
For the Administrator

Prior to beginning the pre-test session to complete the non-test portion of the ACT answer document, a copy of the back page of this sheet should be provided to each student. In addition, prior to starting the ACT-provided directions on page 19 of *The ACT Test: Administration Manual: State and District Testing - Standard Time*, page 22 of *The ACT Test Administration Manual: State and District Testing - Special Testing*, or page 4 of *The ACT Test Administration Manual: State and District Testing Non-College Reportable Accommodations* the Test Administrator should read the below:

Begin by saying:

As part of the state testing program, some of your identifying information asked for on the answer document is automatically provided to ACT, including first name, last name, district and school identification information, your grade, date of birth, state student identification number and gender.

Today we will complete the non-test portion of your answer document, which will ask for additional information about you, your educational background, experiences, and outside school activities and interest. I want to be clear that completing this information is optional and completely voluntary on your part. There are certain advantages for you to complete this information. With your permission, it is provided to colleges, universities and scholarship providers and it is used to identify students who may be interested in the opportunities they have to offer. *However, it is important that you know that ACT will also be able to use and to provide this information to others for additional uses such as research.*

If your parent or guardian has told you that you should not complete any optional or voluntary information, please just sit quietly as we go through this activity. DO NOT complete any question that asks for information your parent or guardian has told you not to provide.

Continue by saying:

To receive a score report, you must complete the following blocks on the student answer document: Blocks A, B, N, O, P and R.

Blocks G and Q are not required. This information is not provided to anyone other than scholarship providers.

Question 62 is not required. It asks for your religious affiliation. This information may be particularly sensitive. If you would like to provide this information to ACT, we suggest you do that at www.actstudent.org after testing.

The back page of the document I provided you contains additional information for each of the blocks and sections we are going to go through. Please refer to that list as we make our way through this pre-test session.

For the Student

Remember: **completing this information is optional and completely voluntary** on your part.

Block A: Required to receive a score report

Block B: Required to receive a score report

Block C: Leave blank

Block D: Required to identify your score record.

Block E: NOT REQUIRED, but is mandatory for your record to be included in group reporting.

Block F: NOT REQUIRED, but if provided, is used by colleges/universities to identify potential students. Also used by scholarship providers and for group reporting.

Block G: NOT REQUIRED. Used for scholarship purposes only.

Block H: NOT REQUIRED. If provided, it is included on score reports sent to your identified colleges and universities.

Block I: Leave blank

Block J: Leave blank

Block K: Leave blank

Block L: Required to be included in the Educational Opportunity Service that allows you to learn about educational, scholarship, career and financial aid opportunities at no charge to you.

Block M: Required to have scores sent to colleges and universities and members of Congress of your choice

Email address: NOT REQUIRED. If provided, it is included on score reports sent to your identified colleges and universities.

Block N: Required to receive a score report

Block O: Required to receive a score report

Block P: Required to receive a score report

Block Q: NOT REQUIRED. Used for scholarship purposes only

Block R: Required to receive a score report

Block S: NOT REQUIRED.

Block T: Leave blank, unless given specific instructions to complete

Block U: Leave blank

Block V: Leave blank

High School Course/Grade Information: NOT REQUIRED. If provided, this information is included on the reports sent to the colleges and universities you identified. It is also included in the reports provided to your school and district. This information is not used as part of the Educational Opportunity Service.

Student Profile Section: NOT REQUIRED. Information in this section may be used by colleges and universities to identify potential students and may also be used for scholarship opportunities. It is included in the reports provided to your school and district and aggregate results are used by ACT research in annual reports provided to the state. This information is not used as part of the Educational Opportunity Service.

ACT Interest Inventory: NOT REQUIRED. ACT will use the results from this information to suggest college majors and occupations based on your interests. It is used to generate the college and career planning section on your individual student score report. It is also included in the reports provided to your school and district, and aggregate results are used by ACT research in annual reports provided to the state. This information is not used as part of the Educational Opportunity Service.