitted to use it for the remaining tests. You will now have a 15-minute break. Testing will resume promptly at _____. If you return late, you will not be allowed to make up lost time. Remember, you may not access phones or other electronic devices during the break. If you do, you will be dismissed. You may not eat or drink anything in the test room. **(If testing is in progress in other rooms, remind examinees to be quiet in the halls.)**

Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets. **Do not leave the test room unattended during the break.**

Resume testing after 15 minutes. Do not wait for examinees who return late from the break. They may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum.

- **At the end of the 15-minute break, say:**

We are ready to resume testing. Any electronic devices must remain powered off and stored out of sight until you are dismissed from all testing for the day. **Test 3** is reading. Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 3, then place your answer document inside your test booklet and close the cover. Do not go on to the next test and do not fill in or alter ovals for previous tests. If you do, you will be dismissed and your answer document will not be scored.

- ▶ **Set your stopwatch or interval timer to 35 minutes, and say:**

You have 35 minutes to work on this test. 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.

- ▶ **When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:**

Attention. You have 5 minutes remaining on this test.

- ▶ **When your watch or timer indicates 5 more minutes (exactly 35 minutes total) have passed and you have checked the Stop time, say:**

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

Test 4 is science. Do not begin work until I tell you to do so. If you finish before time is called, recheck your work on Test 4, then place your answer document inside your test booklet and close the cover. Do **not** fill in or alter ovals for any other test.

- ▶ **Set your stopwatch or interval timer to 35 minutes, then say:**

You have 35 minutes to work on this test. Turn to **Test 4**, read the directions carefully, and begin work.

4 4

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

- ▶ **When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:**

Attention. You have 5 minutes remaining on this test.

- ▶ **When your watch or timer indicates 5 more minutes (exactly 35 minutes total) have passed and you have checked the Stop time, 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. . . .

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 the test booklets from each examinee individually. As you do, check to make sure they are signed. Make sure examinees do not open or mark on their answer documents while you are collecting the test booklets. Verify that the number of booklets collected equals the number you distributed.

► **After the count has been verified, say:**

You may use this time to relax and sharpen your pencils, but you may not leave the room.

Do not leave the room unattended during the break. If an examinee needs to leave the room, collect his or her test materials.

Writing Test—80 Minutes

Resume testing after five minutes. Do not wait for examinees who return late. If an examinee returns after you have distributed the writing test booklets, hand the examinee his or her **assigned** writing test booklet and have him or her read the directions. Have the examinee print his or her name at the top of page 5 of the answer document. Quietly show the examinee how to enter the test booklet number and test form on page 6. Lost time may not be made up.

► **After the five-minute break, say:**

We are ready to resume 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.

Open your answer document, turn it 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 the booklet 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 his or her **assigned** 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 and copy it into the “Writing Test Booklet Number” boxes on your answer document. . . .

Next, find the 3-character test form under the date of birth boxes, copy it into the “Writing Test Form” boxes, and fill in the matching oval. If you do not fill in the correct oval, your answer document cannot be scored accurately. After you have finished, put your pencil down and look up. . . .

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:**

I will announce when 30 minutes remain on this test and again when 5 minutes remain 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 keep them separate 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 80 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 after 50 minutes, say:**

Attention. You have up to another 30 minutes to work.

► **If any examinees are still working after another 25 minutes have passed (75 minutes total), say:**

Attention. You have up to another 5 minutes to work.

► **When all examinees have completed the writing test or another 5 minutes (80 minutes total) have passed, 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. 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:**

Your score report will be mailed approximately five to eight weeks after the answer documents have been received by A-C-T. **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.

Irregularities

Complete an “ACT State and District Testing Irregularity Report” (page 111) for each room in which an individual or group irregularity occurs and return it to ACT with the answer documents. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of examinees who were dismissed from or who left the test site without completing all their tests. If no irregularities occurred in any test rooms, do not return a report.

Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). **If this occurs, follow the instructions below and call ACT as soon as possible (800.553.6244, ext. 1788).** Carefully note the testing time elapsed and keep test materials secure at all times.

Interrupting a Test

If you must interrupt a timed test, instruct examinees to stop testing and close their test booklets with their answer documents inside; record the elapsed testing time. Collect test materials if necessary to maintain security. When you resume testing, begin timing where you left off. If the interval is significant, add two additional minutes to the time remaining for that test so examinees can regain their concentration.

If you cannot resume testing that day and you are testing over multiple days, you may reschedule all remaining tests to be completed within the designated two-week window (see your *Schedule of Events* document). If you cannot resume testing and all tests must be completed in **one session**, call ACT immediately.

If you are administering the tests using DVDs and testing is interrupted or delayed due to a technical issue, contact ACT immediately for instructions.

Disturbances and Distractions

If a disturbance or distraction occurs that affects examinees’ concentration and it cannot be stopped, or the examinees cannot be moved to a quieter location, call ACT immediately. Do not dismiss examinees until you have received instructions. If you do not have a proctor to assist you, stop testing. Collect and secure the test forms and answer documents before leaving the room to call ACT. Report all disturbances and distractions, however minor (including examinee illness), on your Irregularity Report.

Emergency Evacuation

In the event of an emergency evacuation, your first concern must be for the safety of your examinees and your testing staff. If an emergency occurs, note the testing time elapsed and—if time permits—have examinees close their test booklets and place their answer documents inside them. Collect the test forms if time permits. Instruct examinees and staff to leave the building. If it is safe to do so, lock the test room. You must call ACT as soon as you can safely reach a telephone.

Rescheduled Examination

If testing has not started, you may reschedule that test and all remaining tests to be completed within the designated two-week window. If testing is underway and you cannot resume testing **and** all tests must be completed in **one session**, call ACT immediately.

Missing or Stolen Test Materials

A missing or stolen test form is the most serious irregularity that can occur, excluding those affecting the health or safety of your examinees or staff. If—at any time—you cannot account for a test form, you must call ACT **immediately** at 800.553.6244, ext. 1788. We will advise you regarding what actions you must take.

Power Failure

If a power failure occurs during testing and examinees cannot be moved to another location with adequate heat, ventilation, light, and adequate examinee spacing, collect the test forms and answer documents, then call ACT for instructions.

Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). Follow the directions for each type of individual irregularity as described below.

Examinees Who Leave Early

Examinees must remain seated until all test materials are accounted for and they are dismissed. If an examinee insists on leaving early or does not return after a break, collect the answer document and test form, then document the situation on the “ACT State and District Testing Irregularity Report” (page 111). Determine whether the examinee will be scheduled to start the **next** test on another day (if testing over multiple days). The examinee **may not return** to a test, even if that test was not completed, but must begin the next test in the sequence. Examinees who leave early may NOT resume testing later that day.

Test Item Challenges

If an examinee challenges typographical errors in the booklet or ambiguities in particular test items, tell the examinee to answer the item as it is written and report the details of the challenge to you after the test is over. Complete an Irregularity Report with the examinee’s name, address, test booklet number, test form, the item number being challenged, and the examinee’s question about the item. For security reasons, do **not** include a copy of the test item.

Defective Test Booklet or Answer Document

If a test form is defective, call ACT immediately for instructions. If you are using DVDs and any discs are not working, refer to the *ACT DVD Usage Guidelines* before calling ACT for instructions. If an answer document is defective, consult with the test coordinator before calling ACT for instructions.

Duplicating Test Materials

Test personnel and examinees are not permitted to duplicate or record any part of the ACT tests by copying, taking notes, photographing, scanning, or using any other means. All test forms and answer documents must be returned to testing personnel. No portion of these materials may be retained by examinees.

If you observe an examinee using photographic, scanning, or recording devices during the test or removing pages from a test booklet, follow the procedures in “Dismissal for Prohibited Behavior” (page 101) or “Refusal to Turn In Test Materials” (page 102) and call ACT immediately.

In all cases, examinees observed using photographic, scanning, or recording devices, or observed removing pages from a test booklet, must be dismissed, the device confiscated or cleared, and the answer document marked VOID. Inform the examinee the answer document will not be scored and the reason for your action. Include all necessary information on the Irregularity Report. Call ACT (during testing, if possible) to determine if any additional action is required.

Mistiming

A timing code is assigned to each examinee based on the diagnosis and the approved accommodations. Extreme care must be taken to ensure the correct timing guidelines are followed. **Administering tests using an incorrect timing code or incorrect timing guidelines constitutes a serious irregularity that can invalidate the scores.** Call ACT as soon as you discover the error. In addition, document the situation in detail on the Irregularity Report. ACT may advise you to paperclip the answer document to the Irregularity Report.

A mistiming can occur **even if** you use the correct timing guidelines for the examinees in your room:

- If you discover that you gave **more** than the maximum time allowed on a test, call ACT immediately.
- If you discover that you gave **less** than the maximum time allowed on a test and all examinees had not completed that test, document it on the Irregularity Report, attaching all affected answer documents, and call ACT as soon as possible.

Do not allow examinees to make up a shortage from one day of testing on a later day. If all tests must be administered in a single session, do not allow examinees to return after dismissal to make up the shortage.

Failure to Follow Directions in Marking Responses on the Answer Folder

Only answers properly marked on the answer folder during the time allowed for a particular test can be scored. If an examinee is not properly marking responses on the answer folder, follow the instructions for the relevant error, below.

Note: These errors in marking are not prohibited behavior, do not dismiss the examinee

- **Unauthorized Marking of Responses in the Test Booklet**

Unless the examinee has been approved by ACT to mark responses in the test booklet or on a large type worksheet, only responses properly marked on the answer folder during the time allowed for a particular test will be scored. If local test arrangements were not made for the examinee to mark responses in the test booklet, **immediately** take these steps

1.

If ...	Then ...
Time remains on the current test	instruct the examinee to immediately transfer responses from the test booklet to the answer folder.
Time has been called on that test	no answers can be transferred at any time, including during the break or after testing.

2. Instruct the examinee to continue testing by marking responses on the answer folder.

3. Document the situation in detail on the Irregularity Report.

4.

If ...	Then ...
There are some responses marked on the answer folder	submit the examinee's answer folder for scoring.
There are NO responses marked on the answer folder	attach the answer folder to the Irregularity Report.

- **Marking Responses in a Future Section of the Answer Folder**

Example: Marking Test 3 responses in the section for Test 4 during the time for Test 3.

If an examinee is marking responses in a future section, take these steps.

1. At the end of the current test, give the examinee new answer folder and collect the first answer folder.

Note: Call ACT for instructions if you do not have a new answer folder to give the examinee.

2. Instruct the examinee to begin marking responses in the correct section of the new answer folder.

3. After testing is completed, supervise the examinee as he or she transfers the non-test information and all previous test responses from the first answer folder to the correct sections on the new answer folder.

Note: This transfer must occur under close supervision and without access to the test booklet.

4. Document the situation in detail on the Irregularity Report.
5. Mark the first answer document “REPLACED” and attach it to the Irregularity Report.
6. Return the new answer folder for scoring.

Note: The following errors are prohibited behaviors and the examinee must be dismissed (see “Prohibited Behavior at the Test Site,” page 100):

- *Marking a **previous** section of the answer document (e.g., marking the section for Test 2 during the time for Test 3).*
- *Working on any test other than the current test.*

Examinees Who Become Ill

An examinee approved to test over multiple days who becomes ill during a test and must leave the test site may come back and finish the **remaining** tests at any time within the designated two-week testing window. All tests must be completed within the window or the answer document will not be scored. It is in the examinee’s best interest to either complete a test before leaving or not begin the next test if he or she is ill. When testing resumes on the next scheduled test day, the examinee **may not return** to the test that was being administered at the time of departure, even if that test was not completed. The examinee must resume testing with the **next** test in the sequence.

If examinees with timing code 6 or 8, or examinees approved for stop-the-clock breaks, have to leave the test site due to illness, they may NOT resume testing on that day or any other day. If they do, the answer documents will not be scored.

All tests attempted will be scored. Complete the ACT Administration Report to reflect the tests taken.

Because examinees testing in the same room must all be working on the same test at the same time, you will need to reschedule all remaining tests for that examinee individually.

Irrational Behavior

If an examinee acts in an irrational or violent manner, proceed as follows:

- Try to prevent other examinees from being interrupted, affected, or involved.
- Collect and retain the examinee’s test materials without physical force.
- Dismiss the examinee from the test room as quietly as possible, without physical force or contact.
- If necessary, call security or police to protect staff and other examinees’ safety.
- Inform the examinee that the answer document will not be scored.
- Give a detailed explanation on the Irregularity Report, mark the answer document VOID, and attach it to the report.

Prohibited Behavior at the Test Site

The prohibited behaviors listed below are taken from the Terms and Conditions all examinees agreed to when they completed the non-test portions of their answer documents.

The following behaviors are prohibited. You will be dismissed and your answer document will not be scored if you are found:

- Filling in or altering responses on a test section on your answer sheet or continuing to write the essay after time has been called on that test section. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark.
- Looking back at a test section on which time has already been called.
- Looking ahead in the test booklet.
- Looking at another person’s test booklet or answer document.
- Giving or receiving assistance by any means.
- Discussing or sharing test content, test form identification numbers, or answers during test administration, during breaks, or after the test.

- Using a prohibited calculator (www.act.org/calculator-policy.html).
- Using a calculator on any test section other than mathematics.
- Sharing a calculator with another person.
- Using a watch with recording, internet, or communication capabilities.
- Using any electronic device at any time during testing or during break other than an approved calculator or watch. All other electronic devices, including cell phones and wearable devices, must be turned off and placed out of reach from the time you are admitted to test until you are dismissed after testing concludes.
- Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way.
- Using highlight pens, colored pens or pencils, notes, dictionaries, or other aids.
- Using scratch paper (unless an exception applies).
 - ~ Specific instructions will be provided on test day if ACT authorizes you to use scratch paper, including the section(s) on which ACT has authorized its use.
 - ~ If you are permitted to use scratch paper, you may only use paper that ACT has authorized and/or provided to you.
- Not following instructions or abiding by the rules of the test site.
- Exhibiting confrontational, threatening, or unruly behavior; or violating any laws. If ACT suspects you are engaging in criminal activities, such activities will be reported to law enforcement agencies.
- Allowing an alarm to sound in the test room or creating any other disturbance.

All items brought into the test site, such as hats, purses, backpacks, cell phones, calculators, and other electronic devices may be searched at the discretion of ACT and its testing staff. ACT and its testing staff may confiscate and retain for a reasonable period of time any item suspected of having been used, or being capable of being used, in violation of this list of prohibited behaviors. ACT may also provide such items to third parties in connection with an investigation conducted by ACT or others. ACT and its testing staff shall not be responsible for lost, stolen, or damaged items.

Have a proctor verify your observation if possible. However, if you are **certain** an examinee is engaging in prohibited behavior, dismiss the examinee based upon your own observation. The test accommodations coordinator does not have to be called to the room to verify the activity.

If you **suspect** an examinee is engaged in prohibited behavior, but are not certain, discreetly warn him or her that these activities are prohibited and continue close observation. To discourage looking at someone else's answer document, or giving or receiving assistance, move the examinee to another seat and indicate the move on your Seating Diagram. If you suspect an examinee has filled in or altered ovals, or continued to work after time was called, warn the individual immediately. Document your suspicions and actions on the Irregularity Report.

You do not need to observe prohibited behavior if you are certain it occurred. For example, if you are certain that five ovals left unfilled at the end of a test were filled in after time was called, dismiss the examinee. You **must inform the examinee** that the answer document will not be scored. Otherwise, it may be scored.

Dismissal for Prohibited Behavior

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

1. Take action immediately without creating a disturbance. If you cannot, wait until the end of the current timed test.
2. Collect the answer document and test form.
3. If you believe an electronic device was used to store or exchange information, or to make an image of the test, collect the device from the examinee and call ACT immediately. ACT will determine if the device is to be retained and sent to ACT or returned to the examinee. Do not return the device to the examinee without ACT approval.

4. Tell the examinee:
 - a. You observed or are certain of the prohibited behavior.
 - b. He or she is being dismissed because of the behavior.
 - c. The answer document will not be scored.
5. Write VOID on page 1 of the answer document. Do so in the examinee's presence, if possible.
6. Complete a detailed Irregularity Report that includes:
 - a. The time of the incident and the name(s) of the examinee(s).
 - b. The number of ovals the examinee(s) had filled in at the time of the incident, if relevant.
 - c. The test room and seating location(s) of the examinee(s).
 - d. The details of what you observed.
 - e. The statements you and the examinee(s) made.
 - f. The name(s) of the staff who observed or were certain of the irregularity.
7. Attach the voided answer document to the Irregularity Report (do NOT staple) and return it in the BLUE envelope. Return the test form the examinee used with the other test forms.

ACT will not score the answer document if you follow these procedures exactly. However, you **must inform the examinee** that the answer document will not be scored and clearly indicate this on the Irregularity Report. Otherwise, the answer document may be scored.

Voiding Answer Documents

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

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

Refusal to Turn In Test Materials

Examinees must return all test materials before leaving the test room. If an examinee refuses to turn in a test form, warn the examinee that the police will be contacted and this action may result in fines and imprisonment. Call ACT immediately and describe the situation in detail, include the examinee's name and the test form serial number. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

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 in the examinee's presence. ACT will **not** transfer responses. If responses have not been transferred, the examinee will **not** receive scores. All worksheets must be identified with the examinee's name and returned to ACT.

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** finish all tests during the window, return the partially completed answer document for scoring. All tests attempted will be scored. Do **NOT** void the document.

After the Test

Immediately after testing is completed 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
- setting aside and ordering materials for makeup testing, if applicable
- packing items into envelopes, polymailers, 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 14. Confirm Site Header, Test Booklet Number, and Test Form Number

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

Collecting, Packing, and Returning the Test Materials

Keep Materials Separate

Make sure to keep the return materials separate from any accommodations materials.

Blue Envelope

In your test materials shipment, you received one blue envelope. The blue envelope is used to return the completed test administration forms, 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 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 blue envelope “DID NOT TEST.”
2. Follow the instructions in parts C through E 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. Complete the Testing Staff List

1. Complete the form specified in the following table, making a copy for your records.

Table 15. What to Do with the Testing Staff List

For the...	Make sure...
<input type="checkbox"/> Testing Staff List	<ul style="list-style-type: none">• all personnel who assisted with the administration are listed

B. Collect Materials from the Room Supervisors

2. For each testing room, use the checklist in the following table to ensure 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 16. Room Supervisor Materials Checklist

For each room's...	Make sure...
<input type="checkbox"/> Test booklets	<ul style="list-style-type: none"> there are no answer documents inside the test booklets for ACT with writing administrations, both the multiple-choice and writing test booklet are returned for each examinee test booklets are arranged in sequential serial number order
<input type="checkbox"/> Answer documents	<ul style="list-style-type: none"> each answer document to be scored contains the required identifying information on the front and back pages <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"/> Irregularity Report (if applicable)	<ul style="list-style-type: none"> it is signed the report explains the reason that each answer document was voided or replaced any voided or replace answer documents are attached to the report (do not staple)
<input type="checkbox"/> Reader's Agreement (if applicable)	<ul style="list-style-type: none"> for any examinee authorized to use a reader, a signed agreement is required
<input type="checkbox"/> Interpreter's Agreement (if applicable)	<ul style="list-style-type: none"> for any examinee authorized to use an interpreter for Exact English Signing of the test items, a signed agreement is required
<input type="checkbox"/> Writing Test agreement (if applicable)	<ul style="list-style-type: none"> for any examinee authorized for a transcriber, braille, computer, or voice-activated computer software for the writing test, a signed agreement is required.
Administration Forms Folder	
<input type="checkbox"/> Test Room Report	<ul style="list-style-type: none"> it is signed and initialed by the test coordinator and room supervisor all test booklets are accounted for all items on the form are completed
<input type="checkbox"/> Seating Diagram	<ul style="list-style-type: none"> all items in the top half of the diagram are completed the test booklet serial numbers are recorded in the squares
<input type="checkbox"/> Administration Report	<ul style="list-style-type: none"> the times recorded are accurate based on the timing code for each examinee <p><i>Note: Contact ACT if any discrepancies are identified.</i></p>
<input type="checkbox"/> Roster	<ul style="list-style-type: none"> all examinees who were scheduled to test are listed, whether they tested or not any ACT Student ID Forms are attached

3. Dismiss the room supervisors

C. Pack the Blue Envelope

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

4. Clip all of the original forms together by room.
5. Place any large type worksheets into the envelope.
6. Turn the answer documents to be scored the same way, with page 1 facing you.
7. Check the “Booklet Number” and “Form” on each answer document. Enter this information using a soft lead #2 pencil, if it’s blank.
8. 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.
9. 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 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.

10. If you’re using multiple envelopes, locate the envelope that contains the Site Header and mark that envelope #1, number the other envelopes.
11. 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.

D. Pack the Cartons

Take the following steps to pack your cartons.

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

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

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

The cartons are now ready for return to ACT.

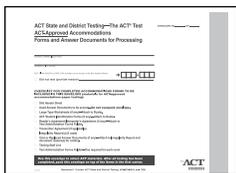
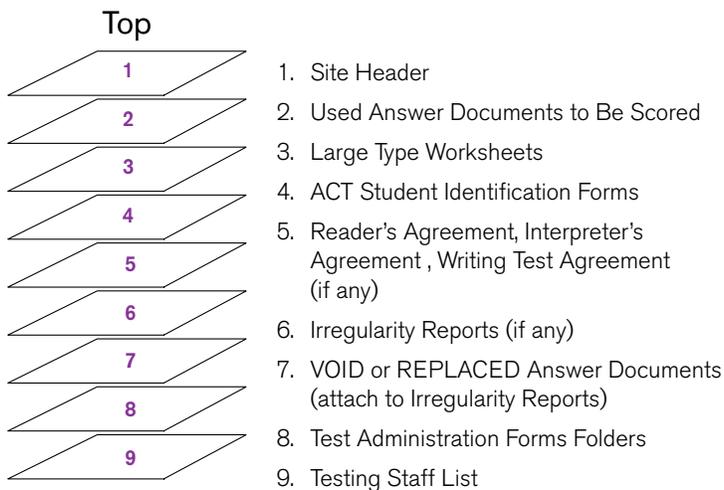
E. Storage and Pickup

After your materials are packaged for return to ACT:

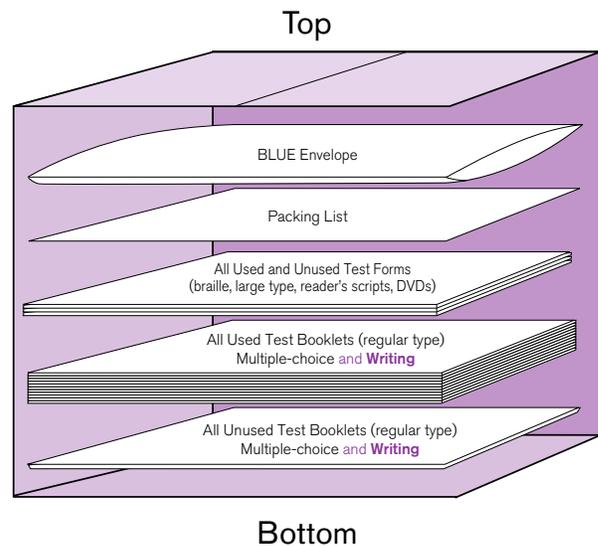
18. Return the cartons to secure storage.
19. On the date scheduled for pickup (refer to your *Schedule of Events* for the date), place the cartons in a location where the designated carrier will be able to pick them up. If your school’s normal pickup point is secure or constantly monitored, you may 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.

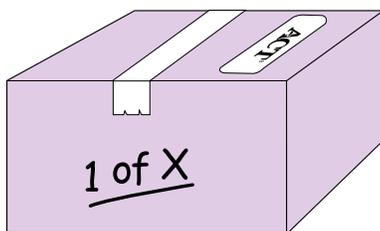
Step 1—Contents of Blue Envelope



Step 2—Contents of ACT-Approved Accommodations Cartons



Step 3—Reverse Carton Flaps and Label



"X" should NOT include standard time testing or non-college reportable accommodations cartons. "X" should equal only the number of ACT-approved accommodations cartons you are returning to ACT.

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

Figure 6. Packing diagram for returning State and District accommodated test materials

Training Session Topics for Discussion

The test coordinator is expected to discuss the following topics **in addition** to the topics covered during the training conducted by ACT:

- Describe how materials will be distributed to the room supervisors and how they must distribute the test materials specifically assigned to each examinee by serial number as shown on the roster and packing list.
- Discuss how cell phones and other electronic devices (excluding permitted calculators and any approved testing aids) will be barred from the room.
- Review how to complete the Administration Report and how to use the TAA PIN Report.
- Describe how the room supervisor must verify the timing guidelines authorized for each examinee using the timing code specified on the roster.
- Examinees with different timing codes must not test in the same room. Examinees testing with ACT-Approved Accommodations must not test in the room as examinees testing with State-Allowed Accommodations.
- Discuss the testing window. All tests must be completed within the window or the answer documents will not be scored.
- Discuss when and where staff members are to report and on what day(s).
- Remind room supervisors to enter the minutes actually used by each examinee on each test, or on all tests for timing code 6, on the Administration Report. Discuss how testing may occur over multiple days, if ACT has authorized it; however, each test must be completed during a single session. The tests must be administered in the correct sequence and all tests must be completed within the window.
- Discuss how to handle breaks. Examinees with timing code 6 may take a break between each test. Examinees authorized for stop-the-clock breaks may take a break at any time. If you administer more than one test per day for timing code 2, 3, 5, or 7, you may allow a short break between tests.
- If an examinee marks responses in the test booklet or uses a large type worksheet, the test coordinator must arrange to transfer the responses to an answer document in the examinee's presence before returning the answer documents and worksheet to ACT. Examinees will not receive scores if responses were not transferred. ACT will not transfer responses.
- If you will be conducting any administrations using DVDs, review procedures with all staff assisting with DVD testing, including your technical support staff. Additional training session topics for discussion are covered in the *Administration Manual State and District Testing Standard Time*. The test coordinator is expected to make sure all topics are covered and all staff questions or concerns addressed before the first scheduled test day.

Additional training session topics for discussion are covered in the *Administration Manual State and District Testing Standard Time*. The test coordinator is expected to make sure all topics are covered and all staff questions or concerns addressed before the first scheduled test day.

ACT Testing Staff List

ACT Approved Accommodations Staff Only

(This document may be photocopied.)

Testing School Name _____

			-			
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ACT High School Code (for testing school)

City, State _____

Test Date(s) _____

Test Coordinator _____

Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC-Test Coordinator, RS-Room Supervisor, P-Proctor, R-Reader, I-Interpreter, T-Transcriber), and room name/number or roving assignment for **all personnel** who assisted with the administration to examinees testing with ACT-Approved Accommodations. List anyone who assisted with or handled test forms in any way, including any security personnel. If you used DVDs, include the names of any technical support staff.

Name	School Job Title	Testing Staff Position	Room Name/Number of Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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23.			
24.			
25.			

(this page can be removed)

Test Coordinator: Return one completed form for each test room in the blue envelope and keep a copy for your records.

ACT Reader's Agreement

(This document may be photocopied if different readers are used for different tests or multiple examinees.)

Complete this agreement **only** if ACT has approved the reading of the test questions. Each examinee approved for a reader must test individually in a separate room. The room supervisor normally serves as the reader.

Testing School		ACT High School Code (for testing school)	
City, State		Test Date(s)	
Test Coordinator		Room Supervisor	
Examinee		Reader Name (if different from room supervisor)	

ACT has prepared a reader's script for use in administering the ACT multiple-choice tests to examinees who have been approved to have the test questions read to them. **Read the directions and prompt for the ACT writing test verbatim from the test booklet.** The tests must be read **verbatim** by a reader who meets the qualifications specified by ACT (see "Reader or Interpreter Qualifications," page 13).

As the reader, you are required to review and comply with the "Notes to the Reader" printed in the reader's script and the procedures in this manual.

The examinee may ask you to read any portion of a test as often as necessary within the time allowed for that test. You must read

the directions, passages, and test questions **exactly** as they are presented, with no explanation or additional information provided to the examinee through the reading.

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

If ACT determines that any explanation or additional information has been provided to an examinee, that any test materials were not read verbatim, or that the reader did not meet ACT's qualifications for testing personnel, the examinee's scores will be canceled.

"I certify that I have read, understand, and agree to administer the test in compliance with the *Administration Manual* and assure ACT that the test questions will be read verbatim with no explanation or additional information provided to the examinee through the reading."

Reader's Signature	Date
--------------------	------

Indicate the tests read by this reader:

___ English ___ Mathematics ___ Reading ___ Science ___ Writing

Sign and return this agreement WITH the answer document in the BLUE envelope. Keep a copy for your records. Scores will NOT be released without this form.

ACT Sign Language Interpreter's Agreement

(This document may be photocopied if multiple interpreters were used.)

Complete this agreement **only** if ACT has approved **Exact English Signing or Cued Speech** of the test items. Each examinee approved for this accommodation must test individually in a separate room. Complete one form for **each** approved examinee.

_____	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table> - <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>						
Testing School	ACT High School Code (for testing school)						

_____	_____
City, State	Test Date(s)

_____	_____
Test Coordinator	Room Supervisor

_____	_____
Examinee	Interpreter

The interpreter must meet the same qualifications specified by ACT for a test coordinator (see page 13 in this manual). The interpreter must also be proficient in Exact English Signing (EES) or Cued Speech. **Cued speech**, under this definition, means providing visual phonemic access to the sounds of the words using the official set of phoneme signs. If ACT has approved the signing or cueing of the test items from ACT's reader's script, the exact English

signing or cueing of the test items must be a direct transcription of the passages and items with no explanation and no additional information provided to the examinee through the signing or cueing. All test questions rely on the examinee being able to comprehend and respond to the materials as written. Any explanation or translation of the questions or passages would affect what the tests are designed to measure.

ACT requires both the test coordinator and interpreter to sign the following statement:

"I certify that I have read, understand, and agree to administer the tests in accordance with the Administration Manual, and I further assure ACT that the exact English signing or cueing of the tests is a direct transcription of the passages and items from the reader's script provided by ACT with no explanation and no additional information provided to the examinee through the signing or cueing."

_____	_____
Test Coordinator Signature	Date

_____	_____
Interpreter Signature	Date

Indicate the method used:

Exact English Signing Cued Speech

Indicate the signed read by this interpreter:

English Mathematics Reading Science Writing

Sign and return this agreement with the answer document in the BLUE envelope. Keep a copy for your records. Scores will NOT be released until this form is received.

ACT Transcriber Agreement

Complete this agreement **only** if ACT has approved an examinee to use a transcriber, braille, computer, or voice-activated computer software for the writing test only. Examinees approved for a transcriber or voice-activated computer software must test individually in a separate room. Examinees using computers or braille may test as a group. The room supervisor normally serves as the transcriber. Complete one form for **each** examinee approved for one of the *above response modes*.

Testing School	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table> - <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>						

ACT High School Code (for testing school)

City, State	Test Date(s)
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Test Coordinator	Room Supervisor
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Examinee	Transcriber (if different from room supervisor)
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"I certify that I have read, understand, and agree to administer the writing test in accordance with the policies in this manual. My signature confirms that the grammar check was turned off on the software program for the computer used. My signature confirms that if a transcriber was approved, I transcribed the response to an answer document verbatim for one examinee in a separate room. I certify that if a computer or braille was used, the essay was erased from the machine after I printed the essay, the margin requirements were met (see "For Using Braille, Computers, or Computer Voice-Activated Software," page 66), and the printed essay is inside the answer document. If the examinee used voice-activated computer software, I certify that he or she tested individually in a separate room."

Room Supervisor or Transcriber Signature	Date
--	------

Name, Title

Testing Staff Position

Sign and return this agreement in the BLUE envelope. Keep a copy for your records. Scores will NOT be released without this form.

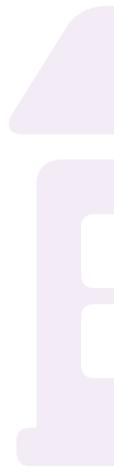
Anonymous Security Hotline

Test site 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 site 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.

ACT Test Security Principles

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



ACT[®]