

2015|2016

The ACT[®] Test

Administration Manual

State and District Testing
Standard Time
Online Testing



The **ACT**[®]

www.act.org

Contacting ACT

For questions regarding test administration:

ACT State and District Testing

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PO Box 4071
Iowa City, IA 52243-4071

Phone Toll Free 800.553.6244, ext. 2800

Web form www.act.org/aap/state/contact.html

Fax 319.337.1019

Normal office hours are 7:00 a.m.–5:00 p.m. (CT), Monday through Friday. **On test day, staff will be available 6:00 a.m. – 5:30 p.m. (CT).**

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
Kansas	17	North Carolina	34	Wyoming	51

PearsonAccess^{next}TM actonline.act.org
TestNavTM tn.actonline.act.org

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Section I: ACT State and District Testing Policies and Procedures

Testing Policies and Procedures

In this Section

In this section, you will find standard ACT guidelines on:

- purpose
- investigations
- confidentiality
- equal treatment
- fair testing practices
- safety
- authorized observers
- unauthorized observers and media
- test location—score reports
- retest restrictions
- district shipping model

Purpose

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 that are not addressed in the manual, be sure to call ACT for instructions. Following ACT policies and procedures helps you create a fair testing environment.

Investigations

In cases of suspected or documented irregularities, all testing staff must cooperate fully with ACT and the 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 or his or her representatives may contact you directly and request information. 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. (See also Confidentiality.)

Confidentiality

Information about examinees is confidential, including their names. 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 examinee 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 or timing verification forms) 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 nondiscriminatory 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*, guides to 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.

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation in accordance with your school's policies. Contact security personnel at your school or local law enforcement if you need assistance. Do not put yourself or others at risk. Document the details of the incident on an irregularity report.

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.

How to Identify an Observer

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*.

Step	Action
1	<p>Check credentials. An observer must have one of the following:</p> <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 and 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	<p>Did the observer provide necessary credentials?</p> <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	<p>Submit an Irregularity Report that includes:</p> <ul style="list-style-type: none"> • the observer's name • agency/company, and • whether or not the observer was admitted.

If you have concerns, call ACT at the phone number listed inside the front cover of this manual.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, members of the school board, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph 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.

Test Location—Score Reports

State and District testing scores are reported as “State” under Test Location on all score reports.

Retest Restrictions

Examinees may take the ACT no more than 12 times total. ACT has waived its normal 60-day retest restriction for State and District testing. Examinees may test on **one** of the State and District test dates **AND** on any ACT National Test Date. Examinees wishing to test more than once should check their options at www.actstudent.org.

District Shipping Model

This manual is written for school staff with the understanding that test materials will be shipped directly to the school, back to ACT, and will not be transported without written approval from ACT. However, if your testing program includes district shipping, all shipments to and from ACT will first pass through a district official.

See the *Manual Supplement for District Shipping*. The supplement explains security measures to take, and how to document the transfer of materials to and from schools. The supplement includes a *Secure Test Booklet and Test Package Transfer Form* to complete. The supplement can be found on the website for your testing program.

Online Testing Overview

In this Section

In this section, you will find information on:

- overview of the online process
- differences between online and paper testing
- PearsonAccess^{next}™ and TestNav™
- system checks
- test content security
- login security
- seal codes

Overview of Online Process

The table below provides an overview of roles and responsibilities for online testing.

Stage	Who	Does what
Before test day	Test coordinator	<ul style="list-style-type: none"> • creates user accounts in PearsonAccess^{next} • creates and assigns examinees to test sessions no later than two weeks prior to the first day of the testing window • prints student authorization tickets and stores them in a secure location • reruns system check the week before test day on all computers to ensure each computer meets all requirements • precache test content two days prior to testing <p><i>Note: The technical coordinator is expected to assist with the system check and installing proctor caching software.</i></p>
	Examinee	<ul style="list-style-type: none"> • completes pretest information online
On test day	Test coordinator	<ul style="list-style-type: none"> • distributes materials to each room supervisor • assists staff with questions/issues; contacts ACT if necessary <p><i>Note: The technical coordinator is expected to assist with system issues.</i></p>
	Room supervisor	<p>Before testing:</p> <ul style="list-style-type: none"> • prepares computers for testing • starts test sessions in PearsonAccess^{next} • admits examinees to rooms <p>During testing:</p> <ul style="list-style-type: none"> • reads Verbal Instructions • distributes materials to examinees • monitors test sessions • handles and documents irregularities • ensures that all examinees submit their tests • closes test sessions in PearsonAccess^{next}

Differences between Online and Paper Testing

The table below provides differences between online and paper testing.

Type of Testing	Description
Online	<ul style="list-style-type: none"> Examinees submit their pretest and responses via an online method. The online format is available to standard time examinees on eleven test dates. Examinees who miss a scheduled test session have one of the other dates to test. The online format is available to examinees testing with eligible ACT-approved accommodations during a two week window.
Paper	<ul style="list-style-type: none"> Examinees submit their pretest and responses via a paper method. The paper format is available to standard time examinees on an initial test date. For those examinees absent on the initial test date, the test coordinator must order paper test materials for the examinee to test on the makeup test date. Examinees testing with ACT-approved accommodations involving alternate test formats (e.g., braille, audio DVD), or those testing with non-college reportable accommodations, if applicable to your contract, test on paper during a two-week testing window.

PearsonAccess^{next} and TestNav

PearsonAccess^{next}™ is the web application used by testing staff (i.e., test coordinators, room supervisors) to manage online testing. It is located at actonline.act.org.

Note: To set up proctor caching, technical coordinators will need to access PearsonAccess^{next}.

TestNav™ is the test delivery engine used by examinees to take the tests. It is located at tn.actonline.act.org.

System Check

All computers and browsers must pass the system check covered in the *Technical Guide*, which is located at www.act.org/aap/pdf/TechnicalGuideforTheACTOnline.pdf.

Test Content Security

The ACT must be given using a “locked down” testing engine, TestNav. Disabling the lock-down is strictly prohibited. Computers used for testing must also be configured to prevent examinees from accessing any application, content, or other service beyond TestNav during testing. To help ensure test security, all software applications, including Internet browsers, cameras (still and video), screen capture programs (live and recorded, such as Skype), email, instant messaging, application switching, media players (such as iTunes), and printing must be closed before testing begins.

Login Security

To ensure the confidentiality of examinees, their results, and exam content:

- Keep your staff login details confidential. Don't share them.
- Keep all student authorization tickets secure until test day when ready to provide them to examinees.

Seal Codes

Seal codes are a combination of letters and numbers examinees must enter at the beginning of each test to begin that particular section. Seal codes are unique to each test session and ensure standardized progress through the tests by all examinees in the room. The room supervisor provides each seal code as part of reading the Verbal Instructions. Each must be announced verbally and cannot be written on the board.

Test Facilities

In this Section

In this section, you will find guidelines on:

- accessibility principles
- facility selection
- test room selection
- computer requirements
- room setup
- quiet test sessions
- seating arrangements
- workstation surfaces

Principles of Accessibility

Under the Americans with Disabilities Act, ACT tests must be offered in locations accessible to persons with disabilities. If this is not possible, alternative arrangements must be made for these persons.

Selecting Facilities

Select facilities that:

- allow testing staff to control access to the testing areas
- have a phone that staff and examinees can use on test day

You may also want to have:

- a room to use as test day headquarters
- security personnel

Selecting Test Rooms

Select test rooms that:

- can be reserved to allow time for the entire test sessions, plus any potential delays
- can be rearranged, if needed, to meet testing requirements
- are quiet and as free as possible from potential distractions
- have good lighting, temperature, and ventilation
- provide convenient access to restrooms
- have computers with high speed internet access
- have access to a printer
- have their own supervisor computer for administrative monitoring

Computer Requirements

Computers must meet all of the minimum system requirements, pass all site readiness checkpoints, and the school must maintain administrator rights to any laptops to ensure they meet all technical requirements. iPads are not permitted.

Room Setup

Each room's setup must provide a fair and secure testing environment:

- Testing staff must be able to freely circulate around the room to reach each examinee.
- Test topic information on walls or boards, such as charts, strategy maps, or other aids, must be covered. (Geographical maps and periodic tables do not need to be covered.)
- The room supervisor must be able to monitor the examinees from a central location in the room.

Ensuring Quiet Test Sessions

Take the following actions to ensure quiet test sessions:

- Obtain the cooperation of building administrators in turning off audible signals that normally sound at the beginning and end of classes.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. *In all cases, it is critical that examinees cannot see each other's screens.* The table below contains additional requirements.

If the room has ...	Then workstations ...
no carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • <i>must</i> face the same direction • <i>must</i> be distanced so examinees are at least three feet apart (side-to-side measured shoulder-to-shoulder) and at least five feet apart (front-to-back measured head-to-head) • <i>may not</i> face the wall or each other • <i>must</i> be set up so that examinees in one row cannot see the screens of any computers in front of them
carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • <i>do not</i> need to face the same direction • <i>may</i> face the wall or each other as long as there is adequate privacy between examinees
a U-shaped seating configuration	<ul style="list-style-type: none"> • <i>must</i> face the wall and not each other

Workstation Surfaces

Workstations must provide enough space for:

- examinees to work comfortably
- the use of scratch paper and/or calculators

Lapboards balanced on examinees' legs are not allowed. If laptops are used, they must be placed on tables or desks.

Staffing: Roles & Responsibilities

In this Section

In this section, you will find information on:

- staff roles
- test coordinator responsibilities
- technical coordinator responsibilities
- room supervisor responsibilities
- proctor responsibilities
- roving proctor responsibilities

Staff Roles

You will find references to the roles below throughout this manual.

Test Coordinator: The test coordinator has overall responsibility for coordinating test site operations, including storing materials and setting up testing rooms. He or she provides the continuity and administrative uniformity necessary to ensure that the examinees are tested under standardized conditions and ensures the security of the examinations.

Technical Coordinator: The technical coordinator helps the test coordinator set up computers for testing. The person in this role must be available on test day to assist and troubleshoot any technical issues that may arise.

Room Supervisors: Each room must have a room supervisor who is responsible for all testing activities within that room. Each room supervisor must be present for the entire test session.

Proctors: One or more proctors may be enlisted to assist room supervisors with testing activities. See the table below to determine the number of proctors required for your room, based on the number of examinees assigned.

Online Testing	Examinees assigned per room				
	1-25	26-50	51-100	101-150	151-200
Proctors required per room	1	2	3	4	5

Test Coordinator Responsibilities

Test coordinators are responsible for the tasks listed below.

Note: If a backup test coordinator is assigned, he or she assumes the same responsibilities.

Topic	Requirements
Assigning and Training Room Supervisors and Proctors	<ul style="list-style-type: none"> • Identifying a sufficient number of qualified assistants to serve as room supervisors and proctors. One room supervisor is required per room. • Creating user accounts in PearsonAccess^{next}. • Conducting a local training session for all testing staff before the test dates, including a review of the manual(s) and PearsonAccess^{next}.

Topic	Requirements
Coordinating Testing Activities	<ul style="list-style-type: none"> • Planning seating arrangements for each room. • Creating a roster of examinees scheduled to test in each room. • Coordinating with technical coordinator to ensure all site readiness checks are completed. • Providing Pretest Instructions for Online Testing to examinees • Creating all test sessions in PearsonAccess^{next}. • Assigning examinees to test sessions in PearsonAccess^{next}. • Preparing all computers for testing. • Printing and distributing student authorization tickets to room supervisors.
Maintaining Security	<ul style="list-style-type: none"> • Ensuring that the tests are administered in strict compliance with all policies and procedures as documented in the manual(s) and in any supplements. • Ensuring all testing staff remain attentive to testing responsibilities throughout the entire administration.
Ensuring Complete Documentation	<ul style="list-style-type: none"> • Providing a timely response to requests from ACT when additional information is needed regarding your school or examinees. • Reading and complying with all policies and procedures in the manual(s) and any supplemental information provided. • Ensuring room supervisors complete all required documentation during the administration. • Verifying and returning all required documentation after testing. • Overseeing the documentation of all irregularities and consulting directly with ACT and the appropriate agency regarding actions to be taken. <p><i>Note: With district shipping, the district official ensures all administrative forms and test materials have been returned from the school.</i></p>

Technical Coordinator Responsibilities

Technical coordinators are responsible for the tasks listed below.

- Ensuring the school's computers and infrastructure meet online testing requirements.
- Helping the test coordinator and other staff set up for test day (includes examinee and administrative computers and testing rooms).
- Troubleshooting technical issues examinees may have with testing.

Room Supervisor Responsibilities

Room supervisors are responsible for the tasks listed below.

- Identifying and admitting examinees to rooms.
- Distributing student authorization tickets.
- Using PearsonAccess^{next} to retrieve seal codes.
- Helping examinees log in to TestNav.
- Helping examinees enter seal codes to start individual tests.
- Using PearsonAccess^{next} to start and stop the test sessions in their assigned testing room.
- Monitoring testing progress.
- Monitoring for prohibited behavior.
- Ensuring examinees have logged out of TestNav prior to dismissal.
- Collecting and accounting for all authorization tickets/scratch paper before dismissing examinees.
- Documenting irregularities.
- Returning all test materials to the test coordinator.

Proctor Responsibilities

Proctors are responsible for the tasks listed below.

- Helping room supervisors identify and admit examinees.
- Helping room supervisors distribute and collect student authorization tickets and scratch paper.
- Helping examinees log in to TestNav.
- Helping examinees enter seal codes to start individual tests.
- Monitoring testing progress.
- 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.
- Ensuring examinees have logged out of TestNav prior to dismissal.

Roving Proctor Responsibilities

Schools that use multiple rooms, floors, or buildings are encouraged to appoint one or more roving proctors to assist the test coordinator. A roving proctor may be used to:

- Assist with check-in and/or directing examinees to test rooms and seats.
- Assist the test coordinator with preparing the test materials for test rooms.
- Monitor hallways; escort examinees.
- Give room supervisors a break during testing.
- Keep the hallways quiet if other rooms are still testing.
- Count and prepare test materials for return to ACT.

Staffing: Policies

In this Section

In this section, you will find information on:

- attentiveness
- conflicts of interest
- eligible and non-eligible testing staff
- athletic coaches
- relatives and wards
- replacing the test coordinator
- staff compensation

Attentiveness

Staff must remain attentive to their testing responsibilities throughout the entire administration. Reading (except this manual or supplemental policy information), 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. No one, including testing staff, may eat or drink in the test room (unless approved for medical reasons).

You must walk around the test room to ensure examinees are working on the correct test. Walking around the test room discourages prohibited behavior and also makes you available to answer questions, provide scratch paper, or respond to illness.

Conflict of Interest Policy

Due to a potential conflict of interest, those involved in ACT test preparation activities at any time during the current testing year (September 1 through August 31) may not serve as testing staff. ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors 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.*

Eligible Testing Staff

Test coordinators are responsible for selecting their testing staff. Members of the staff must be people of integrity and have a direct relationship with your school. All testing staff are required to administer and supervise the ACT in a nondiscriminatory manner and in accordance with all applicable laws.

Room supervisors and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, and paraprofessionals.

Non-eligible Testing Staff

High school students, volunteers, and lower-division undergraduates may not work as testing staff. Anyone who intends to take the ACT within the next 12 months must not administer the tests in any capacity. All testing staff must comply with ACT policies and procedures as detailed in this manual.

Athletic Coaches

ACT has provided assurances to the NCAA that scores achieved through State and District testing are comparable to scores achieved through National testing and Special testing. 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.

Relatives / Wards Testing

To avoid the appearance of a conflict of interest and to protect you and your relatives or wards from allegations of impropriety, you may not serve as test coordinator or back-up test coordinator for the ACT State and District testing administration or have access to secure test materials, if any relative or ward will be testing at any school in your state during the State and District testing administration. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

Because test coordinators and back-up test coordinators have access to secure test materials, for any test date (initial or makeup) a relative or ward will be testing at any school in your state, that individual must delegate all supervisory responsibilities—including the receipt and return of test materials—to a qualified colleague.

If an examinee is testing at a school where a relative or guardian is serving as a *room supervisor* or *proctor*, that examinee must not be assigned to test in a room where his or her relative or guardian is working. The relative or guardian must not have access to that examinee's test materials.

Scores for an examinee will be automatically cancelled if that examinee:

- tested on the same test date on which a relative or guardian served as a test coordinator or back-up test coordinator at **any** school in your state or had access to secure test materials, or
- tested in a room in which a relative or guardian served as a room supervisor or proctor or had access to that examinee's answer document or test materials.

Replacing the Test Coordinator

If the test coordinator is not able to supervise the administration, he or she must notify their district official to update the test coordinator information in PearsonAccess^{next}. The new test coordinator must then sign the Test Coordinator Agreement. ACT uses this information for communications and shipments.

Staff Compensation

ACT does not compensate testing staff for administering State and District testing.

Staffing: Training Staff

In this Section

In this section, you will find information on:

- the purpose of training staff
- staff training requirements
- what to cover during the training session

Purpose of Training Staff

For standardized testing to occur successfully, staff members must understand their responsibilities. It is critical that the same procedures be followed at every school.

Staff Training Requirements

Test coordinators are required to hold a training session before test day for all staff, both new and experienced, to prepare them for test day activities. All testing staff must attend this session, so everyone has a common understanding of what is to take place on test day.

Before test day, every testing staff member is required to read this manual. The manual is proprietary information and is copyrighted by ACT. It is to be used only for administering the ACT and is not to be copied or shared for any other purpose. Each testing staff member is to be provided with a complete copy of this manual before the training session. It is especially important that all room supervisors read the entire manual and understand the policies, procedures, Verbal Instructions, and required forms. Call ACT if you need additional manuals to train staff.

What to Cover during Training

The test coordinator is expected to cover a number of topics during the training session. All training sessions must occur before test day.

Testing System

- Train room supervisors in the tasks they will need to perform in PearsonAccess^{next}.
- Train room supervisors and proctors in the general functionality of TestNav so they can assist examinees. Have them watch the Examinee Tutorial for TestNav.

Security of Test Materials

- Emphasize that security is of the utmost concern. Test materials or examinees must *never* be left unattended by staff members.
- Describe how the test coordinator will distribute materials to the room supervisors, and how room supervisors are to distribute materials inside the test rooms.
- Emphasize that room supervisors are to count student authorization tickets when they receive them from the test coordinator, and again before examinees are dismissed.
- Emphasize that no unauthorized persons are allowed in the test rooms. This includes friends, relatives, state, district, or school board representatives, and members of the media.

Room Preparation

- Demonstrate proper seating arrangements and test room preparation. Discuss specific seating arrangements and inappropriate posted materials.
- Discuss any items that will be supplied by the school (e.g., pencils, calculators) and how they will be distributed and returned.
- Discuss how to handle examinees who bring cell phones or electronic devices into the test room.

Test Day

- A. Review ID requirements.
- B. Review a roster of examinees; explain the information on it, and how to mark it on test day.
- C. Examinees must not be allowed to select their own seats. Direct each examinee to a **specific, assigned seat** and pay particular attention to separating known friends or relatives.
- D. No one may be admitted to the test room after student authorization tickets have been distributed. Discuss how to handle late arrivals in accordance with school policy.
- E. Discuss when and where staff members are to report on test day.
- F. Staff members are encouraged to wear soft-soled shoes. They should avoid crinkly clothing, noisy jewelry, coins in pockets, perfumes, or other items that may distract examinees.
- G. Information concerning potential examinee dress and behavior issues should be discussed. These might include school rules regarding the wearing of hats, the location of restrooms, and smoking restrictions.
- H. Discuss procedures for prohibiting use of cell phones and other electronic devices in the test rooms and during breaks.
- I. Testing begins when the room supervisor begins reading the Verbal Instructions.
- J. Verbal Instructions must be read to examinees verbatim from this manual.
- K. To protect the security of the tests, student authorization tickets may not be distributed prior to admitting examinees and only as directed in the Verbal Instructions.
- L. Staff members must not read (other than this manual), grade papers, use a computer, cell phone, recording or media device, talk casually with other staff, or do anything not related to administering the tests. They must not eat or drink in the test room.
- M. Conversations must be quiet and kept to a minimum. Even whispered conversations can be distracting to examinees.
- N. Discuss how permitted calculators will be distributed to examinees before testing begins (if applicable).
- O. Review permitted and prohibited calculators. Stress that examinees using a prohibited calculator must be dismissed.
- P. During testing, staff members are to walk quietly around the room to check that examinees are working on the correct test, respond to illness, and discourage prohibited behavior. Advise staff not to pause near an examinee long enough to be a distraction.
- Q. Discuss what actions to take if staff members observe prohibited behavior. Review plans for dismissing examinees (e.g., where they are to be sent, how to maintain vigilance in the test room, documenting actions taken).
- R. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or in the case of an emergency. Discuss potential individual irregularities and actions to take. Review how to complete and submit irregularities to ACT using PearsonAccess^{next}.

After the Test

- A. Room supervisors must verify the count of student authorization tickets and scratch paper, and then return them to the test coordinator **immediately** after testing.
- B. The number of student authorization tickets must match the number of examinees tested in each room. All scratch paper must be collected and accounted for.

Section II: Preparing for Test Day

Receiving Materials from ACT

In this Section

In this section, you will find information on:

- materials ACT sends you for online testing
- materials ACT sends you for paper testing
- the answer document supplement
- receipt and check-in of materials shipments
- security of test materials
- secure storage

Materials ACT Sends You for Online Testing

You will receive the following online testing materials.

- *The ACT Test Administration Manual State and District Testing, Standard Time Online Testing* (this manual)
- calculator policy
- *Pretest Instructions for Online Testing*
- *Taking the ACT State and District Testing* booklets
- answer document supplement, if applicable
- blue scratch paper
- envelopes to return the online testing materials to ACT

Materials ACT Sends You for Paper Testing

If you have examinees testing with ACT-approved or non-college reportable accommodations via the paper format, you will receive the following paper testing materials.

- answer documents
- *Taking the ACT State and District Testing* booklets
- examinee barcode labels, if applicable
- the appropriate administration manual
- calculator policy
- answer document supplement, if applicable
- envelopes to return the paper testing materials to ACT

Answer Document Supplement

If your state uses an answer document supplement, review it before test day to determine when state use questions should be answered and by whom (e.g., examinee on test day, or school official after test day).

How to Receive and Check-in a Shipment

Within 24 hours of receiving materials from ACT, the test coordinator must take the following steps.

Step	Action
1	Examine the carton(s) for signs of tampering.
2	Open the carton(s).
3	Check the contents to be sure you have all the items on your Test Materials Distribution List. <i>Note: If the contents do not match the Test Materials Distribution List, contact ACT immediately.</i>

Security of Test Materials

The test coordinator is responsible for the security of all test materials and must protect them from damage, theft, or loss; and from conditions that could allow unauthorized access.

Secure test materials for online testing include the following items.

- *Pretest Instructions for Online Testing*
- student authorization tickets
- used scratch paper

Secure Storage

When not in use, secure materials must be locked inside a safe, vault, closet, or immobile cabinet to which only the test coordinator, back-up test coordinator, and possibly a few specifically authorized individuals have access.

Preparing Examinees

In this Section

In this section, you will find information on:

- the test day location
- what examinees should bring to their test sessions
- what examinees may not bring to their test sessions
- *Pretest Instructions for Online Testing*
- the purpose of the pretest information
- completing pretest information for online testing
- completing pretest information for paper testing

Test Day Location Details

Prior to the testing session, provide additional information to the examinees about their test session. This may include the following:

- where to report for testing (e.g., a particular wing of the school)
- if approved to test off-site, details about the site (e.g., name of facility, transportation)
- other helpful information (e.g., where they will take a break)

What Examinees Should Bring

Instruct examinees to bring the following items to their testing session:

- acceptable identification
- pencils with good erasers for doing scratch work
- an approved calculator (check www.actstudent.org or call 800.498.6481 for a recorded message about the current ACT calculator policy)

What Examinees May Not Bring

Examinees may not bring the following items to their testing session:

- cell phone
- other electronic devices
- scratch paper
- notes
- reading materials
- unauthorized testing aids

Pretest Instructions for Online Testing

The *Pretest Instructions for Online Testing* contains instructions for the examinees to complete their pretest information online. Each examinee will have a personal set of instructions with a unique claim code.

Examinees testing online have until four days after the test window to complete their pretest information.

By completing the pretest information, examinees can send their scores, at no charge, to four colleges or scholarship agencies of their choice. The college and scholarship agency codes are found in the *Taking the ACT* booklet.

How to Complete the Pretest Information for Online Testing

Examinees testing online complete their pretest information online. Take the following steps to have examinees complete the pretest information online.

Step	Action									
1	Use the following table to determine your first step. <table border="1" data-bbox="321 407 1432 753"> <thead> <tr> <th>If your school will ...</th> <th>Then ...</th> <th>And then ...</th> </tr> </thead> <tbody> <tr> <td>Hold an in-school session for all examinees testing online</td> <td> <ul style="list-style-type: none"> Plan for at least an hour for the session. Do not conduct sessions on test day before testing. </td> <td>Go to step 2.</td> </tr> <tr> <td>Ask each examinee testing online to complete the pretest information on their own time</td> <td> <ul style="list-style-type: none"> Tell them to plan for at least an hour for the session. Refer them to the deadline to submit information printed on their <i>Pretest Instructions for Online Testing</i>. </td> <td>Go to step 2.</td> </tr> </tbody> </table>	If your school will ...	Then ...	And then ...	Hold an in-school session for all examinees testing online	<ul style="list-style-type: none"> Plan for at least an hour for the session. Do not conduct sessions on test day before testing. 	Go to step 2.	Ask each examinee testing online to complete the pretest information on their own time	<ul style="list-style-type: none"> Tell them to plan for at least an hour for the session. Refer them to the deadline to submit information printed on their <i>Pretest Instructions for Online Testing</i>. 	Go to step 2.
If your school will ...	Then ...	And then ...								
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Ask each examinee testing online to complete the pretest information on their own time	<ul style="list-style-type: none"> Tell them to plan for at least an hour for the session. Refer them to the deadline to submit information printed on their <i>Pretest Instructions for Online Testing</i>. 	Go to step 2.								
2	Distribute the following to each examinee testing online: <ul style="list-style-type: none"> their copy of the <i>Pretest Instructions for Online Testing</i> one copy of the <i>Taking the ACT</i> booklet <p><i>Note: Once the examinee has completed the pretest information, he or she may destroy the form. The examinee is to keep the Taking the ACT booklet.</i></p>									

Completing Pretest Information for Paper Testing

If you have any examinees testing via the paper format, follow the pretest instructions in the appropriate administration manual for paper testing to have the examinees complete the pretest information on their answer folders before test day.

Note: Examinees testing via paper cannot complete any portion of the pretest information on or after test day.

Test Accommodations for Online Testing

In this Section

In this section, you will find information on:

- local arrangements
- testing examinees with hearing impairments

Local Arrangements

You may provide test accommodations for online testing without review and approval by ACT if ALL of the following conditions are met.

- The examinee must test in one session with **standard time**.
- The examinee must not receive additional breaks.
- The examinee must use the same computer configuration as other examinees.
- The accommodations must be consistent with the examinee's plan on file at the school.
- Accommodations must not disrupt testing, or provide an advantage to the examinee over other examinees.

Examples of 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.
- Food, drink, or access to medication, for examinees with medical needs. These examinees 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 Irregularity Report.

Testing Examinees with Hearing Impairments

Examinees with hearing impairments may be able to test with standard time, but they may require the assistance of an interpreter for spoken instructions or they may need to be seated near the front of the room so that the directions can be understood.

The following arrangements do not require approval from ACT:

- Seat an examinee using an interpreter at the front of the room. The interpreter, who must not be a relative, will sign all spoken instructions. The interpreter may also translate any questions from the examinee to testing staff and sign the responses to those questions. However, the interpreter may not translate or sign the test questions, or answer any test questions for the examinee. The interpreter is expected to stay in the room throughout the administration.
- 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.

PearsonAccess^{next}: Staff Accounts

In this Section

In this section, you will find information on:

- logging in to PearsonAccess^{next}
- user accounts
- creating and editing user accounts
- deleting and restoring user accounts

How to Log in to PearsonAccess^{next}

To log in to PearsonAccess^{next}, take the following steps.

Step	Action
1	Go to PearsonAccess ^{next} at actonline.act.org .
2	Click the Sign In button.
3	Enter your username and password, and click the Sign In button.

User Accounts

ACT created a test coordinator account in PearsonAccess^{next} during the establishment process. The test coordinator must create user accounts for other staff (e.g., technical coordinator, room supervisors).

When user accounts are created, a “new account” email is sent to those staff directing them to finish setting up their accounts.

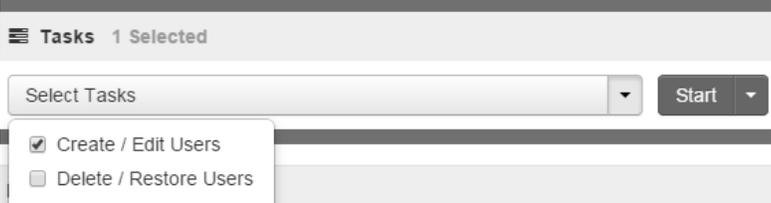
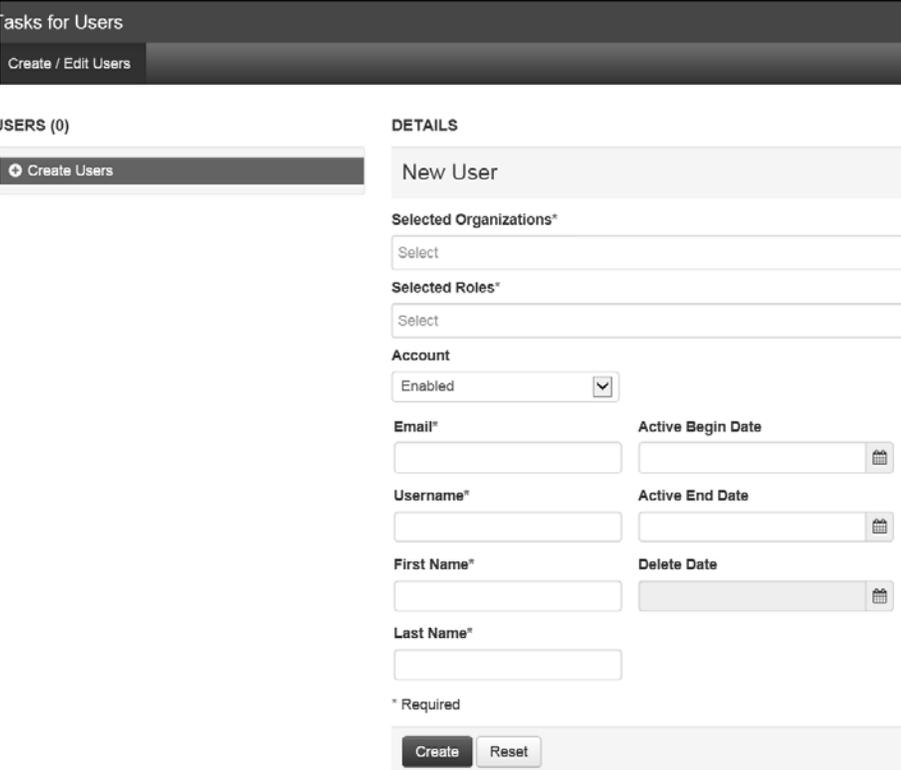
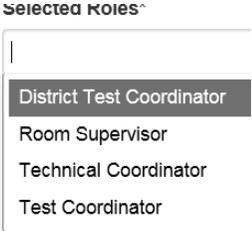
How to Create User Accounts

Take the following steps in PearsonAccess^{next} to create a user account.

Note: Room supervisors and technical coordinators cannot create user accounts.

Step	Action
1	Select the Setup icon.
2	Select the Users title.

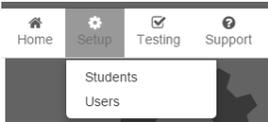
The screenshot shows a mobile application interface with a top navigation bar containing four icons: Home, Setup (highlighted), Testing, and Support. Below the navigation bar, a dropdown menu is open, showing two options: Students and Users. The Users option is currently selected and highlighted.

Step	Action
3	<p>In the Tasks window, check the box next to Create / Edit Users and then select the Start button.</p>  <p>The <i>Create / Edit Users</i> screen appears.</p> 
4	<p>Enter or select the Organization Name.</p>
5	<p>Select the Role of the person you are creating an account for (e.g., Technical Coordinator or Room Supervisor).</p> 
6	<p>Leave the Account as Enabled.</p>

Step	Action
7	Enter the user's email address.
8	The email address will automatically populate in the Username field. Keep it as is or change it. <i>Note: Usernames must be unique with a minimum of 8 characters and no spaces.</i>
9	Enter the user's first name and last name.
10	Leave the Active Begin Date and Active End Date fields blank.
11	Select the Create button. A <i>Success – Changes saved</i> message appears. <i>Note: The new user will receive a “new account” email from PearsonAccess^{next}. The user will need to follow the instructions in that email to finish creating their account.</i>
12	To create another user account, repeat steps 2-11.
13	When you have finished, select the Exit Tasks button.

How to Edit User Accounts

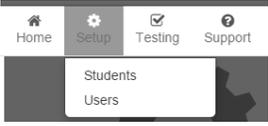
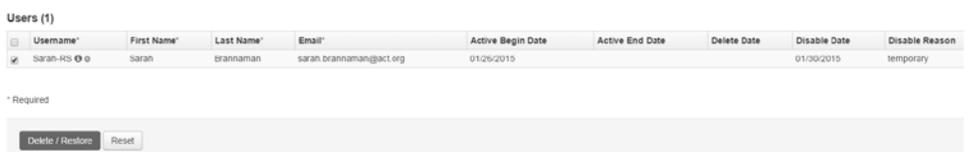
Take the following steps in PearsonAccess^{next} to edit a user account.

Step	Action
1	Select the Setup icon.
2	Select the Users title.  The <i>Users</i> screen appears.
3	Select the dropdown list on the Search button, and check the box next to Show all results . A list of users appears.
4	Optional: On the left, use the Filters feature to narrow the list of results.
5	Check the box next to the account you want to edit.
6	Select the dropdown list on the Start button, and select Create / Edit Users . The <i>Create / Edit Users</i> screen appears. The user appears on the left.
7	Select the user's name.
8	Update fields with the new information.
9	Select the Save button when finished. A <i>Success – Changes saved</i> message appears.
10	When you have finished editing users, select the Exit Tasks button.

How to Delete User Accounts

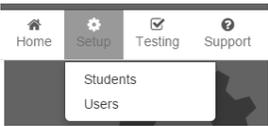
If a user is no longer employed by your school, you should delete their account. Take the following steps in PearsonAccess^{next} to do so.

Step	Action
1	Select the Setup icon.

Step	Action
2	<p>Select the Users title.</p>  <p>The <i>Users</i> screen appears.</p>
3	Select the dropdown list on the Search button, and check the box next to Show all results . A list of users appears.
4	Optional: On the left, use the Filters feature to narrow the list of results.
5	Check the box next to the account you want to delete.
6	Select the dropdown list on the Start button, and select Delete / Restore Users . The <i>Delete / Restore Users</i> screen appears. The user you selected appears.
7	<p>Check the box next to the account you wish to delete, and then select the Delete / Restore button.</p>  <p>The user's name now has a red X next to their account.</p>
8	When you have finished, select the Exit Tasks button.

How to Restore a Deleted User Account

Take the following steps in PearsonAccess^{next} to restore a deleted user account.

Step	Action
1	Select the Setup icon.
2	<p>Select the Users title.</p>  <p>The <i>Users</i> screen appears.</p>

Step	Action
3	<p>Using the Filters feature, from the Account Status drop down, select Deleted.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Filters Clear Hide</p> <p>First Name</p> <input type="text" value="Starts with"/></div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Username</p> <input type="text" value="Starts with"/></div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Account Status</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select ▼ <ul style="list-style-type: none"> <li style="background-color: #f0f0f0;">Select Deleted Disabled </div> <p><small>Select one or more</small></p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Organizations</p> <input type="text" value="Select one or more"/></div>

PearsonAccess^{next}: Test Sessions

In this Section

In this section, you will find information on:

- the definition of a test session
- separate sessions for standard time and accommodations
- creating test sessions
- editing test sessions

Definition of a Test Session

A test session in PearsonAccess^{next} and TestNav is a single test event for specific examinees to complete the ACT test.

You will create one test session for each test room and then assign each examinee to a test session. For example, Ms. Jeffries' administration of the ACT to 12 examinees in computer lab #1 is one test session. Mr. Johnson's administration of the ACT to 8 examinees in computer lab #2 is another test session.

For standard administrations, a test session occurs on a single day. For examinees approved by ACT to complete the test over multiple days, a test session spans multiple days.

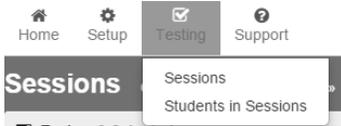
Separate Sessions

Examinees testing online with standard time (no accommodations) and examinees testing online with ACT-approved accommodations cannot test together in the same session. Create sessions for accommodated testing separate from the standard time sessions.

How to Create Test Sessions

Take the following steps to create a test session.

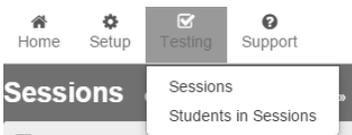
Note: Room supervisors cannot create test sessions.

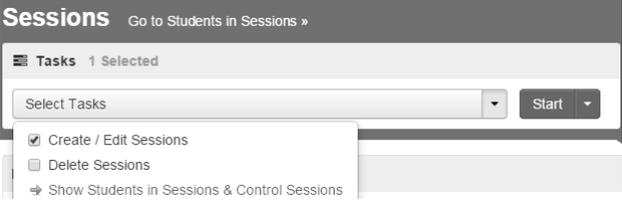
Step	Action
1	Log in to PearsonAccess ^{next} at actonline.act.org .
2	Select the Testing icon.
3	Select the Sessions title. 
4	In the Tasks window, select the checkbox next to Create / Edit Sessions and then select the Start button. 

Step	Action								
5	<p>Complete all required fields.</p> <ul style="list-style-type: none"> • Session Name: Name the sessions so they can be easily identified (e.g., “Jeffries lab 1,” “Johnson lab 2”) • Organization: If your organization is not already selected; select it from the drop-down. • Test Assigned: Select the test your school is administering: “The ACT” or “The ACT with Writing.” • Form Group Type: Select the form group that matches the date this session will be administered. <i>Note: Form Group Type dates might not appear in sequential order. Carefully match the Form Group Type date with the Scheduled Start Date.</i> • Scheduled Start Date: Select the date of this session; this must match the date of the Form Group Type. • Scheduled Start Time: Leave this as is, with the default of 1:00 AM. <i>Note: If you want to use this field for internal scheduling purposes, this time can be changed to the actual test start time.</i> • Discuss TestNav Setting and Precaching Computer fields with your technical coordinator to determine use and what to enter. • You can assign examinees now, or create test sessions without examinees and edit the session later to add them. For a large volume of examinees, it will be easier to do later. <i>Note: If you prefer to add examinees from this screen, take these steps:</i> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Select inside the Students field and a list of available examinees appear.</td> </tr> <tr> <td>2</td> <td>Select an examinee from the list. The examinee is added to the session. <i>Note: To remove an examinee, select inside the Students field and click on the “x” next to the examinee’s name.</i></td> </tr> <tr> <td>3</td> <td>To add additional examinees, repeat these steps.</td> </tr> </tbody> </table>	Step	Action	1	Select inside the Students field and a list of available examinees appear.	2	Select an examinee from the list. The examinee is added to the session. <i>Note: To remove an examinee, select inside the Students field and click on the “x” next to the examinee’s name.</i>	3	To add additional examinees, repeat these steps.
Step	Action								
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3	To add additional examinees, repeat these steps.								
6	Select the Create button.								
7	To create additional sessions, repeat steps 4-6.								
8	When you have finished, select the Exit Tasks button.								

How to Edit Test Sessions

Take the following steps in PearsonAccess^{next} to edit an existing test session.

Step	Action
1	Select the Testing icon.
2	<p>Select the Sessions title.</p>  <p>The screenshot shows a navigation bar with icons for Home, Setup, Testing, and Support. The 'Testing' icon is highlighted. Below it, a dropdown menu is open, showing the title 'Sessions' and a sub-item 'Students in Sessions'.</p>

Step	Action
3	<p>In the middle of the screen, under the Find Sessions Search drop down, select Show all results.</p>  <p><i>Note: You may also use the Filters to find a session.</i></p>
4	<p>In the list, check the box next to the test session you want to edit.</p> 
5	<p>In the Tasks window, check the box next to Create / Edit Sessions and then select the Start button.</p> 
6	<p>From the side menu, select the test session to edit.</p>  <p>The test session is displayed.</p>
7	<p>Make changes to the session and select the Save button.</p>
8	<p>To make edits to additional sessions, follow steps 3-7.</p>
9	<p>When you have finished, select the Exit Tasks button.</p>

PearsonAccess^{next}: Examinees and Test Sessions

In this Section

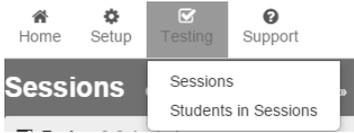
In this section, you will find information on:

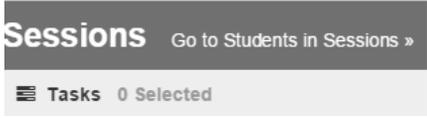
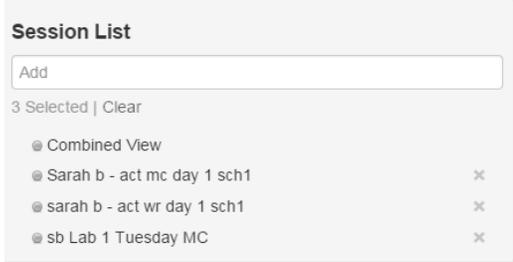
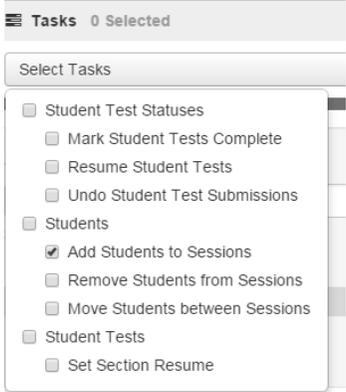
- assigning examinees to a session
- removing examinees from a session
- moving examinees from one session to another
- adding new examinees
- reporting high school codes
- entering a reporting high school code

How to Assign Examinees to a Test Session

Take the following steps to add examinees to a test session.

Important! You must assign examinees to test sessions no later than two weeks prior to the first day of the testing window. Refer to your *Schedule of Events*.

Step	Action
1	Log in to PearsonAccess ^{next} at actonline.act.org .
2	Select the Testing icon.
3	Select the Sessions title. 
4	In the middle of the screen, under the Find Sessions Search drop down, select Show all results .  <p><i>Note: You may also use the Filters to find a session.</i></p>
5	In the list, check the box next to the test session to add examinees to. 

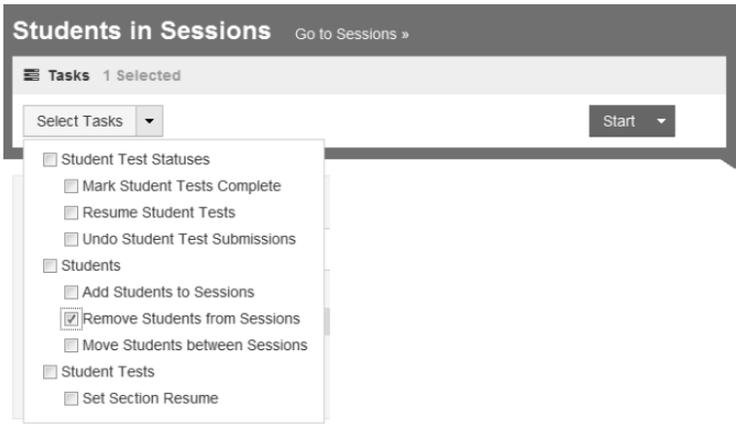
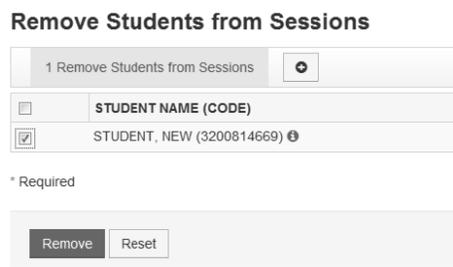
Step	Action
6	<p>Next to the Sessions, in the top left, select the Go to Students in Sessions title.</p>  <p>The sessions you selected in step 5 will display under the Session List.</p> 
7	<p>From the Tasks window, under Select Tasks drop down, check the box next to the Add Students to Sessions title, and then select the Start button.</p>  <p>The <i>Add Students to Sessions</i> screen appears.</p> 
8	<p>Select the session you want to work with from the Session dropdown list.</p>
9	<p>In the Search menu, check the box next to Show all results, or use Find Available Students and the Search button to find examinees.</p>

Step	Action
10	Check the box next to each examinee you want to add to this session, and then select the Add button.
11	When you have finished, select the Exit Tasks button.
12	Repeat steps 3-10 to add examinees to another test session.

How to Remove Examinees from a Session

Take the following steps in PearsonAccess^{next} to remove an examinee from a session.

Step	Action																				
1	Select the Testing icon.																				
2	Select the Students in Session title. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>																				
3	Select a session from the Session List . <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>A results table showing the examinees assigned to that session appears.</p>																				
4	In the results table, check the box next to the examinee you want to work with. <table border="1" style="margin: 10px 0;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Claim Code</th> <th>Last Name</th> <th>First Name</th> <th>Username</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>3200814669 ⓘ</td> <td>STUDENT</td> <td>NEW</td> <td>5445339215</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1461031412 ⓘ</td> <td>STUDENT</td> <td>NEW</td> <td>3297823158</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5564485194 ⓘ</td> <td>STUDENT</td> <td>NEW</td> <td>6726731152</td> </tr> </tbody> </table>	<input type="checkbox"/>	Claim Code	Last Name	First Name	Username	<input checked="" type="checkbox"/>	3200814669 ⓘ	STUDENT	NEW	5445339215	<input type="checkbox"/>	1461031412 ⓘ	STUDENT	NEW	3297823158	<input type="checkbox"/>	5564485194 ⓘ	STUDENT	NEW	6726731152
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<input type="checkbox"/>	1461031412 ⓘ	STUDENT	NEW	3297823158																	
<input type="checkbox"/>	5564485194 ⓘ	STUDENT	NEW	6726731152																	

Step	Action
5	<p>In the Select Tasks menu, check the box next to Remove Students from Sessions and then select the Start button.</p> 
6	<p>Check the box next to the examinee's name you want to remove and then select the Remove button.</p> 
7	<p>When you have finished, select the Exit Tasks button at the top of the screen.</p>

How to Move Examinees from One Session to Another

Take the following steps to move (or reassign) an examinee from one session to another.

Step	Action
1	Remove the examinee from the session he or she is assigned to. See PearsonAccess ^{next} : Examinees and Test Sessions.
2	Assign the examinee to a different session. See PearsonAccess ^{next} : Examinees and Test Sessions.

Note: There is also a “Move Examinees between Test Sessions” task on the Sessions/Select Tasks menu; however, that task is not documented in this manual.

Adding New Examinees

If you cannot find an examinee, contact ACT at 800.553.6244, ext. 2800.

Reporting High School Code

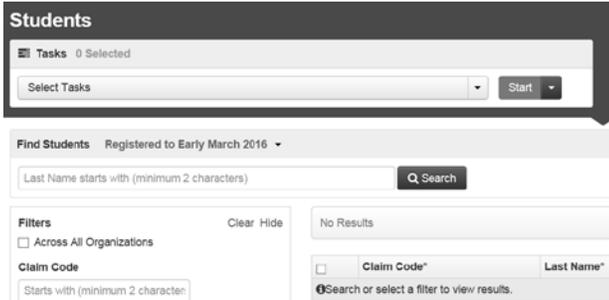
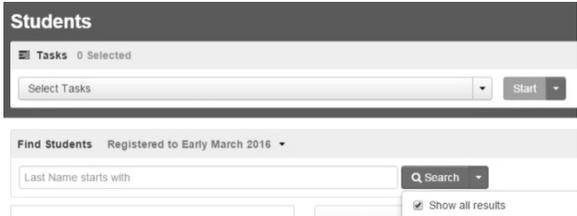
If examinees test at your school but attend a *different home high school*, testing staff enters the reporting ACT high school code to correctly report scores for these examinees. Enter this in PearsonAccess^{next} before testing or within 48 hours after the examinee tests.

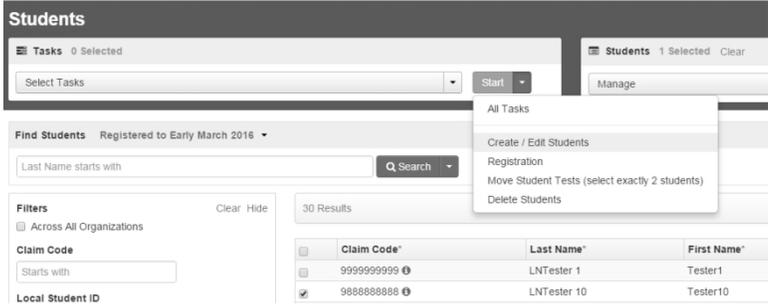
The examinee's results will be reported to your school unless another ACT high school code is entered.

Note: If you are unsure of the correct home high school for an examinee, contact your district office. To find high school codes, go to www.actstudent.org/regist/lookuphs.

How to Enter a Reporting High School Code

Take the following steps in PearsonAccess^{next} to enter a reporting high school code for an examinee.

Step	Action
1	Select the Setup icon.
2	<p>Select Students.</p>  <p>The <i>Students</i> screen appears.</p>
3	<p>Under “Find Students,” use the “Search” dropdown and check the box next to Show all results.</p>  <p>A table containing students appears.</p>

Step	Action
4	<p>Select the box next to an examinee (you may select all applicable examinees at this time) to update his or her reporting high school, and under “Tasks” use the Start dropdown and select Create / Edit Students.</p>  <p>The <i>Details</i> screen appears.</p>
5	<p>Select the examinee on the left under “Create Students.” The examinee details appear.</p>
6	<p>Scroll down to “Reporting High School Code” and enter the reporting ACT high school code in the field. Then select the Save button. A “Success” message appears at the top left of the screen.</p> 
7	<p>Repeat steps 5 and 6 for other examinees as applicable.</p>
8	<p>When you have finished, select the Exit Tasks button at the top of the screen. The <i>Students</i> screen appears.</p>

Organizing Materials for Staff

In this Section

In this section, you will find information on:

- materials provided by your school
- student authorization tickets
- printing student authorization tickets
- preparing rosters for admitting examinees

Materials Provided by Your School

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

- pencils with erasers to lend to examinees who do not bring them (for scratch work)
- a pencil sharpener
- two reliable timepieces as backup: watch, stopwatch, interval timer, or accurate wall clock
- signs, cards, or other materials used in admissions procedures
- permitted calculators (if your school chooses to provide them to examinees)

Student Authorization Tickets

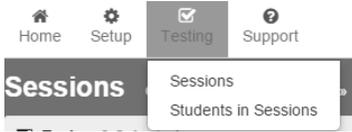
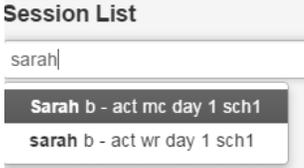
The student authorization ticket is a printout that contains the examinee's individually assigned username and password. Print one ticket for each examinee.

Important!

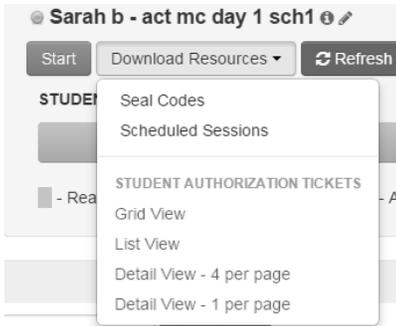
The test coordinator prints the student authorization tickets prior to test day. They must be handled as secure and kept in a secure location until test day.

How to Print Student Authorization Tickets

Take the following steps to print student authorization tickets.

Step	Action
1	Log in to PearsonAccess ^{next} at actonline.act.org .
2	Select the Testing icon.
3	Select the Students in Sessions title. 
4	In the Session List field, select the session you want to work with. <i>Note: When you begin typing, a list of selections appears. Confirm the selection by selecting it.</i> 

Organizing Materials for Staff

Step	Action
5	<p>In the Download Resources menu, select the Detail View – 1 per page under the Student Authorization Tickets section.</p>  <p>The screenshot shows a user interface for a session titled 'Sarah b - act mc day 1 sch1'. At the top, there are buttons for 'Start', 'Download Resources', and 'Refresh'. Below these, there are sections for 'STUDENT AUTHORIZATION TICKETS'. A dropdown menu is open, showing options: 'Seal Codes', 'Scheduled Sessions', 'STUDENT AUTHORIZATION TICKETS', 'Grid View', 'List View', 'Detail View - 4 per page', and 'Detail View - 1 per page'. The 'Detail View - 1 per page' option is highlighted.</p>
6	<p>Print the tickets.</p>
7	<p>Repeat steps 4-6 to retrieve student authorization tickets for any other sessions.</p>

Preparing Rosters for Admitting Examinees

The test coordinator must prepare a roster for each test day and test session. You can use the example in the back of this manual. On test day, the room supervisor will mark the roster to document those examinees who are absent or denied admission as well as document the type of ID accepted for those who are present. Each roster must have the following information:

- the date testing is taking place
- name of the school
- name of the test room
- names of the room supervisor and proctor(s)
- names of each examinee *scheduled* for the test session(s)
- an area next to each examinee's name where the room supervisor will record attendance and type of ID during check-in

Section III: Test Day Activities

On Test Day, Preparing for Testing

In this Section

In this section, you will find information on:

- the overall test day process
- the staff briefing session
- providing test materials to room supervisors
- setting up computers

Test Day Process Overview

The table below provides an overview of test day activities.

Stage	Who	Does what
Before admitting examinees	Test coordinator	<ul style="list-style-type: none"> • retrieves student authorization tickets • conducts staff briefing session • distributes test materials to each room supervisor • puts up signs directing examinees to test rooms
	Room supervisor	<ul style="list-style-type: none"> • prepares the room for testing (proctors may assist with this) • prepares the room's computers for testing • starts the test session in PearsonAccess^{next}
Admitting examinees to the test room	Room supervisor	<ul style="list-style-type: none"> • verifies examinees' ID • directs examinees to assigned seats (proctors may assist with this) • marks the roster
During testing	Room supervisor	<ul style="list-style-type: none"> • reads Verbal Instructions • distributes student authorization tickets to examinees when indicated during Verbal Instructions • retrieves seal codes • completes the Seating Diagram • monitors the test session • distributes scratch paper, if needed (proctors may assist with this) • records irregularities in PearsonAccess^{next} • closes the test session
	Proctors, if applicable	<ul style="list-style-type: none"> • monitors halls • assists the room supervisor • assists the test coordinator, as requested
After testing	Room supervisor	<ul style="list-style-type: none"> • collects and accounts for all student authorization tickets and scratch paper • dismisses examinees • closes TestNav and PearsonAccess^{next} • returns all test materials to the test coordinator
	Test coordinator	<ul style="list-style-type: none"> • accounts for all test materials • reviews irregularities • sets up makeup testing, if needed • returns materials to ACT

Staff Briefing Session

A staff briefing session is required on test day morning, even with experienced staff. The briefing session should be used 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

Providing Test Materials to Room Supervisors

On the morning of the test, provide the following to each room supervisor:

- the student authorization tickets for that day's test session(s)
- a copy of the administration manual
- the calculator policy
- the answer document supplement, if applicable
- rosters
- scratch paper
- pencils to loan to examinees for scratch work.
- two reliable timepieces (one of which can be an accurate room clock)

Note: Make sure room supervisors know how to retrieve seal codes

How to Set up Computers

To set up computers, have room supervisors take the following steps in each test room before admitting examinees.

Step	Action								
1	At the administrative computer, open an approved browser and launch PearsonAccess ^{next} at actonline.act.org .								
2	Use this table to determine the next step. <table border="1" data-bbox="321 1150 1334 1402"> <thead> <tr> <th>If examinees are using ...</th> <th>On the testing computer ...</th> </tr> </thead> <tbody> <tr> <td>Computers with browser-based TestNav</td> <td>Open an approved browser and launch TestNav at tn.actonline.act.org.</td> </tr> <tr> <td>Computers with installable TestNav</td> <td>Launch the TestNav application</td> </tr> <tr> <td>Chromebooks</td> <td>Launch the TestNav application.</td> </tr> </tbody> </table>	If examinees are using ...	On the testing computer ...	Computers with browser-based TestNav	Open an approved browser and launch TestNav at tn.actonline.act.org .	Computers with installable TestNav	Launch the TestNav application	Chromebooks	Launch the TestNav application.
If examinees are using ...	On the testing computer ...								
Computers with browser-based TestNav	Open an approved browser and launch TestNav at tn.actonline.act.org .								
Computers with installable TestNav	Launch the TestNav application								
Chromebooks	Launch the TestNav application.								

Identifying & Admitting Examinees

In this Section

In this section, you will find information on:

- check-in locations
- acceptable identification
- unacceptable identification
- examinees without acceptable identification
- verifying identification and admitting examinees
- late arrivals
- absent examinees
- denying admission

Check-in Locations

Examinees must be identified and checked in at the test room even if checked previously at a central checkpoint. The marked roster must reflect the examinees actually present in the test room, not simply those who were assigned to the room. This prevents an examinee from switching places after check-in and testing as someone else.

Acceptable Identification

These general principles apply to all forms of ID:

- 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.

Note: If you cannot make a positive identification with the ID presented or if you suspect the ID has been forged or tampered with in any way, the ID is not acceptable.

The table below outlines the only acceptable types of identification and their related roster notations.

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

Identifying & Admitting Examinees

Roster Notation	Type of ID	Criteria for Acceptance
L	ACT Student Identification Letter with Photo	<p>Examinee 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 of 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>Note: Student ID letters must be collected and returned to ACT.</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

Examples of unacceptable identification include the following:

- 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

Examinees without Acceptable Identification

If an examinee does not have acceptable ID, and school staff cannot recognize him or her, then do not admit the examinee to the test room. If the examinee cannot present proper identification before student authorization tickets are distributed, deny admission. See How to Verify Identification and Admit Examinees.

How to Verify Identification and Admit Examinees

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.

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 seat.

The room supervisor must take the following steps to verify identify and admit examinees to the test room.

Step	Action									
1	Verify that the ID is an acceptable form of ID.									
2	Verify that the photo and name on the ID matches the examinee.									
3	Use the following table to determine your next step. <table border="1" data-bbox="337 1037 1479 1570"> <thead> <tr> <th>If the ID is...</th> <th>Then ...</th> <th>And then ...</th> </tr> </thead> <tbody> <tr> <td>Acceptable or examinee is recognized by staff</td> <td> 1. Document the type of ID by writing the appropriate notation on the roster next to the examinee's name. Use one of these notations: <ul style="list-style-type: none"> • P = photo ID • L = ACT Student Identification Letter with Photo • R plus staff initials = personal recognition by staff <i>Note: If it's an "L" ID type, have the examinee sign it in your presence. Collect it and return to ACT.</i> </td> <td>Proceed to step 4</td> </tr> <tr> <td>Not acceptable and examinee is not recognized by staff</td> <td> 1. Write "DENIED" on the roster next to the examinee's name. 2. Submit an Irregularity Report in PearsonAccess^{next} 3. Do not admit the examinee. 4. Inform the examinee of acceptable ID requirements. </td> <td>Proceed to Scheduling Examinees for Makeup Testing</td> </tr> </tbody> </table>	If the ID is...	Then ...	And then ...	Acceptable or examinee is recognized by staff	1. Document the type of ID by writing the appropriate notation on the roster next to the examinee's name. Use one of these notations: <ul style="list-style-type: none"> • P = photo ID • L = ACT Student Identification Letter with Photo • R plus staff initials = personal recognition by staff <i>Note: If it's an "L" ID type, have the examinee sign it in your presence. Collect it and return to ACT.</i>	Proceed to step 4	Not acceptable and examinee is not recognized by staff	1. Write " DENIED " on the roster next to the examinee's name. 2. Submit an Irregularity Report in PearsonAccess ^{next} 3. Do not admit the examinee. 4. Inform the examinee of acceptable ID requirements.	Proceed to Scheduling Examinees for Makeup Testing
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4	Direct the examinee to his or her seat in the test room. <i>Note: Never allow examinees to choose their own seats.</i>									
5	Instruct the examinee to wait quietly until testing begins.									

Late Arrivals

If an examinee can present acceptable ID or be personally recognized before the student authorization tickets are distributed in the test room, admit the examinee and submit an Irregularity Report in PearsonAccess^{next}.

Note: Do not admit any examinees to the test room once you have started to distribute the student authorization tickets.

How to Manage Absent Examinees

Examinees who are absent (no-show) must be indicated on the roster. Take the following steps if an examinee is absent.

Step	Action
1	Draw a line — next to the examinee's name on the roster. <i>Note: This line documents the examinee's absence. Do not leave the roster notation blank.</i>
2	In PearsonAccess ^{next} , remove the examinee from the session he or she was assigned to. See PearsonAccess ^{next} : Examinees and Test Sessions. <i>Note: The room supervisor cannot close the test session after testing until this is done.</i>
3	Determine if the examinee is eligible for makeup testing. See After Testing.

How to Deny Admission

Take the following steps if you deny admission to an examinee.

Step	Action
1	Write "DENIED" next to the examinee's name on the roster. <i>Note: Do not leave the roster notation blank.</i>
2	Submit an Irregularity Report.
1	In PearsonAccess ^{next} , remove the examinee from the session he or she was assigned to. See PearsonAccess ^{next} : Examinees and Test Sessions. <i>Note: The room supervisor cannot close the test session after testing until this is done.</i>
3	Determine if the examinee is eligible for makeup testing. See After Testing.

Allowed and Prohibited Items

In this section

In this section, you will find information on:

- using scratch paper
- cell phones and electronic devices
- prohibited items
- calculators

Using Scratch Paper

Examinees taking the test online are instructed to use the blank space on their student authorization ticket as scratch paper. ACT also supplies blue scratch paper to distribute to examinees as needed.

If an examinee asks for additional scratch paper during testing, give the examinee 1-2 sheets and have the examinee **write his or her name and the date at the top of each sheet.**

Note: All used and unused scratch paper must be collected from examinees, returned to the test coordinator at the end of testing, and kept secure.

Policy on Cell Phones and Electronic Devices

Examinees may not be in the possession of or use cell phones or any other electronic devices at any time, including breaks, and the examinees must not be able to access them during testing. Examinees may use these devices only after being dismissed at the conclusion of testing.

Prohibited Items in the Test Room

Examinees must not use or access the following items at any time while *in the test room*:

- textbooks, foreign language or other dictionaries, unauthorized scratch paper, reading material, notes, or any unapproved testing aids
- tobacco in any form
- food or beverages, including water

Notes:

- *A complete list of prohibited behaviors will be read as part of the Verbal Instructions.*
- *Staff and examinees may bring snacks and beverages into the test room but may consume them only outside the test room, during the 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.*

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. Follow these guidelines regarding calculators:

- 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 (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.

Staff responsibilities:

- Check for prohibited calculators **during the mathematics test.**
- Check periodically to make sure examinees did not switch calculators after the first check.
- If an examinee uses a prohibited calculator, dismiss him or her. See Irregularities.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Administering the Online Tests

In this section

In this section, you will find information on:

- the test room start time
- starting a test session
- viewing examinee progress in a session
- retrieving seal codes
- closing a test session
- questions/guessing
- returning materials to the test coordinator

Test Room Start Time

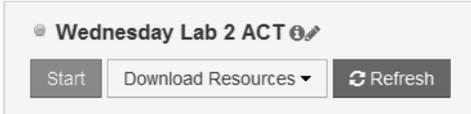
Verbal Instructions may begin as soon as all examinees have been identified and seated, no later than 9:00 a.m. in all rooms. If any room starts later than 9:00 a.m., document the time and reason on an Irregularity Report.

Note: Absolutely no one may be admitted to the test room after student authorization tickets have been distributed. If this policy is violated, scores for the examinees admitted late will be cancelled.

How to Start a Test Session

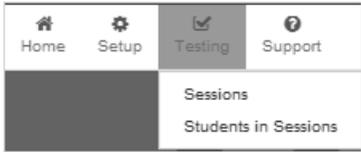
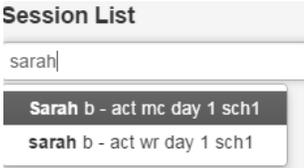
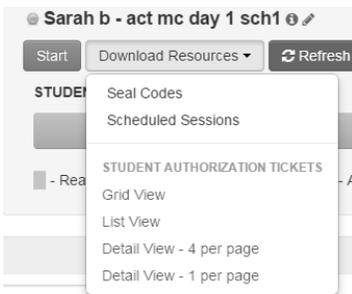
At the administrative computer, take the following steps in PearsonAccess^{next} to start a test session.

Note: Room supervisors do this prior to beginning the Verbal Instructions.

Step	Action
1	Log in to PearsonAccess ^{next} at actonline.act.org .
2	In the Testing menu, select Sessions . The <i>Sessions</i> screen appears.
3	In the Search menu, check the box next to Show all results to find all sessions. The results appear in a table.
4	In the table, check the box next to the session(s) that you will be administering today.
5	In the Select Tasks menu, select Show Students in Sessions & Control Sessions . The <i>Students in Sessions</i> screen appears.
6	In the Session List , select the session you want to start. That session's information appears. <i>Note: In the examinee table, "Student Test Status" for all examinees should be "Ready."</i>
7	Select the Start button.  The test session is now started. The Start button becomes a Stop button. <i>Note: In examinee table, it is not necessary to select specific examinees.</i>
8	Leave PearsonAccess ^{next} running on the administrative computer during the test session. Do not log out or turn the computer off.

How to Retrieve Seal Codes

Take the following steps in PearsonAccess^{next} to retrieve seal codes.

Step	Action
1	Select the Testing icon.
2	Select the Students in Sessions title. 
3	In the Session List field, select the session you want to work with. <i>Note: When you begin typing, a list of selections appears. Confirm the selection by selecting it.</i> Session List 
4	In the Download Resources menu, select Seal Codes .  <p>A table showing the seal codes for that test session appears.</p>
5	Repeat steps 3-4 to retrieve seal codes for any other test session.

How to View Examinee Progress in a Session

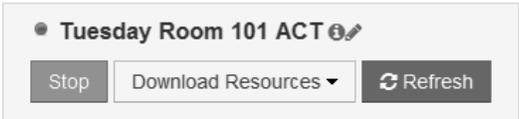
At the administrative computer, take the following steps in PearsonAccess^{next} to view an examinee's progress during testing.

Step	Action
1	In the Testing menu, select Sessions . The <i>Sessions</i> screen appears.
2	In the Search menu, check the box next to Show all results to find all sessions. The results appear in a table.
3	In the table, check the box next to each session you want to view.
4	In the Select Tasks menu, select Show Students in Sessions & Control Sessions . The <i>Students in Sessions</i> screen appears.
5	In the Session List, select the session you want to work with. That session's information appears.
6	Search to find the examinee(s) whose status you want to view. The list of examinees appears.

7	<p>Examinee status is shown in the Student Test Status column of the list of examinees. The table below describes the possible status conditions.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Ready</td> <td>The examinee has not yet started the test.</td> </tr> <tr> <td>Active</td> <td>The examinee has logged in and started the test. <i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed Uploaded.</i></td> </tr> <tr> <td>Exited</td> <td>The examinee has exited TestNav but has not submitted test responses. <i>Note: The examinee cannot resume testing unless the status is changed to Resumed or Resumed Uploaded. If the student will not resume testing for any reason, the status must be changed to Marked Complete.</i></td> </tr> <tr> <td>Resumed</td> <td>The examinee has been authorized to resume the test, but has not yet logged in.</td> </tr> <tr> <td>Resumed Uploaded</td> <td>The examinee has been authorized to resume the test, but has not yet logged in.</td> </tr> <tr> <td>Completed</td> <td>The test has been submitted by the examinee through TestNav.</td> </tr> <tr> <td>Marked Complete</td> <td>The examinee has exited TestNav and will not resume the same test, but the test session needs to be stopped.</td> </tr> </tbody> </table>	Status	Description	Ready	The examinee has not yet started the test.	Active	The examinee has logged in and started the test. <i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed Uploaded.</i>	Exited	The examinee has exited TestNav but has not submitted test responses. <i>Note: The examinee cannot resume testing unless the status is changed to Resumed or Resumed Uploaded. If the student will not resume testing for any reason, the status must be changed to Marked Complete.</i>	Resumed	The examinee has been authorized to resume the test, but has not yet logged in.	Resumed Uploaded	The examinee has been authorized to resume the test, but has not yet logged in.	Completed	The test has been submitted by the examinee through TestNav.	Marked Complete	The examinee has exited TestNav and will not resume the same test, but the test session needs to be stopped.
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Ready	The examinee has not yet started the test.																
Active	The examinee has logged in and started the test. <i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed Uploaded.</i>																
Exited	The examinee has exited TestNav but has not submitted test responses. <i>Note: The examinee cannot resume testing unless the status is changed to Resumed or Resumed Uploaded. If the student will not resume testing for any reason, the status must be changed to Marked Complete.</i>																
Resumed	The examinee has been authorized to resume the test, but has not yet logged in.																
Resumed Uploaded	The examinee has been authorized to resume the test, but has not yet logged in.																
Completed	The test has been submitted by the examinee through TestNav.																
Marked Complete	The examinee has exited TestNav and will not resume the same test, but the test session needs to be stopped.																
8	Select an examinee's status while viewing the list to view more detailed information about that examinee's test and item progress.																

How to Close a Test Session

Take the following steps in PearsonAccess^{next} to close the test session.

Step	Action						
1	<p>On the <i>Students in Sessions</i> screen, verify that all examinees in the session have a "Student Test Status" of Completed or Marked Complete.</p> <p>If not, use this table to determine the steps to take before proceeding.</p> <table border="1"> <thead> <tr> <th>If the examinee ...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>did not begin testing (e.g. absent, not admitted)</td> <td>remove the examinee's name from the test session. See <i>PearsonAccess^{next}: Examinees and Test Sessions</i>.</td> </tr> <tr> <td>did not finish testing (e.g., dismissed, illness)</td> <td>mark the examinee's test complete. See Irregularities.</td> </tr> </tbody> </table>	If the examinee ...	Then...	did not begin testing (e.g. absent, not admitted)	remove the examinee's name from the test session. See <i>PearsonAccess^{next}: Examinees and Test Sessions</i> .	did not finish testing (e.g., dismissed, illness)	mark the examinee's test complete. See Irregularities.
If the examinee ...	Then...						
did not begin testing (e.g. absent, not admitted)	remove the examinee's name from the test session. See <i>PearsonAccess^{next}: Examinees and Test Sessions</i> .						
did not finish testing (e.g., dismissed, illness)	mark the examinee's test complete. See Irregularities.						
2	<p>Select the Stop button.</p>  <p>The session is stopped. The button becomes a Restart button.</p>						

Questions/Guessing

Do not answer questions regarding individual test items or how to use a calculator. If examinees ask about guessing, inform them that they will not be penalized for guessing.

Returning Materials to the Test Coordinator

Immediately after testing concludes in your test room, return all test materials to the test coordinator, including:

- the completed roster with every name marked either as absent, denied, or with the type of ID accepted
- all ACT Student Identification Letter with Photo, if any
- the bundled student authorization tickets and scratch paper for every examinee
- all unused tickets
- all unused scratch paper
- the administration manual
- all required forms

*Note: You must **personally** return all materials and completed forms immediately after testing. Examinees may **not** assist with the transportation of test materials.*

Verbal Instructions for Standard Time Testing

In this Section

In this section, you will find information for the room supervisor on:

- how to use the Verbal Instructions
- the Verbal Instructions for administering the tests and the break
- dismissing examinees after testing has finished

Checklist – Before you Begin

Before beginning testing, be sure:

- the test session for your room has been started in PearsonAccess^{next}
- the examinee computers are on the TestNav login screen
- you know how to retrieve seal codes from PearsonAccess^{next}
- you have student authorization tickets for all examinees in your room
- you have a supply of scratch paper and pencils available
- you have two reliable backup timepieces available
- you have a copy of the calculator policy

Using the Verbal Instructions

When reading the Verbal Instructions, be sure to:

- Read aloud the instructions in the shaded boxes, loudly and clearly, exactly as written. Do not depart from the text.
- Do not read aloud text in (parentheses).
- Pause after each series of dots (...) and wait for examinees to finish the task before proceeding. Look at the examinees to be sure they are following instructions.
- Perform all tasks only when directed to do so.

Note: Practice reading the Verbal Instructions before test day.

How to Begin Testing with Announcements

Take the following steps to begin testing and make these announcements.

Step	Action
1	When all examinees have been admitted and seated, greet the examinees and, if you wish, introduce yourself and your proctors.

Verbal Instructions for Standard Time Testing

Step	Action						
2	<p>Before testing begins, you may wish to make announcements regarding:</p> <ul style="list-style-type: none"> • Calculators: Read to the examinees the current list of Prohibited Calculators (and Calculators Permitted with Modification) from the notice ACT sends to all test coordinators before test day. This list should be distributed to all room supervisors. • 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 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 Complete their online test. 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. 						
3	<p>If you are providing calculators to examinees and they are not yet distributed, distribute them now.</p>						
4	<p>Read aloud the appropriate instructions from the following table.</p> <table border="1" data-bbox="321 961 1469 1451"> <thead> <tr> <th data-bbox="321 961 607 1003">If administering ...</th> <th data-bbox="607 961 1469 1003">Say ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1003 607 1192">the ACT (no writing)</td> <td data-bbox="607 1003 1469 1192"> <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>The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.</p> </td> </tr> <tr> <td data-bbox="321 1192 607 1451">the ACT with writing</td> <td data-bbox="607 1192 1469 1451"> <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> <p>The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.</p> </td> </tr> </tbody> </table> <p><i>Note: If any examinees indicate they are NOT to test under standard time conditions, confer with the test coordinator immediately to determine if these examinees are testing under the correct time conditions. If you need to leave the room to do so, a proctor must remain in the room. You may need to call ACT for verification and/or rescheduling options if examinees were assigned to the wrong test session.</i></p>	If administering ...	Say ...	the ACT (no 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>The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.</p>	the ACT with 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, followed by a writing test, for which you will complete an essay written in English.</p> <p>The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.</p>
If administering ...	Say ...						
the ACT (no 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>The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.</p>						
the ACT with 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, followed by a writing test, for which you will complete an essay written in English.</p> <p>The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.</p>						

Step	Action
5	<p data-bbox="337 226 440 256">Then say:</p> <div data-bbox="337 275 1468 722" style="background-color: #e0e0e0; padding: 10px;"><p data-bbox="337 296 1455 394">Eating, drinking, and the use of tobacco or reading materials are not permitted in the test room. The use of cell phones and electronic devices of any kind is not allowed at any time, including during the break.</p><p data-bbox="337 417 1430 552">If your phone or other device is activated, or you use it at any time, you will be dismissed, the device may be confiscated, and your tests will not be scored. Take a moment now to be sure the power is turned off on all devices and place them on the floor under your seat. If you brought a calculator, put it away now; you may use it only during the mathematics test....</p><p data-bbox="337 575 1425 638">If you are wearing a watch with an alarm, you must be sure it is turned off now. If your alarm sounds in the test room, you will be dismissed and your tests will not be scored.</p><p data-bbox="337 661 1438 722">Please clear your desk of everything except pencils. Place all personal items under your seat. You will not be able to access them during testing....</p></div>

Verbal Instructions for Standard Time Testing

Step	Action
6	<p>Allow time for examinees to turn off their devices and put away their calculators and personal belongings, and then say:</p> <p>The following behaviors are prohibited. You will be dismissed and your tests will not be scored if you are found:</p> <ul style="list-style-type: none"> • Looking at another person’s computer screen or scratch paper. • Giving or receiving assistance by any means. • Discussing or sharing of test content or answers during the test administration, during breaks, or after the test. • Using a prohibited calculator. • 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 memorize test-related information or otherwise remove test materials, including questions or answers, from the test room in any way. • Using notes, dictionaries, or other aids. • Using scratch paper that was not provided to you by testing staff during the administration. • Not following instructions or abiding by the rules of the test site. • Exhibiting confrontational, threatening, or unruly behavior; or violating any laws. If A-C-T 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. <p>All items brought in to the test site, such as hats, purses, backpacks, cell phones, calculators, and other electronic devices may be searched at the discretion of A-C-T and its testing staff. A-C-T 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. A-C-T may also provide such items to third parties in connection with an investigation conducted by A-C-T or others. A-C-T and its testing staff shall not be responsible for lost, stolen, or damaged items.</p> <p>Does anyone have questions about prohibited behavior? ...</p>
7	<p>If there are no questions, continue by saying:</p> <p>We will walk around the room during testing to monitor testing activities. If you have a question, raise your hand.</p>

Step	Action
8	<p>Continue by saying:</p> <p>Your computer will keep the official time for your examination.</p> <p>There will be a countdown timer located in the top right corner of your screen, which will tell you the time remaining for the test you are working on.</p> <p>A message will appear on your screen when five minutes remain on a test to serve as a warning before time is up.</p> <p>You must submit your test when the time runs out, according to the instructions on your screen. It is to your advantage to answer every question. Are there any questions? ...</p>
9	<p>If there are no questions, continue by saying:</p> <p>We will now hand you your student authorization ticket. This ticket is unique and is to be used only by you to log in to the testing system. Do not share your ticket with anyone.</p> <p>When you receive it, enter your username and password to sign in. The username and password are composed of letters and numbers. Be sure to distinguish between zero and capital "O" and between the number 1 and capital "I." If you need assistance, please raise your hand.</p> <p>After you sign in, you should be on the Welcome screen. Read the information on the screen, but do NOT click any buttons. Look up at me when you have finished reading...</p>
10	<p>Walk around the room and hand each examinee his or her student authorization ticket. Use personal recognition or check ID to be certain examinees receive their own personal tickets.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>The test coordinator should have already provided you with individual authorization tickets for all examinees in your room.</i> • <i>Keep unused tickets secure so no one has access to them.</i>
11	<p>When you are certain all examinees are logged in (examinee status will be "Ready") and have read the information on the Welcome screen, continue by saying:</p> <p>Listen carefully to these instructions. You will now complete a short pretest section where you will enter your contact information and agree to ACT's Test Security Statement.</p> <p>The pretest section must be completed before you can begin the tests. It is not timed and does not affect your test scores.</p> <p>Are there any questions?</p>
12	<p>If there are no questions, continue by saying:</p> <p>On the Welcome screen, select the Start Test Now button. You should see a pretest and security statement screen....</p> <p>Read the information on the screen, select the Start Section button, and begin. When you get to the School Use Only - State Questions screen, stop and wait for further instructions....</p>

Verbal Instructions for Standard Time Testing

Step	Action						
13	<p>When everyone is on the School Use Only - State Questions screen, refer to your <i>Answer Document Supplement State Use Only—State Questions—the ACT</i>. Use the table below to determine your next step.</p> <p><i>Note: If your state does not use an Answer Document Supplement, inform examinees they will not complete the state questions, then skip to step 14.</i></p> <table border="1"> <thead> <tr> <th>If the state questions are to be completed by ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Examinees</td> <td> <ol style="list-style-type: none"> Read the instructions from the <i>Answer Document Supplement</i> in the section for “Read These Questions to Examinees.” When the examinees have finished the state questions, proceed to step 14. </td> </tr> <tr> <td>Staff</td> <td> <ol style="list-style-type: none"> Inform examinees they will not complete the state questions. Proceed to step 14. </td> </tr> </tbody> </table>	If the state questions are to be completed by ...	Then ...	Examinees	<ol style="list-style-type: none"> Read the instructions from the <i>Answer Document Supplement</i> in the section for “Read These Questions to Examinees.” When the examinees have finished the state questions, proceed to step 14. 	Staff	<ol style="list-style-type: none"> Inform examinees they will not complete the state questions. Proceed to step 14.
If the state questions are to be completed by ...	Then ...						
Examinees	<ol style="list-style-type: none"> Read the instructions from the <i>Answer Document Supplement</i> in the section for “Read These Questions to Examinees.” When the examinees have finished the state questions, proceed to step 14. 						
Staff	<ol style="list-style-type: none"> Inform examinees they will not complete the state questions. Proceed to step 14. 						
14	<p>Continue by saying:</p> <p>Move on to the next screen. Read and agree to the Test Security statement, then exit the pretest section.</p> <p>You should then see the English test screen. Read the directions for the English section and wait for further instructions.</p>						

How to Administer the English Test

Take the following steps to administer the English test.

Step	Action
1	<p>When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:</p> <p>Listen carefully. You may use your student authorization ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today’s date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.</p> <p>You will have 45 minutes to work on the English section. When time runs out, you must submit your test according to the instructions on your screen. It is to your advantage to answer every question.</p> <p>If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly until I give you further instructions. You may not read or engage in any other activity that could distract others still testing.</p> <p>Are there any questions?</p>

Step	Action
2	<p>If there are no questions, continue by saying:</p> <p>When I give you the seal code, enter it and select the Start Section button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand and we will assist you.</p>
3	On your administrative computer, look up the seal code for English .
4	<p>When you have the seal code for English, continue by saying:</p> <p>You have 45 minutes to work on this test. The seal code for English is _____. Enter it and begin.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be very careful to distinguish between letters and numbers that can look alike – e.g., capital “O” vs. “zero” and capital “I” vs. “one.”</i> • Provide only the seal code for the test that is about to begin. Do not provide codes for other tests or write them on the board. • <i>If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you have provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.</i>
5	<p>During the English test, do the following:</p> <ul style="list-style-type: none"> • Verify that all examinees were able to start the test. • Walk around the room periodically to monitor examinees and check for prohibited behavior. • Complete your Seating Diagram. • Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
6	<p>Keep track on your administrative computer of the 45-minutes time allowed for English so you can be vigilant as time expires for each examinee.</p> <p>Verify that all examinees move properly through the screens and end up on the screen that says “Mathematics” and requires a seal code. All examinees must be on this screen before the next seal code is announced.</p>
7	Proceed to <i>How to Administer the Mathematics Test</i> .

How to Administer the Mathematics Test

Take the following steps to administer the mathematics test.

Step	Action
1	<p>When you are certain that all examinees are on the mathematics test screen, continue by saying:</p> <p>You should be on the screen that says “Mathematics.” Read the section directions and look up when you have finished....</p>
2	<p>When everyone is ready, continue by saying:</p> <p>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....</p>

Verbal Instructions for Standard Time Testing

Step	Action
3	<p>When everyone is ready, continue by saying:</p> <p>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. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.</p> <p>You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.</p> <p>Do not share your calculator with another examinee.</p> <p>If you need to use your backup calculator, raise your hand and we 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.</p> <p>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.</p> <p>Remember, you can use the back of your authorization ticket as scratch paper. If you need more scratch paper during testing, raise your hand. Write your name and today's date at the top of each sheet of scratch paper. Are there any questions? ...</p>
4	<p>If there are no questions, continue by saying:</p> <p>You will have 60 minutes to work on the mathematics section. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.</p> <p>When I give you the seal code, enter it and select the Start Section button. This will start the timer on your computer. If you have any difficulties entering the seal code, raise your hand.</p>
5	<p>On your administrative computer, look up the seal code for mathematics.</p>
6	<p>When you have the seal code for mathematics, continue by saying:</p> <p>You have 60 minutes to work on this test. The seal code for mathematics is _____ . Enter it and begin.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be very careful to distinguish between letters and numbers that can look alike – e.g., capital “O” vs. “zero” and capital “I” vs. “one.”</i> • Provide only the seal code for the test that is about to begin. Do not provide codes for other tests or write them on the board. • <i>If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you have provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.</i>

Step	Action
7	<p>During the mathematics test, do the following:</p> <ul style="list-style-type: none"> • Verify that all examinees were able to start the test. • Walk around the room periodically to monitor examinees and check for prohibited behavior. • Refer to the Calculator Policy and check all calculators periodically through the test. • Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
8	<p>Keep track on your administrative computer of the 60-minutes time allowed for mathematics so you can be vigilant as time expires for each examinee.</p> <p>Verify that all examinees move properly through the screens and end up on the screen that says “Reading” and requires a seal code. All examinees must be on this screen before the next seal code is announced.</p>
9	<p>Proceed to <i>How to Administer the Break</i>.</p>

How to Administer the Break

Take the following steps to administer the break.

1	<p>When you are certain that all examinees are on the Reading test screen, continue by saying:</p> <p>Put your calculator away. You will not be permitted to use it for the remaining tests. You will now have a 15 minute break.</p> <p>Testing will resume promptly at _____ (<i>Enter and say the time 15 minutes from now</i>).</p> <p>If you return late, you will not be allowed to make up lost time.</p> <p>Remember, you may not use any electronic devices during the break and you may not eat or drink anything in the test room.</p> <p>Leave your ticket and scratch paper on your desk. Leave the reading test screen up on your computer. Do not log out or attempt to access any other application.</p> <p>When you come back, be sure to return to the same computer.</p> <p>You are now dismissed for break.</p> <p><i>Note: If testing is in progress in other rooms, remind examinees to be quiet in the halls.</i></p>
2	<p>During the break, do the following:</p> <ul style="list-style-type: none"> • Ensure that no authorization tickets or scratch paper are taken out of the room by examinees. • Ensure that no examinees have mistakenly logged out of TestNav (status will show as “Exited”). If they have, resume the examinee’s test in PearsonAccess^{next}. See Irregularities. • If any examinees remain in the room during break, and as examinees return, monitor them closely. • As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.

3	<p>At the end of 15 minutes, say:</p> <p style="background-color: #e0e0e0; padding: 5px;">Attention. Please get ready to resume testing. Clear your desk of everything except your pencils, eraser, student authorization ticket, and scratch paper....</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Resume testing no later than 15 minutes after the mathematics test ends. Do not delay the start of the next test waiting for examinees who return late.</i> • <i>If examinees return late, they may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum. Refer to the Irregularities section of this manual.</i> • <i>If an examinee does not return from break, refer to the Irregularities section of this manual.</i>
4	Proceed to <i>How to Administer the Reading Test</i> .

How to Administer the Reading Test

Take the following steps to administer the reading test.

Step	Action
1	<p>When you are certain that all examinees are on the Reading test screen, continue by saying:</p> <p style="background-color: #e0e0e0; padding: 5px;">You should be on the screen that says “Reading.” Read the section directions and look up when you have finished....</p>
2	<p>When everyone is ready, continue by saying:</p> <p style="background-color: #e0e0e0; padding: 5px;">You will have 35 minutes to work on the reading section. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.</p> <p style="background-color: #e0e0e0; padding: 5px;">When I give you the seal code, enter it and select the Start Section button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.</p>
3	On your administrative computer, look up the seal code for reading .
4	<p>When you have the seal code for reading, continue by saying:</p> <p style="background-color: #e0e0e0; padding: 5px;">You have 35 minutes to work on this test. The seal code for reading is _____. Enter it and begin.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be very careful to distinguish between letters and numbers that can look alike – e.g., capital “O” vs. “zero” and capital “I” vs. “one.”</i> • <i>Provide only the seal code for the test that is about to begin. Do not provide codes for other tests or write them on the board.</i> • <i>If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you have provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.</i>
5	Refer to the Irregularities section of this manual if you have examinees who return late after break, or do not return at all.

Step	Action
6	<p>During the reading test, do the following:</p> <ul style="list-style-type: none"> • Verify that all examinees were able to start the test. • Walk around the room periodically to monitor examinees and check for prohibited behavior. • Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
7	<p>Keep track on your administrative computer of the 35-minutes time allowed for reading so you can be vigilant as time expires for each examinee.</p> <p>Verify that all examinees move properly through the screens and end up on the screen that says “Science” and requires a seal code. All examinees must be on this screen before the next seal code is announced.</p>
8	Proceed to <i>How to Administer the Science Test</i> .

How to Administer the Science Test

Take the following steps to administer the science test.

Step	Action
1	<p>When you are certain that all examinees are on the Science test screen, continue by saying:</p> <p>You should be on the screen that says “Science.” Read the section directions and look up when you have finished...</p> <p>You will have 35 minutes to work on the science section. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.</p> <p>When I give you the seal code, enter it and select the Start Section button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.</p> <p><i>Note: If you are administering the ACT (no writing), this is the last test. Inform examinees that submitting this test will log them out of TestNav.</i></p>
2	On your administrative computer, look up the seal code for science .
3	<p>When you have the seal code for science, continue by saying:</p> <p>You have 35 minutes to work on this section. The seal code for science is _____ . Enter it and begin.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be very careful to distinguish between letters and numbers that can look alike – e.g., capital “O” vs. “zero” and capital “I” vs. “one.”</i> • Provide only the seal code for the test that is about to begin. Do not provide codes for other tests or write them on the board. • <i>If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you have provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.</i>

Verbal Instructions for Standard Time Testing

Step	Action						
4	<p>During the science test, do the following:</p> <ul style="list-style-type: none"> • Verify that all examinees were able to start the test. • Walk around the room periodically to monitor examinees and check for prohibited behavior. • Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems. 						
5	<p>Keep track on your administrative computer of the 35-minutes time allowed for science so you can be vigilant as time expires for each examinee.</p> <p>Use the table below to determine the next step.</p> <table border="1"> <thead> <tr> <th>If administering ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>the ACT (no writing)</td> <td>Proceed to How to End the Last Test and Dismiss Examinees.</td> </tr> <tr> <td>the ACT with writing</td> <td> <ul style="list-style-type: none"> a. Verify that all examinees are on the screen that says “Writing.” b. Proceed to How to Administer the Writing Test. </td> </tr> </tbody> </table>	If administering ...	Then ...	the ACT (no writing)	Proceed to How to End the Last Test and Dismiss Examinees.	the ACT with writing	<ul style="list-style-type: none"> a. Verify that all examinees are on the screen that says “Writing.” b. Proceed to How to Administer the Writing Test.
If administering ...	Then ...						
the ACT (no writing)	Proceed to How to End the Last Test and Dismiss Examinees.						
the ACT with writing	<ul style="list-style-type: none"> a. Verify that all examinees are on the screen that says “Writing.” b. Proceed to How to Administer the Writing Test. 						

How to Administer the Writing Test

Take the following steps to administer the writing test.

Step	Action
1	<p>When you are certain that all examinees are on the Writing test screen, continue by saying:</p> <div style="background-color: #e0e0e0; padding: 10px; margin: 10px 0;"> <p>We will continue testing shortly. You may use the next five minutes to relax, but you may not leave the room.</p> </div> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Remind examinees to be quiet, and that eating, drinking, reading, or using electronic devices, including cell phones, is not permitted.</i> • <i>Examinees must remain in the room during the short five-minute break. If an examinee needs to use the restroom during this time, notify him or her that if they are not back before you resume testing; he or she will not be able to make up the lost time.</i> • Resume testing after five minutes.
2	<p>At the end of five minutes, continue by saying:</p> <div style="background-color: #e0e0e0; padding: 10px; margin: 10px 0;"> <p>We are ready to resume testing. You should be on the screen that says “Writing.” Read the section directions and look up when you have finished...</p> <p>You will have 40 minutes to work on the writing section. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.</p> <p>When I give you the seal code, enter it and select the Start Section button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.</p> </div>
3	<p>On your administrative computer, look up the seal code for writing.</p>

Step	Action
4	<p>When you have the seal code for writing, continue by saying:</p> <p>You have 40 minutes to work on this test. The seal code for writing is _____. Enter it and begin.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be very careful to distinguish between letters and numbers that can look alike – e.g., capital “O” vs. “zero” and capital “I” vs. “one.”</i> • <i>If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you have provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.</i>
5	<p>During the writing test, do the following:</p> <ul style="list-style-type: none"> • Verify that all examinees were able to start the test. • Walk around the room periodically to monitor examinees and check for prohibited behavior. • Monitor examinee progress on your administrative computer.
6	<p>Keep track on your administrative computer of the 40-minutes time allowed for writing so you and your staff can be vigilant as time expires for each examinee.</p>
7	<p>Proceed to How to End the Last Test and Dismiss Examinees</p>

How to End the Last Test and Dismiss Examinees

Take the following steps to end the last test and dismiss examinees.

Step	Action
1	<p>When examinees submit the last test, they are automatically logged out of TestNav (examinee test status will be “Completed”). Check, with the help of proctors, to make sure that each examinee’s screen says “Sign out complete.”</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>The last test for the ACT (no writing) is the science test. The last test for the ACT with writing is the writing test.</i> • <i>All examinees must be logged out of TestNav before examinees can be dismissed.</i>
2	<p>When you are certain that all examinees are logged out of TestNav, continue by saying:</p> <p>Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions.</p>
3	<p>Walk around the room and collect the student authorization tickets and scratch paper from each examinee. Do not allow examinees to handle the tickets or scratch paper of other examinees.</p> <p>Keep each examinee’s scratch paper and student authorization ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.</p>

Verbal Instructions for Standard Time Testing

Step	Action						
4	<p>Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.</p> <p>Important! Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed</p>						
5	<p>After all tickets and scratch paper have been collected, use the following table to determine what to say.</p> <table border="1" data-bbox="337 520 1474 915"> <thead> <tr> <th data-bbox="337 520 646 552">If administering ...</th> <th data-bbox="654 520 1474 552">Say:</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 552 646 737">The ACT (no writing)</td> <td data-bbox="654 552 1474 737">Your score report will be mailed in approximately three to eight weeks. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.</td> </tr> <tr> <td data-bbox="337 737 646 915">The ACT with writing</td> <td data-bbox="654 737 1474 915">Your score report will be mailed in approximately five to eight weeks. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.</td> </tr> </tbody> </table>	If administering ...	Say:	The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.	The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
If administering ...	Say:						
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.						
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.						
6	Close the test session. See Administering the Online Tests.						
7	Return materials to the test coordinator. See Administering the Online Tests.						

Irregularities

In this Section

In this section, you will find information on:

- the definition of an irregularity
- submitting an Irregularity Report
- handling an emergency evacuation
- handling disturbances and distractions
- handling test item challenges
- handling examinees who leave and do not return
- handling examinees who leave the test or are late from break
- stopping/interrupting a test
- resuming an interrupted test
- manually marking an examinee's test complete
- prohibited behaviors and what to do if they occur

Definition of an Irregularity

An irregularity is something out of the ordinary or of particular note that occurs in the course of a test administration, affecting one or more examinees, the test materials, the facility/equipment, or the staff.

A **group irregularity** is something that affects a group of examinees (e.g., one room or the entire site).

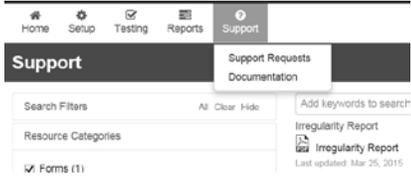
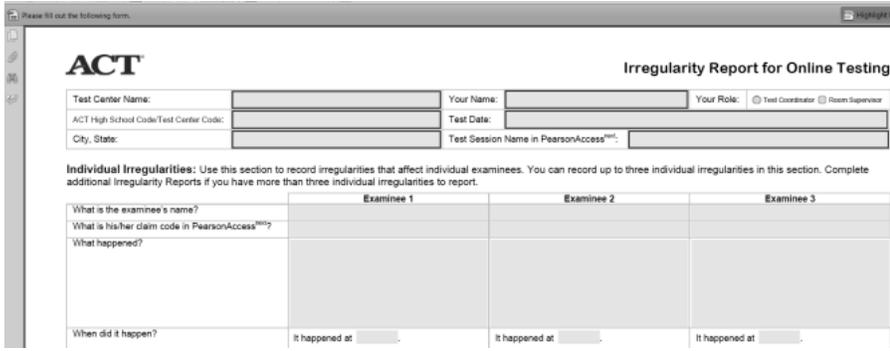
An **individual irregularity** is something that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other).

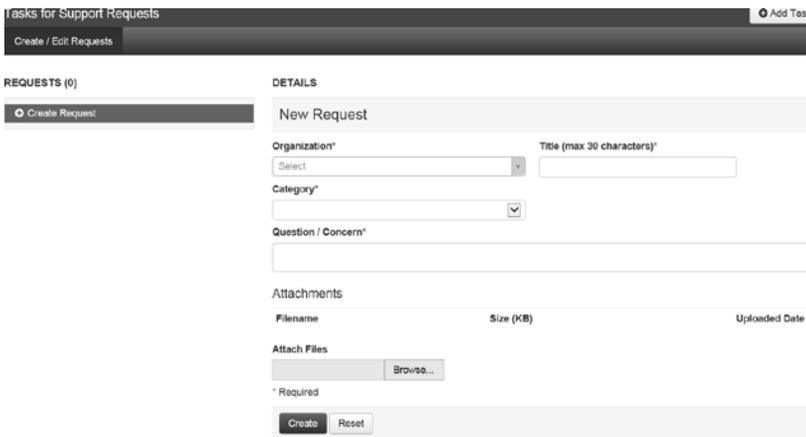
The Irregularity Report

The **Irregularity Report** is an online form to document irregularities. Use it to report all testing irregularities for online testing. Test coordinators and room supervisors can download and submit it in PearsonAccess^{next}.

How to Submit an Irregularity Report

Take the following steps in PearsonAccess^{next} to submit an Irregularity Report.

Step	Action
1	<p>In the Support menu, select Documentation and select the Irregularity Report title.</p>  <p>The <i>Irregularity Report</i> form appears.</p> 
2	<p>Complete the Irregularity Report with as much detail as you can (e.g., who said and did what, when, and where).</p> <p><i>Note: Complete the form electronically. Do not print it and complete it by hand.</i></p>
3	<p>Save the completed Irregularity Report to your desktop or somewhere locally, giving it an identifiable name.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • Use a maximum of 30 characters for the name (excluding the “.pdf” file extension). • ACT recommends you use an irregularity number and test session name in the file name (e.g., IR1 Smith Lab 212 Tues and IR2 Smith Lab 212 Tues). • Do not scan and upload from a paper document.
4	<p>In PearsonAccess^{next}, in the Support menu, select Support Requests.</p>  <p>The <i>Support Requests</i> screen appears.</p>

Step	Action
5	<p>In the Tasks window, from the Select Tasks drop down, select the checkbox next to the Create / Edit Requests title.</p>  <p>The screenshot shows a 'Support Requests' header with a 'Tasks' window below it. The 'Tasks' window has a 'Select Tasks' dropdown menu and a 'Start' button. A list of tasks is shown, with 'Create / Edit Requests' checked and highlighted.</p>
6	<p>Select the Start button.</p>  <p>The screenshot shows the 'Create / Edit Requests' screen. On the left, there is a 'REQUESTS (0)' section with a 'Create Request' button. On the right, there is a 'DETAILS' section with a 'New Request' form. The form includes fields for 'Organization*', 'Title (max 30 characters)*', 'Category*', and 'Question / Concern*'. There is also an 'Attachments' section with a table for 'Filename', 'Size (KB)', and 'Uploaded Date'. At the bottom, there is an 'Attach Files' section with a 'Browse...' button and a '* Required' note. 'Create' and 'Reset' buttons are at the bottom.</p> <p>The <i>Create / Edit Requests</i> screen appears.</p>
7	Select your organization.
8	<p>In the Title field, enter the name that you named the Irregularity Report (exclude the “.pdf” file extension).</p> <p><i>Note: The Title field accepts a maximum of 30 characters.</i></p>
9	In the Category field, select Submit Online Forms .
10	In the Question / Concern field, enter a very brief description of the irregularity (e.g., prohibited behavior, examinee illness, network problem).
11	To attach any additional documentation, select the Choose Files button and follow the prompts.
12	<p>Select the Create button.</p> <p>A “Success, changes saved” message appears and the report is now listed in the Request List on the left side of the screen.</p>
13	When you have finished, select the Exit Tasks button at the top of the screen.
14	Repeat these steps to submit an additional Irregularity Report.

Examples of Irregularities

The table below provides examples of issues that may arise during online testing.

Category	Example
Examinee	<ul style="list-style-type: none"> • Admission mistake – examinee was admitted but should not have been; e.g., no ID. • Denied admission – examinee did not have acceptable ID, was late, or was ineligible for the assigned test session. • No show / did not test – examinee was not present and did not test. • Complaint – examinee requests a complaint be filed. • Item challenge – examinee is challenging an item on the test. • Illness– examinee became ill during test and could not finish test. • Time loss – examinee lost testing time, e.g., left room during testing, returned late after break. • Timing overage or shortage – examinees were given too much or too little time on a manually timed test. • Prohibited behavior – staff suspects or is certain that the examinee engaged in prohibited behavior. • Accommodation – examinee tested with an accommodation that was not approved by ACT or was not an allowed local arrangement.
Security	<ul style="list-style-type: none"> • Media/unauthorized observer – media or observer gained access without confirmed ACT authorization • Materials – unauthorized access to or missing secure materials, before, during or after testing. • Seal code – examinee had unauthorized access to seal code before time for that test. • Surrogate – someone other than the examinee completed any part of the examinee’s pre-test and/or tests. <p><i>Note: Call ACT in addition to submitting an Irregularity Report for all security-related irregularities.</i></p>
Technical	<ul style="list-style-type: none"> • Freezing – computer locked up. • Launching test – difficulties launching test session. • Network or server error – network interruptions, server issues. • Hardware or device problem – equipment not functioning correctly.
Staff	<ul style="list-style-type: none"> • Test procedures – staff member read test directions out of order / incorrectly. • Late – staff member was late to test sessions. • No show – staff member did not arrive to administer test. • Irregular staff behavior – staff acted in irregular manner.
Group	<ul style="list-style-type: none"> • Disturbance / interruption / comfort – noise, climate, control issues. • Power outage – power outage either intermittently or during entire session. • Weather – severe weather caused interruption of testing. • Emergency evaluation – any issues (fire, weather, security) that may cause evacuation of testing center.

Emergency Evacuation

In the event of an emergency evacuation, your first concern must be for the safety of examinees and testing staff. If an emergency occurs, and **if time permits and it is safe to do so**, take the following steps before you evacuate.

Step	Action
1	Direct examinees to immediately log out of TestNav (on Windows, pressing Ctrl-Alt-Delete is the quickest method—it will force an automatic logout).
2	On the administrative computer, log out of PearsonAccess ^{next} .
3	Make note of the time.
4	Collect authorization tickets and scratch paper.
5	Lock the test room.

Note: Also see [How to Stop/Interrupt a Test](#) and [How to Resume an Interrupted Test](#).

Handling Disturbances and Distractions

If a disturbance, distraction, or technical issue occurs that affects examinees' concentration and it cannot be stopped, contact the test coordinator immediately for further instructions. Do not leave the test room unattended; utilize your proctors to contact the test coordinator while you remain in the room.

Submit an Irregularity Report for all disturbances and distractions, however minor (including examinee illness).

Handling Test Item Challenges

If an examinee challenges typographical errors or ambiguities in particular test items, instruct the examinee to choose an answer based on the information available.

Submit an Irregularity Report that includes the test section and the test item, and an explanation of the examinee's question. ACT will respond to concerns about individual test items.

Handling Examinees Who Leave and Don't Return

If an examinee leaves the room during testing or at the break and does not return to continue testing (e.g., illness), take the following steps.

Step	Action
1	Stop his or her test. See How to Stop/Interrupt a Test .
2	Mark it complete in the system. See How to Mark an Examinee's Test Complete .
3	Determine eligibility for makeup testing. See After Testing .

Handling Examinees Who Leave the Test or are Late from Break

Use the table below to decide how to proceed with examinees who become ill during testing, leave during a test, or return late from break.

If an examinee ...	Then ...	And if the examinee returns during the same test ...	And if the next test starts before the examinee returns ...
Becomes ill after testing has begun	<ul style="list-style-type: none"> • Allow examinee to leave. • Make note of the time examinee leaves. • Collect examinee's student authorization ticket and scratch paper. • Leave TestNav running on the examinee's computer (the examinee does not log out). 	<ul style="list-style-type: none"> • Make note of the time examinee returns. • Allow examinee to continue testing in the current section, if time remains. • Return the student authorization ticket and scratch paper to the examinee. • Submit an Irregularity Report. <p><i>Lost time cannot be made up.</i></p> <p><i>Note: If the examinee logged out of TestNav, follow the instructions for How to Resume an Interrupted Test and make sure the examinee stops testing at the original stop time.</i></p>	<ul style="list-style-type: none"> • Start a timer (e.g., 45 minutes for English) when you announce the seal code for the next section. • When the examinee returns, provide the seal code and allow him or her to continue testing. • Return the student authorization ticket and scratch paper to the examinee. • Make sure the examinee stops testing and submits the test at the correct stop time • Make note of the amount of time the examinee lost. • Submit an Irregularity Report. <p>Lost time cannot be made up.</p> <p><i>Note: If the examinee does not return at all, follow the instructions for Handling Examinees Who Leave and Don't Return.</i></p>
Requests to go to the restroom	<p>Follow the same instructions as above.</p> <p><i>Note: 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.</i></p>	<p>Follow the same instructions as above.</p> <p><i>Note: The absence need not be recorded on the Irregularity Report.</i></p>	
Returns late from the break	Refer to the Verbal Instructions.	N/A	

How to Stop/Interrupt a Test

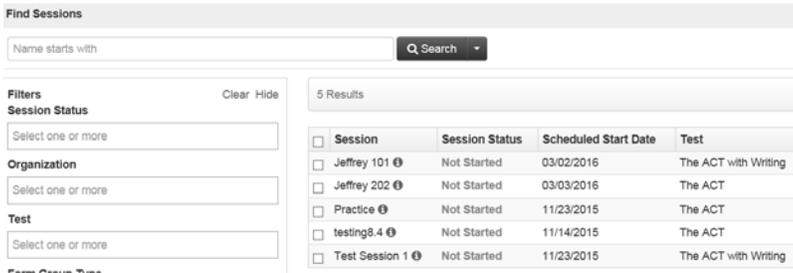
If an examinee needs to leave before testing concludes or a test session must be interrupted (e.g., illness, prohibited behavior, emergency evacuation, disruption), take the following steps to stop the test.

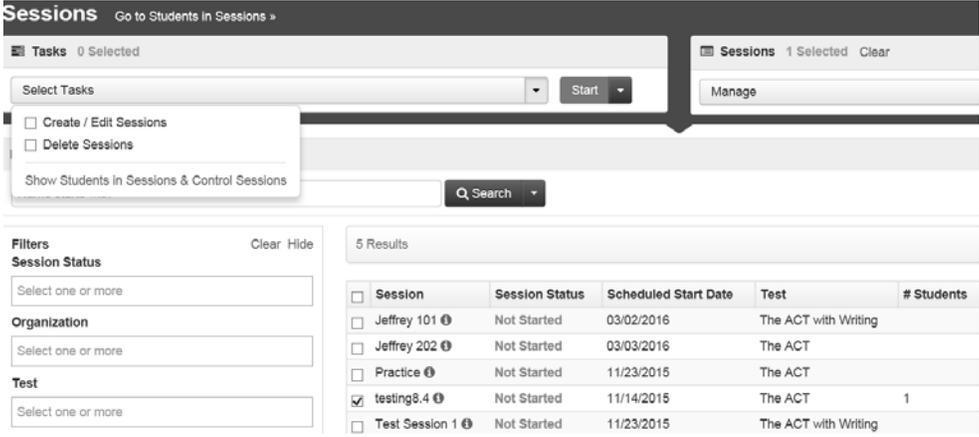
Step	Action
1	<p>Direct the examinee(s) to log out of TestNav. To do so, the examinee can:</p> <ul style="list-style-type: none"> press Ctrl-Alt-Delete (on Windows); or select Sign out of TestNav from the user dropdown at the top of the examinee's screen <p>The examinee is logged out and the timer on the examinee's test is stopped. On the administrative computer, the examinee's status is Exited.</p>
2	Make note of the time testing stops.
3	Submit an Irregularity Report, including the time testing stopped.

How to Resume an Interrupted Test

If testing was interrupted and examinees were logged out of TestNav (e.g., evacuation, technical issue), testing can be resumed from where the examinee(s) left off and the examinee(s) will not lose time. Take the following steps in PearsonAccess^{next} to resume testing for the affected examinees.

Note: Only examinees in Active or Exited status can be resumed.

Step	Action
1	<p>In the Testing menu, select Sessions.</p>  <p>The <i>Sessions</i> screen appears.</p>
2	<p>In the Search menu, check the box next to Show all results to find all sessions.</p>  <p>The results appear in a table.</p>
3	In the table, check the box next to the session(s) you want to view.

Step	Action						
4	<p>In the Select Tasks menu, select Show Students in Sessions & Control Sessions.</p>  <p>The <i>Students in Sessions</i> screen appears.</p>						
5	<p>In the Session List, select the appropriate session.</p> 						
6	<p>Find the examinee(s) whose status you want to view.</p>						
7	<table border="1" data-bbox="321 1146 1479 1465"> <thead> <tr> <th data-bbox="321 1146 597 1182">If you have ...</th> <th data-bbox="597 1146 1479 1182">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1182 597 1255">a small number of tests to resume</td> <td data-bbox="597 1182 1479 1255">Select the arrow next to each examinee's status and select Resume.</td> </tr> <tr> <td data-bbox="321 1255 597 1465">multiple tests to resume at the same time</td> <td data-bbox="597 1255 1479 1465"> <ol style="list-style-type: none"> 1. Check the box next to the examinees whose status you wish to update. 2. In the Select Tasks menu, select Resume Student Tests and select the Start button. The Resume Student Tests screen appears. 3. Check the box next to the examinees' names to confirm your selection and select Resume. </td> </tr> </tbody> </table>	If you have ...	Then ...	a small number of tests to resume	Select the arrow next to each examinee's status and select Resume .	multiple tests to resume at the same time	<ol style="list-style-type: none"> 1. Check the box next to the examinees whose status you wish to update. 2. In the Select Tasks menu, select Resume Student Tests and select the Start button. The Resume Student Tests screen appears. 3. Check the box next to the examinees' names to confirm your selection and select Resume.
If you have ...	Then ...						
a small number of tests to resume	Select the arrow next to each examinee's status and select Resume .						
multiple tests to resume at the same time	<ol style="list-style-type: none"> 1. Check the box next to the examinees whose status you wish to update. 2. In the Select Tasks menu, select Resume Student Tests and select the Start button. The Resume Student Tests screen appears. 3. Check the box next to the examinees' names to confirm your selection and select Resume. 						
8	<p>If necessary, start TestNav on each examinee's computer.</p>						
9	<p>Redistribute the student authorization tickets and scratch paper. Make sure each examinee receives his or her own materials.</p>						
10	<p>Direct the examinee(s) to log in and resume testing.</p>						
11	<p>Submit an Irregularity Report. You must include the time testing resumed and stopped.</p>						

How to Mark an Examinee's Test Complete

When an examinee finishes testing and submits answers, the test is automatically marked as **Complete** in PearsonAccess^{next}. If an examinee does not finish testing (e.g., dismissal, illness), the room supervisor must manually mark the examinee's test complete.

Note: If an examinee did not log in to TestNav (e.g., absent, denied admission), do not mark the test complete. Instead, remove the examinee's name from the session. See PearsonAccess^{next}: Examinees and Test Sessions.

Take the following steps in PearsonAccess^{next} to mark an examinee's test complete.

Step	Action
1	On the <i>Students in Sessions</i> screen, check the box next to each student you want to mark as completed.
2	On the Select Tasks menu, select Mark Student Tests Complete and then select the Start button. The <i>Mark Student Tests Complete</i> screen appears. <div data-bbox="370 682 1166 991" data-label="Image"> <p>The screenshot shows the 'Students in Sessions' interface. At the top, there is a header 'Students in Sessions' with a 'Go to Sessions »' link. Below this is a 'Tasks 1 Selected' section. A 'Select Tasks' dropdown menu is open, showing four options: 'Student Test Statuses', 'Mark Student Tests Complete' (which is checked), 'Resume Student Tests', and 'Undo Student Test Submissions'. To the right of the dropdown is a 'Start' button.</p> </div>
3	Again, check the box next to each student you want to mark as completed.
4	Enter a reason in the Reason field and select the Mark Complete button. A "Success, changes saved" message appears.
5	Select the Exit Tasks button to return to the <i>Students in Sessions</i> screen. The "Student Test Status" for those students is "Marked Complete."

Prohibited Behaviors

The following behaviors are prohibited. Examinees must be dismissed and their test manually ended (Mark Complete) if they are found:

- Looking at another person's computer screen or scratch paper.
- Giving or receiving assistance by any means.
- Discussing or sharing of test content or answers during the test administration, during breaks, or after the test.
- Using a prohibited calculator.
- 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 memorize test-related information or otherwise remove test materials, including questions or answers, from the test room in any way.
- Using notes, dictionaries, or other aids.
- Using scratch paper that was not provided to you by testing staff during the administration.
- Not following instructions or abiding by the rules of the test site.
- Exhibiting confrontational, threatening, or unruly behavior; or violating any laws. If A-C-T 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 in to the test site, such as hats, purses, backpacks, cell phones, calculators, and other electronic devices may be searched at the discretion of A-C-T and its testing staff. A-C-T 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. A-C-T may also provide such items to third parties in connection with an investigation conducted by A-C-T or others. A-C-T and its testing staff shall not be responsible for lost, stolen, or damaged items.

Important!

The decision to cancel scores due to prohibited behavior is at ACT's sole discretion and cannot be appealed or reversed.

How to Handle Prohibited Behavior

You do not need to observe prohibited behavior if you are **certain** it occurred. If you are certain, prohibited behavior does not need to be verified by another staff member. Take action based on your own observation.

Take the following steps if prohibited behavior occurs.

Step	Action
1	Take action immediately or no later than the end of the current timed test. <i>Note: Minimize disruption to other examinees.</i>
2	Inform the examinee that: <ul style="list-style-type: none"> • you observed or are certain of the prohibited behavior; and • he or she is being dismissed because of the behavior; and • all tests for that examinee will not be scored.

Step	Action
3	Direct the examinee to log out of TestNav. <i>Note: Staff must log the examinee out of TestNav if the examinee does not do so.</i>
4	Collect the examinee's student authorization ticket and scratch paper.
5	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.
6	Dismiss the examinee.
7	Before closing the test session, mark the examinee's test complete in PearsonAccess ^{next} . See How to Mark an Examinee's Test Complete.
8	Complete a detailed Irregularity Report that includes: <ul style="list-style-type: none"> • The time of the incident and the name(s) of the examinee(s). • The test section the examinee was working on at the time. • The test room and seating location(s) of the examinee(s) • The details of what you observed and any actions you took. • The statements you and the examinee(s) made. • The name(s) of the staff who observed or were certain of the prohibited behavior <i>Note: The Irregularity Report must clearly indicate whether or not the examinee was informed that his or her tests will not be scored.</i>
9	Submit an Irregularity Report.

Notes:

- If the behavior occurs, **regardless of perceived intent**, the examinee must be dismissed.
- If you suspect but are not certain prohibited behavior occurred, document your suspicions on the Irregularity Report and continue close observation, but do not dismiss the examinee or manually end the test unless you are certain.

Section IV: Posttest Activities

After Testing

In this Section

In this section, you will find information for the test coordinator on:

- overall posttest activities
- collecting materials from room supervisors
- examinees eligible for makeup testing
- scheduling examinees for makeup testing
- completing state use questions, if applicable
- materials to be kept by the school
- materials to be destroyed by the school
- packing and shipping materials back to ACT

Posttest Activities Process

The table below provides an overview of activities that happen after testing.

Stage	Description
1	Collect materials from room supervisors.
2	Determine if there are examinees eligible for makeup testing.
3	Schedule examinees for makeup testing.
4	Complete any state use questions within 48 hours after testing, if applicable.
5	After final day of testing, prepare materials to be shipped back to ACT.

Collect Materials from Room Supervisors

Collect and account for the following items from each test session's room supervisor immediately following testing:

- the completed roster with every name marked either as absent, denied, or with the type of ID accepted
- ACT Student Identification Letter with Photo, if any, presented at check-in
- all student authorization tickets and scratch paper, bundled for each examinee
- all unused student authorization tickets
- all unused scratch paper
- administration manuals
- the completed Seating Diagram

Examinees Eligible for Makeup Testing

Using the roster and Irregularity Reports, determine which examinees are to be scheduled for makeup testing.

You *may* administer makeup testing to:

- examinees who were absent for or were not admitted to the test session they were assigned to (i.e., did not log in to TestNav)
- examinees who began but did not complete testing (e.g., illness)

You *may not* administer makeup testing to:

- examinees who completed testing
- examinees dismissed for prohibited behavior

Important!

Examinees dismissed for prohibited behavior are not permitted to test in any other test session, including testing via paper.

How to Schedule Examinees for Makeup Testing

Unlike paper testing, online testing has no test date specifically designated for “makeup” testing alone. With online testing, an examinee may take a makeup test on one of the remaining test days.

Take the following steps to schedule an examinee for a makeup test session.

Step	Action
1	Create a new test session for eligible examinees or add them to an existing test session. See PearsonAccess ^{next} : Test Sessions
2	Move the examinees from their originally assigned session to the makeup session. See PearsonAccess ^{next} : Examinees and Test Sessions. <i>Note: Do not move any examinee with a status of Active, Exited, Resumed, or Resumed Uploaded.</i>

Completing State Use Questions

If your state uses an Answer Document Supplement, refer to it to determine if staff is to complete State Use questions, and for how to complete them in PearsonAccess^{next}.

Completing the Staff List

Complete one ACT State and District Testing Staff List for your school and return it with your materials. Include all personnel who assisted with the standard time administration.

Materials to be Kept

After testing is finished, keep the following materials at your school for six months, then securely destroy them.

- used manuals
- marked rosters
- copies of the completed Seating Diagrams
- copies of the completed Staff List(s)

Materials to be Destroyed

After testing is finished, securely destroy the following materials.

- unused *Pretest Instructions for Online Testing*
- unused manuals
- calculator policy

How to Pack and Return the Test Materials

In your test materials shipment, you received one or more red envelopes, in which you will place certain materials for return to ACT. You also received one or more plastic polymailers with prepaid return labels. You will use these polymailers to ship the red envelope(s) back to ACT.

After all testing is finished; take the following steps to return the online materials to ACT.

Step	Action
1	Complete the outside of the red envelope(s) with your school's information. <i>Note: You may ignore the checkboxes.</i>
2	Insert the following documents from online testing into the red envelope. <ul style="list-style-type: none"> • all marked rosters • all ACT Student Identification Letters with Photo (if any) • each examinee's used student authorization ticket(s) bundled with his or her used scratch paper • all completed Seating Diagrams • all unused student authorization tickets • all unused scratch paper • the completed ACT State and District Testing Staff List(s) <i>Note: If you have any unused red envelopes, insert them into this one.</i>
3	Seal the red envelope.
4	Place the red envelope into the plastic polymailer. <i>Note: If you have any unused plastic polymailers, insert them into this one.</i>
5	Complete the information on the outside of the polymailer with a permanent marker. If you are returning just one sealed polymailer, mark it 1 of 1. If you're returning more than one sealed polymailer, mark them 1 of X, 2 of X, etc.
6	Seal the polymailer(s). Your polymailer is now ready for return to ACT.
7	Return the polymailer(s) to secure storage.
8	On the date scheduled for pickup, place the polymailer 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 not, leave a note directing the driver to a staffed location where you can leave the materials. Do not leave the materials unattended. <i>Note: If for any reason your materials are not picked up on the scheduled pickup date, call ACT at 800.553.6244, ext. 2800, so we can arrange for pickup.</i>

ACT State and District Testing Roster

Instructions

On test day, the room supervisor is to mark the roster to document those examinees who are absent or denied admission as well as document the type of ID accepted for those who are admitted. Mark a roster notation for every name. Complete a roster for each test session scheduled. You may use the template below after copying examinee information from PearsonAccess^{next} for each test session.

Date of test session		Test site / high school name
Room name / number		Room supervisor name
Roster Notations		
P = photo ID L = ACT Student Identification Letter with Photo R plus staff initials = personal recognition by staff		— = Absent DENIED = Denied admission
Examinee's Name (print or type) List all examinees assigned to this test session.		Mark attendance with a notation for each name.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

ACT State and District Testing Seating Diagram

Instructions

The **room supervisor** is to complete this form during the English test. Please be accurate. Return it to the test coordinator immediately after testing.

The **test coordinator** is to return this to ACT with other test materials using the envelope provided.

Step 1. Specify ALL the following information regarding the test site, test room, and staff. Please print.

Test site / high school code	Room name / number
Test site / high school name	Room supervisor name
Number of staff in the room	Number of examinees in the room
Distance between examinees (measured by feet)	
Shoulder-to-shoulder	Head-to-head

Step 2. In the box below, sketch the room setup and enter the name of each examinee to indicate the computer where he or she is seated. Describe the room setup – for example, individual desks, tables, carrels, etc.

ACT State and District Testing Staff List (Standard Time Administration)

Testing School Name

ACT High School Code (for testing school)

City, State

Test Date(s)

Test Coordinator

Test Coordinator: Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor), and room name/number of other assignment for **all** personnel who assisted with the standard time online administration, including technical staff, individuals who handled secure materials before and after testing, and anyone who assisted with security.

Standard Time Testing Staff Name	School Job Title	Testing Position	Room Name / Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Test Coordinator: Return this form with your roster and keep a copy for your records.

ACT Test Security

Anonymous Security Hotline

Test site staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing an Irregularity Report or calling 800.553.6244 ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.

In exceptional situations, testing 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.

