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Purpose

This document is intended to assist school and district staff with common questions as schools are preparing for test day. Most of this information, and more detailed policies and procedures, can be found in the Administration Manuals.

Other Resources

A set of Administration Manuals is provided to each test coordinator to use to plan facilities and select testing staff. A supply of manuals is also sent in the nonsecure shipment prior to testing. You can find related information regarding testing on your testing program's ACT-hosted web page.

How to Contact ACT

In the event that you need to contact ACT with additional questions after looking through this document, you may:

- Contact us electronically via the Contact Us web page at www.act.org/aap/state/contact.html
- Call us at 800.553.6244, ext. 2800 with standard time questions
- Call us at 800.553.6244, ext. 1788 with accommodations questions, or email specific questions to ACTStateAccoms@act.org



Standard Time and Accommodations Testing

In this Section

This section contains information that covers both standard time and accommodations testing on the ACT[®] test.

Note: There are individual sections for the requirements that pertain to standard time only and accommodations only testing.

Student Eligibility

Question	Answer
Who determines if a student is eligible to test?	ACT does not determine eligibility to test. If you have questions on a student's eligibility to test you should contact your state Department of Education or for District testing, contact your district test coordinator.

Testing Staff

Question	Answer
What are the restrictions for serving as a test coordinator (TC) if that person has a relative taking the ACT through a state or district administration?	If any staff member's relative or ward* at any school in the state or district will be testing, that staff member may not serve as the TC or have access to secure test materials. <i>*Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under staff member's guardianship.</i>
What are the restrictions for serving as a room supervisor or proctor if that person has a relative taking the ACT through State and District testing?	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 answer document or test materials.
Specifically, what are the rules regarding coaches participating as part of the testing staff?	To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach: <ul style="list-style-type: none">• may not have access to secure accommodations test materials before and after testing• may serve as a room supervisor, but may not supervise one-on-one testing for a student-athlete <i>Note: 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.</i>
Whose responsibility is it to request accommodations materials for examinees?	The test coordinator and any appointed test accommodations coordinators are responsible for applying for ACT-approved accommodations. ACT-approved accommodations test materials are automatically shipped according to the examinee's approved accommodations.
Does the same room supervisor have to test the same examinees with accommodations for all sessions?	ACT would prefer that the same room supervisor administer the test for all sessions. But, if this is not possible, it is acceptable for a different room supervisor to administer the test for one or more sessions.
If my school has a limited number of staff available for testing, can one room supervisor supervise the testing of two rooms at the same time by standing between the rooms and watching from that location (e.g., from the hallway)?	No. A separate room supervisor is required for each testing room. The room supervisor must be present in the room at all times during testing (and while test materials are present in the room). The individual room supervisor must handle the timing and instructions for each room and it is never permitted to share room supervisors between rooms.

Off-Site Testing

Question	Answer
How do I request to test off-site?	All schools participating in State and District testing will receive an email with detailed information about off-site testing and how to apply.



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Can any school test off-site?	Yes, any school participating in State and District testing is offered the option of testing off-site.
Do we have to submit an off-site request if we are testing on school grounds, such as an annex building?	No. An off-site request is only necessary if you cannot test in a building on school property.
Does the pretest session need to take place at the off-site location?	No. The pretest session can take place where the examinees attend school.
If we were approved last year for an off-site administration and the off-site will be the same this year, do we need to submit another request?	Yes. ACT requires you to reevaluate your testing facility each year. You must complete a request each year.
One of our examinees receives services at a different facility outside of our school. Can we transport their testing materials to the remote site in order to administer the test to them?	Yes, only if an off-site request is submitted and approved by ACT.

Practice Tests

Question	Answer
Are schools allowed to do a practice test prior to the actual test day?	Yes. Schools may do a practice test using ACT preparation materials. However, the answer documents received in your shipment of test materials must not be used for a practice session. For information regarding ACT test preparation materials, please visit ACT's website at www.actstudent.org/testprep .

Materials Shipments

Question	Answer
How does ACT determine the number of nonsecure test materials to ship?	The quantity is based on the enrollment figure provided to ACT during the enrollment confirmation window.
When will materials arrive and to whom are they sent?	Refer to your state's <i>Schedule of Events</i> for delivery of these materials. Materials are shipped to the TC (or district office, if applicable) via a traceable method.
What if materials do not arrive by the date specified on the <i>Schedule of Events</i> ?	Contact ACT immediately: <ul style="list-style-type: none"> for standard time materials, call 800.553.6244 ext. 2800 for accommodations materials, call 800.553.6244 ext. 1788 <p><i>Note: ACT is in the central time zone.</i></p>
All of our school's shipments are sent to our district office first and then distributed to the proper location. Are there any special arrangements we need to make with ACT?	No. If your testing program includes district shipping, all shipments to and from ACT are approved to first pass through your district test coordinator. There are no arrangements the school needs to make with ACT. Your district coordinator is responsible for distributing the materials to each school when they arrive.
What should I do if I need additional materials?	If you discover you need additional materials, immediately contact ACT at 800.553.6244 ext. 2800. Do not wait until the day before or the day of the test as ACT is not able to fulfill orders at that time.

Barcodes and Pretest Session

Question	Answer
If a label is placed on an answer document for an examinee but the examinee does not test, what do we do with the answer document?	If the examinee will take the makeup test, keep the answer document so they don't need to fill out the pretest information again. If the examinee will not take the makeup test, or was absent for the makeup test, destroy the answer document. <i>Note: If your state uses an Answer Document Supplement, refer to it for further instructions.</i>
What should I do if I am missing a barcode label for an examinee?	First ensure that the examinee is eligible to test. Next, manually grid the State Assigned Student ID number in Block U on the back page of the answer document.
Does the barcode label replace the need to complete demographic information on the answer document?	No. The demographic section of the answer document must be completed during the pretest session prior to test day.
Can staff complete the non-test information to save time?	No. The basic examinee information, High School Course/Grade Information, ACT Interest Inventory, and Student Profile Section are to be completed on the answer document by examinees, including those scheduled to test with accommodations. School staff may not complete these sections.
If an examinee is absent during the pretest session, can he or she complete the pretest information after testing?	No. If examinees have not completed the pretest session before initial testing they are not permitted to test and should be scheduled for the makeup testing.
If an examinee has previously taken the ACT and has completed the Student Profile and Interest Inventory, does the examinee need to complete these sections again?	Yes. Information from prior ACT testing will not carry forward for State and District Testing. Completing this portion of the answer document is optional; however, it is part of the student and high school score report.
May the school provide the examinee a copy of his/her transcript to assist in completing the High School Course/Grade information on the answer document?	Yes. If the high school would like to provide the grade information or copies of the examinee's transcript for reference during the pretest session, they may do so.
How long is the pretest session?	The pretest session should take approximately one to one-and-a-half hours.

Timing and Sequence of the Test

Question	Answer
Is it OK to change the order of the test sections in order to fit our schedule?	No. The test sections must always be given in the prescribed order: <ul style="list-style-type: none"> • English (Test 1), • Math (Test 2) • Reading (Test 3) • Science (Test 4) If the Writing Test is also administered as part of your state or district administration, it must always be the last test (Test 5), given after all the multiple choice tests have been completed.
What timepieces does ACT require to be in the testing room?	ACT requires two time pieces in each testing room. One must be an accurate clock or watch that shows the actual time of day; the second may be a stopwatch or interval timer. Cell phones may not be used.
Can I use Smart boards to time the test?	Yes. Smart boards and other visual timers are acceptable as long as they are silent and don't cause any other distractions.

Test Day Activities

Question	Answer
Are examinees allowed to have cell phones during testing?	Yes, examinees are allowed to possess cell phones, but if the phone is activated or used at any time during testing or breaks, the examinee will be dismissed and the answer document will not be scored.
Where can I find a list of approved calculators?	Go to www.actstudent.org/faq/calculator.html



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Can our school provide examinees calculators?	Yes, schools may provide examinees permitted calculators, but it's the examinee's responsibility to ensure that the calculator is permitted.
Can staff use their personal recognition of examinees as a form of identification? Is this written on the roster?	State and District Testing allows for personal recognition of examinees. On the roster, mark the examinee with the letter "R," along with the initials of the staff member.
What is the latest an examinee can be admitted to the test session?	Examinees may not be admitted to the test room after test booklets have been distributed.

Breaks, Illness, Food/Drink/Lunch

Question	Answer
Are examinees allowed to use the restroom during testing?	Yes, examinees may go to the restroom during testing, however they may not make up the time and the Room Supervisor may have to recheck the examinee's identification.
What should I do if a standard time examinee is late returning from the 15 minute break?	Examinees who return late from break may be readmitted, but may not make up lost time. Do not hold up testing to wait for late examinees. Document the situation on an <i>Irregularity Report</i> .
If an examinee does not return to the test room from a break, what do I do?	If an examinee does not return to the test room from a break: <ul style="list-style-type: none"> • The room supervisor must collect and secure the answer document and test booklet. Document the situation on an <i>Irregularity Report</i>. • After testing, the test coordinator must decide whether the examinee will be scheduled for standard time makeup testing or return the examinee's answer document to be scored for this session.
If an examinee becomes ill and does not want their current answer document scored, what do we do?	If the examinee is to take the makeup test: <ul style="list-style-type: none"> • Fill out an <i>Irregularity Report</i> but keep the original answer document so that the examinee can transfer the non-testing portion (pretest session) to a new answer document. • Return the original (unfinished) answer document with an <i>Irregularity Report</i> and submit the makeup answer document for scoring after makeup testing. If the examinee becomes ill during the makeup test the test coordinator has two options: <ul style="list-style-type: none"> • Return the answer document with the other answer documents for scoring. <ul style="list-style-type: none"> ◦ Complete an <i>Irregularity Report</i>. (Do not attach the answer document to it.) • If the examinee does not want their answer document scored, attach the answer document to an <i>Irregularity Report</i> and return them with the administration forms.
If an examinee is diabetic or has a medical condition, what are the guidelines regarding food or drink in the testing room?	Allowing an examinee who is diabetic or has another medical condition to have snacks or drinks in the testing room is a local test arrangement. A local test arrangement may be decided by the test coordinator and does not require ACT approval.

Irregularities and Prohibited Behavior

Question	Answer
What should I do if we have an emergency closure on test day?	If an emergency (e.g., fire, tornado, snow) forces the termination of testing or closing of school, notify ACT as soon as possible. Call 800.553.6244 ext. 2800 to explain your situation and ACT will provide instruction.
What if an examinee mistakenly answered in a future section of the answer document?	As soon as this error in marking is detected: <ul style="list-style-type: none"> • Give the examinee a new, blank answer document. • Have the examinee resume testing with the new answer document. • Document the situation on an <i>Irregularity Report</i>. After the examinee has completed all tests, the room supervisor will instruct and observe the examinee transfer the demographic information and answers from the incorrect answer document to the new answer document.
If an examinee is accidentally working on the wrong test, what should be done?	Working ahead or behind on any test is prohibited, regardless of intent. The examinee's test should be voided and an <i>Irregularity Report</i> filled out.
What should I do if an examinee's cell phone rings or wrist watch makes a	The examinee that is in possession of an electronic device that rings or makes a noise should be dismissed from testing and their answer document must be voided.



noise?

Test Materials Return

Question	Answer
How do I return all of the materials to ACT?	ACT will schedule two separate pickups: one following initial testing and one following makeup testing. The makeup testing pickup will also include accommodations testing. Refer to your <i>Schedule of Events</i> for these scheduled dates. Follow instructions in the Administration Manuals for packing instructions.
Whom do I contact if my materials are not picked up?	If it is past 5 p.m. central time on the scheduled day of pickup and the carrier has not arrived, return your materials to secure storage. The next day, immediately contact ACT at 800.553.6244 ext. 2800 to reschedule a pickup. Leave the materials in secure storage until the rescheduled pickup date.
Do boxes, polymailers, and envelopes all count as packages when numbering them?	No. Boxes, polymailers, and green envelopes should all have separate 1 of 2, 2 of 2... sequenced counts. Each site only receives one red envelope, so this should not be included in any of the counts.

Score Reporting

Question	Answer
Do examinees receive the ACT scores at home or school?	Examinees will be sent an <i>ACT Student Report</i> to the home address they gridded on their answer document, approximately 3 to 8 weeks after testing.
Will examinees be able to check their scores online?	Yes. Examinees have the option to view their scores online at www.actstudent.org once they have set up a web account on the site.
Is there a cost if an examinee requests to report scores to colleges?	Yes. Additional request for scores reports after testing must be submitted and paid for as <i>Additional Score Reports</i> . Requests can be made at www.actstudent.org .
Can an examinee make changes to their four college choices or delete a college choice after testing?	No, once the answer document has been returned to ACT, no modification to an answer document can be made.
Who accepts State Testing scores?	State scores from standard time and ACT-approved accommodation testing are accepted at colleges. The NCAA also accepts the ACT scores from State Testing for purposes of Initial Eligibility determination.

Note: Students testing with non-college reportable accommodations earn unofficial scores and do not fall into the category listed above. Refer to the non-college reportable accommodations only section of the FAQs for more information.

Standard Time Testing Only

In this Section

The information in this section provides answers to common questions dealing with testing of standard time examinees only.

Facility and Staff Requirements

Question	Answer
Are we allowed to have more than 100 examinees in one test room?	ACT prefers smaller single-level classrooms, seating 15 to 30 examinees, and recommends that no more than 100 examinees test in one room. If testing a large group is necessary, refer to the guidance document posted to your testing program's ACT-hosted website.
What are the room staffing requirements?	Please refer to Table 2. Proctor Room Assignments According to the Number of Examinees in a Room on page 11 of <i>The ACT[®] Test Administration Manual, State and District Testing, Standard Time, Paper Testing</i> .
May we rotate our room supervisors or proctors throughout the test?	If the room supervisor needs a break during a test, a proctor may take over the duties of the room supervisor temporarily, provided that the timing of the test continues and stops as scheduled.

Rosters

Question	Answer
Will we get rosters as we do for the National ACT Saturday testing dates?	No. ACT does not provide standard time rosters for State Testing; you may use your own roster or the one provided in the Administration Manual.

Test Administration

Question	Answer
Our school does not start until after 9:00 a.m. Can we have a waiver allowing us to start testing after 9:00 a.m.?	No. ACT does not issue waivers for late starts. Testing must begin 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 for delay on an <i>Irregularity Report</i> .
Can we begin testing prior to 9:00 a.m.?	Yes. Administration of the ACT must be the first activity of the morning and begin no later than 9:00 a.m. You may begin testing earlier if all examinees have been identified and seated.
If all examinees in a room have finished a test section before the time allotted, can we move on to the next test section?	No. All examinees must be afforded the full time for each test. If examinees finish before time is called they may review their answers for that test. They may not go back to previous tests or work on future tests. If they have finished reviewing their work, they should place their answer document inside the test booklet on the last page of the test and close the test booklet until time is called.
If testing in multiple rooms, do we wait until all rooms are finished with a test section before going to the next test section or releasing examinees for break?	No. Each room supervisor is responsible for timing the tests in his or her own room. Reading the Verbal Instructions or timing the tests is not to be controlled from a central location for multiple rooms (e.g., using bells, a PA system, or loudspeaker). You should not expect each room to follow a preset schedule.
Can we schedule the examinees for lunch during the 15 minute break?	No. The break between the end of Test 2 and the beginning of Test 3 is to be no longer than 15 minutes. The break may not include lunch. If it does, scores for all examinees may be cancelled. If school regulations permit, examinees may eat or drink outside the testing room during break.
We discovered we mistimed a test. What should be done?	When a mistiming is discovered, do the following: <ul style="list-style-type: none"> • Shortage: If a shortage was discovered and testing has not yet finished, you may allow the students the extra time after the current test, or after the end of testing. The examinees may only have the time that was shorted them and may only work on the section that was shorted. If an examinee is working on any other test during this time, this is considered prohibited behavior and the examinee's test must be voided. • Overage: If more time was given, notify ACT at 800.553.6244 ext. 2800, as soon as the



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	<p>overage is discovered.</p> <ul style="list-style-type: none">• Either Shortage or Overage: In both circumstances an <i>Irregularity Report</i> must be submitted.
What purpose do the test booklet number and test booklet form number serve?	<p>It is very important that the booklet number as well as the form number is correct on each student's answer document.</p> <ul style="list-style-type: none">• The test booklet number allows ACT to know which specific booklet was used by each examinee.• The form number allows ACT to know which answer key to use when scoring the test. If the form number is incorrect or blank, the test may be scored incorrectly.

Makeup Testing

Question	Answer
How do I order materials for makeup testing?	The quantity of standard time test materials is collected using PearsonAccess ^{next} system. An email will be sent to you prior to initial testing with instructions.
Can we use leftover test booklets from initial testing for the makeup test date?	No, all initial test booklets must be returned to ACT. If an examinee uses an initial test booklet (either multiple-choice or writing) during the makeup test, their test will not be scored.
If an examinee is dismissed for prohibited behavior, should they take the makeup test?	No. Examinees dismissed for prohibited behavior must not be scheduled for makeup testing.
What if an examinee is absent on both initial and makeup test dates?	If an examinee is absent on both dates, they will not be able to participate in the state or district administration. If the examinee completed a pretest session, the answer document may be destroyed. Do not return the answer document to ACT. <i>Note: If your state uses an Answer Document Supplement, refer to it for further instructions.</i>



Accommodations Testing Only

In this Section

The information provided below is specific for testing examinees with accommodations. Depending on your testing program, you may have two different types of accommodations—ACT-approved accommodations and non-college reportable accommodations.

Testing Window

Question	Answer
Must examinees with accommodations start testing on the first day of the testing window or can they be tested any time throughout that two-week testing window?	Examinees may test anytime within the two-week accommodations window. It is the responsibility of the TC to ensure that the administration of the test adheres to the specifically approved accommodation(s) as instructed by ACT.

ACT-Approved Accommodations Only

Requesting Accommodations

Question	Answer
Do I need to submit a complete IEP and psychological report with each examinee's request for ACT-approved accommodations?	Refer to the <i>Accommodations on the ACT® Test</i> document for documentation requirements. You must submit a copy of the examinee's current IEP or Section 504 Plan that supports the need for all requested accommodations due to the disability. More documentation may be needed, depending on the disability.
What are local test arrangements?	Examples of local test arrangements are such things as a wheelchair accessible room, color overlays, etc. A local test arrangement does not require ACT approval. The examinee must be able to test standard time, with normal breaks, and need no special test format.
For those examinees that have an Emotional Behavior Disorder or other psychological disorder, is full documentation required?	Yes. For ACT-approved accommodations, complete documentation is required for examinees with psychological or emotional disorders. Refer to the <i>Accommodations on the ACT® Test</i> document and supply requested documentation.
What if the documentation is not submitted in time? Do you get an extension?	No. Deadlines are firm to provide the necessary amount of time to notify the school of the approved accommodations, review any changes, pack the materials, and ship to the school. ACT encourages you to submit your requests and supporting documentation in the Test Accessibility and Accommodations System (TAA) early to avoid delays.
What if we have an examinee that breaks his arm or has another type of medical emergency after the deadline for submitting requests for accommodations has passed?	ACT understands that sudden medical onsets happen and all circumstances will be handled on a case-by-case basis. Call ACT at 800.553.6244 ext. 1788. We will discuss the needs of this examinee under these extenuating circumstances.

Approval Process

Question	Answer
<p>How will we know if an examinee is approved or not approved for an ACT-approved accommodation?</p>	<p>After ACT reviews a request for ACT-approved accommodations, an examinee-specific <i>Accommodations Decision Notification</i> is created in the Test Accessibility and Accommodations System (TAA). The notification contains the:</p> <ul style="list-style-type: none"> • examinee’s name, • accommodations approved (including any special authorizations) or not approved, as applicable, • examinee’s personal identification number (PIN) for TAA and any reasons accommodations are not approved, if applicable. <p>When the <i>Accommodations Decision Notification</i> is available to view online, the individual who submitted the request will receive an email.</p> <p>Additionally, if ACT is able to approve all or even part of the accommodation requested on the examinee’s application, he or she will appear on a <i>Preliminary Roster</i> for your school.</p> <p>ACT will reconsider requests for ACT-approved accommodations that were not initially approved. If you would like ACT to reconsider a request, you may use the TAA system to submit additional documentation.</p> <p><i>Note: See your Schedule of Events for the deadline to submit reconsideration requests. If a reconsideration request is submitted after the deadline, decisions will not be available for the scheduled test event.</i></p> <p>Examinees not approved for ACT-approved accommodations must then test under standard time conditions with materials designated for standard time testers or with non-college reportable accommodations where available.</p>

Examinees Transfer In/Out

Question	Answer
<p>Sometimes examinees transfer into our school before testing. What is the process for transferring the examinee’s test materials from the original school to our school?</p>	<p>ACT can transfer an examinee’s ACT-approved accommodations from one school to the next using the <i>Late Consideration Form</i> that will be made available on your test program’s ACT-hosted website. The new school will complete and sign the form, which will release the accommodations and remove the examinee from the former school’s roster and transfer the accommodations and add the examinee to the new school’s roster. Transfers must be requested by the deadline on your <i>Schedule of Events</i>.</p> <p>Do not transport the testing materials from one school to another. ACT will ship replaced testing materials to the new school. Any test materials that were shipped to the former school for the transferred examinee should not be used by any other examinee, and should be returned to ACT along with the other accommodations materials after the testing window.</p>

Timing Codes and Breaks

Question	Answer
If an examinee with an IEP, who has been approved for accommodations suddenly decides to test with no accommodations the morning of the test, what do we do?	The examinee may choose to test standard time on either the initial or the makeup test day. If so, they must use the standard time test materials and test in a standard time room rather than use the accommodated materials that were assigned to them. Return the standard time answer document with the standard time materials. Return the assigned accommodation test materials with the rest of the accommodation materials, and note on the accommodations roster "examinee tested with standard time."
Should examinees be placed in a testing room by approved accommodation or by Timing Code?	Examinees should first be grouped by Timing Code, and then by types of accommodations. Refer to the Timing Code and the Clarification of Accommodation instructions on your ACT-approved accommodations rosters to assist you with your room and staffing assignments.
The examinee only needs a scribe due to their disability. Is a separate room needed for this examinee?	If the examinee verbally responds and requires a scribe, an individual room would be needed for this examinee.
Can the TC change a Timing Code that ACT has approved if an examinee does not want to test with the approved accommodation?	No. Timing Codes should not be changed, even if an examinee wishes to test with fewer/lesser accommodation(s) than were approved. The examinee must test with specific materials shipped by ACT but does not have to use all of the extended time that was approved.
Can an examinee be approved to test over multiple days?	Yes. If an examinee is approved for multiple days, they must take the ACT tests within the two-week testing window. The ACT may be administered during regular school hours, or before or after the examinee's school day. Each test must be completed in one testing session. One cannot stop a test prior to completion, and finish it the next day.
Can examinees test in the same room if they are working on different sections?	No. All examinees in the room must be working on the same test at the same time (e.g., when administering Test 1, all examinees must be working on Test 1). If you have a room of examinees testing with DVDs and using headphones, all examinees within that room must be working on the same test at the same time and be read the Verbal Instructions at the beginning of each test.
When testing accommodated examinees, can you move on with the test if the examinee is ready or do you have to wait for the full time to elapse?	It depends on whether you are testing a single examinee, or a small group, and on the Timing Code. <ul style="list-style-type: none"> • If testing examinees with Timing Code 6, which is self-paced time-and-a-half testing in a single session, the examinees move through the test sections at their own pace. Upon completion of a test section, each examinee must notify the room supervisor, and then may move on to the next test section. • For all other Timing Codes, if <u>testing a single examinee</u> and the examinee finishes a section before time is called, record the finish time for that section. The room supervisor may then ask the examinee if they are ready to move on to the next section. If so, the room supervisor reads the Verbal Instructions for the next section and testing for that section begins. • If <u>testing a group</u> of accommodated examinees in the same room (other than Timing Code 6), the room supervisor should instruct the examinees who finish the section early to sit quietly until the last examinee in the group finishes the section or time is called. Once the last examinee in the room has completed the section, the room supervisor may proceed to the next section or stop testing for that day and resume testing the following day on the next section.
Are there any breaks during the testing day?	Timing Code 6 examinees may break at any time, but the clock continues to run. Examinees approved for Stop-the-clock breaks may break as approved. Examinees approved for extended-time over multiple days (i.e., Timing Codes 2, 3, or 7) should be encouraged to take their breaks between tests.
We need more details on "Stop-the-clock breaks." What are the guidelines?	Stop-the-clock breaks are an accommodation for examinees who do not need extended time to test, but whose conditions may interfere with full use of testing time. If approved for this accommodation, the examinee indicates the need for a break to the room supervisor who notes the time away from the test, so the examinee gets the full amount of time for each test without penalty. Stop-the-clock breaks will be indicated on the examinee's <i>Accommodations Decision Notification</i> . The examinee must test separately from other examinees.
With extended time, examinees sometimes test up to 6 hours in one day. Can examinees go to lunch?	Examinees approved for Timing Code 6 may break at any time, however the clock is kept running. For Timing Codes over multiple days, examinees may break between test sections.

Question	Answer
How can I practice using DVDs with my equipment?	Order practice DVDs using the order form at www.act.org/aap/pdf/Alt-Format-Practice-Tests-Order.pdf and work with your technical support staff to make sure your machines are ready prior to test day.
Can DVD drives on computers be used in place of DVD/CD players?	ACT recommends using computers that have a drive with “DVD” in the title to test examinees approved for DVDs. Consider using computers with the same make and model. Not all portable DVD/CD players, stand-alone plug-in devices, or laptops are compatible to play ACT DVDs. <i>Note: Refer to the Audio DVD Guidelines document.</i>
Can you test multiple examinees in the same room that have ACT-approved accommodations for DVD usage? How is this different from an examinee using a reader?	Examinees approved for DVDs may test as a group if they control the progress of their own players, use individual headphones, and are all working on the same test at the same time. ACT-approved accommodation examinees using a reader must test individually. A reader is always a one-on-one situation, meaning each examinee must test in a room by himself or herself.
Can't I just use one DVD/CD player for the whole group?	No. Even if you are running a practice session, each examinee must have their own headphones and player, since all examinees will work at different paces and will want to replay different portions of the tests. You may test as a group, but each examinee must operate their own playback device, wear headphones, and can only receive assistance from you for navigation issues or accidental stoppage of the disc.
On test day, the examinee decides s/he does not want to use the DVDs or have the test read. What Timing Code do I use then for testing the examinee?	The examinee has the option to decline the use of the ACT-approved accommodation. The same Timing Code would be used, even if the examinee chooses not to use the audio accommodation (DVD or Reader Script). Additionally, the examinee may elect to use the audio accommodation on only one or two of the tests.

Non-College Reportable Accommodations Only

This section is only applicable if your state has elected this option as part of their contract.

Difference between ACT-approved and non-college reportable accommodations

Question	Answer
What is an example of a non-college reportable accommodation?	Those you should consider for a non-college reportable accommodation are those examinees who are denied an ACT-approved accommodation that they typically would receive in school or do not meet the eligibility requirements for an ACT-approved accommodation. Any ESL or ELL examinees that have an accommodation plan based solely on language proficiency are not eligible for ACT-approved accommodations. Therefore, these examinees should test with non-college reportable accommodations. Non-college reportable accommodations allow the TC to order test materials without going through the approval process.
What's the difference between ACT-approved and non-college reportable accommodations? Will the student receive scores?	ACT scores earned from testing with ACT-approved accommodations may be used to report to colleges and other entities for use in college admission decisions and/or scholarship purposes. Scores from non-college reportable accommodations administrations may only be used for state and district purposes. They will not be reported to colleges or other entities.
If an examinee doesn't get ACT-approved accommodations, do they automatically get non-college reportable accommodations?	No. The TC must order non-college reportable accommodations test materials via PearsonAccess ^{next} during the materials ordering window.
Will an examinee be allowed to use non-college reportable accommodations without having first applied for ACT-approved accommodations?	Yes, provided non-college reportable accommodations are ordered for them.
For those examinees for whom the school will be requesting non-college reportable accommodations, is there any type of documentation that must be sent to ACT?	No. Non-college reportable accommodations do not require an approval by ACT so no supporting documentation is required. The accommodation granted by the school should be part of the examinee's accommodation plan.

Timing of Tests

Question	Answer
Why are there no Timing Codes for the non-college reportable accommodations examinees? Which Timing Code should I use?	ACT does not assign a Timing Code to non-college reportable accommodations examinees. The school may test the examinees with any Timing Code or timing they feel is most appropriate and is in accordance with the examinees' plans. Remember that non-college reportable accommodations examinees must not test in the same room with standard time (non-accommodated) or ACT-approved examinees. This is in violation of ACT guidelines and the answer documents for all examinees in the room will not be scored.
When administering the ACT to non-college reportable accommodations examinees, can the test be read to a small group of examinees (2-3) at one time as opposed to one-on-one?	Tests administered to non-college reportable accommodations examinees may be administered in accordance with the examinee's accommodations plan. If a small group of examinees all receive the accommodation of a reader, it is acceptable to read to the examinees in a group under non-college reportable accommodations.
If we have 3-4 examinees that have non-college reportable accommodations and the same Timing Code, can they be tested in the same room?	Non-college reportable accommodations examinees do not have assigned Timing Codes. They can be tested together if they have similar timing requirements documented in their IEP or Section 504 Plan.