

**Test Administration Forms**  
**Standard Time, Paper****Test Room Report**ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type: ☐ No Writing ☐ Writing

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room \_\_\_\_\_

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:

Location Name \_\_\_\_\_

Address/City \_\_\_\_\_

Number of Examinees Seated in This Room \_\_\_\_\_

Number of Staff in This Room \_\_\_\_\_

**BEFORE TESTING: Complete A through C to record and account for ALL TEST BOOKLETS provided to this room.**

A. Multiple-Choice Test Booklets	First Serial Number	Last Serial Number	Total # Booklets
	_____ to _____		A
	Additional serial numbers not within the sequence above, if any:		_____
B. Writing Test Booklets (if none, enter 0)	_____ to _____		B
	Additional serial numbers not within the sequence above, if any:		_____

**C. Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.**

Room Supervisor Signature \_\_\_\_\_ Test Coordinator Initials \_\_\_\_\_

**AFTER TESTING: Complete D through H to record and account for ALL MATERIALS returned to the test coordinator.**

D. Multiple-Choice Test Booklets	# Used	# Unused	Total # Booklets
	_____ + _____ = _____		_____
			Must equal "A" above
E. Writing Test Booklets (if none, enter 0)	_____ + _____ = _____		_____
			Must equal "B" above
F. Answer Documents (AD) (used only)	# To Score	# Voided	# Replaced
	_____	_____	_____
		Attach AD to Irregularity Report	Attach AD to Irregularity Report
Be sure there is one (to score or voided) for every examinee.			

**G. Test Coordinator—After testing, mark (✓) as you confirm counts and completeness/correctness of documents that apply to this room.**

MC Test Booklets	Writing Test Booklets	Answer Documents	Test Room Report	Seating Diagram	Timing Report	Roster	ACT ID Forms	Irregularity Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If applicable, submit an Irregularity Report to explain test booklet and/or answer document discrepancies.

**H. Sign and initial as indicated to confirm the transfer of test booklets to the test coordinator.**

Test Coordinator Signature \_\_\_\_\_ Room Supervisor Initials \_\_\_\_\_

**Test Coordinator—Return this completed folder in the RED envelope. Keep all pages together (do not separate).  
Make a copy of this completed folder and keep for one year as a record of your administration.**

# Test Administration Forms

## Standard Time, Paper

### Seating Diagram

#### Instructions:

- Complete blocks 1 through 4 during testing.
- Enter MC serial numbers during the first multiple-choice test.
- Enter W serial numbers during the writing test.
- If using tables, show which examinees are at the same table.
- Draw your own diagram and attach it to this form if this diagram doesn't fit your room.

Each box represents one seat.

MC (write multiple-choice test booklet number here)	1 ----- 2 ----- 3 ----- 4
W (write writing test booklet number here)	

You may use scratch paper or the numbered spaces (1, 2, 3, 4) to track unfinished ovals at the end of each MC test.

See the *Administration Manual* for acceptable seating arrangements and a sample completed form.

1 **Room Type**

☐ Single Level      OR      ☐ Multiple Level

2 **Writing Surfaces**

☐ Desks: \_\_\_\_\_ in. by \_\_\_\_\_ in.  
☐ Tables: \_\_\_\_\_ in. by \_\_\_\_\_ in., # \_\_\_\_\_ per table

3 **Distance between Examinees**

Shoulder-to-Shoulder: \_\_\_\_\_ ft.  
 Head-to-Head: \_\_\_\_\_ ft.

4

BACK

MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4
MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4
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MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4
MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4
MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4	MC 1 ----- 2 ----- W 3 ----- 4

FRONT

# Test Administration Forms

## Standard Time, Paper

### Timing Report

Record the actual time of day (e.g., 8:52 a.m.) these announcements are made for each test.

	Duration	Start	5 Minutes Remaining	Stop
<i>Example</i>		8:52 a.m.	9:32 a.m.	9:37 a.m.
■ Test 1	45			
△ Test 2	60			
■ Test 3	35			
○ Test 4	35			
Writing	40			

Is there an Irregularity Report regarding timing? ☐ Yes ☐ No

1 Timing Chart for Test 1 1				
Start Stop	Start Stop	Start Stop	Start Stop	Start Stop
__:00 __:45	__:12 __:57	__:24 __:09	__:36 __:21	__:48 __:33
__:01 __:46	__:13 __:58	__:25 __:10	__:37 __:22	__:49 __:34
__:02 __:47	__:14 __:59	__:26 __:11	__:38 __:23	__:50 __:35
__:03 __:48	__:15 __:00	__:27 __:12	__:39 __:24	__:51 __:36
__:04 __:49	__:16 __:01	__:28 __:13	__:40 __:25	__:52 __:37
__:05 __:50	__:17 __:02	__:29 __:14	__:41 __:26	__:53 __:38
__:06 __:51	__:18 __:03	__:30 __:15	__:42 __:27	__:54 __:39
__:07 __:52	__:19 __:04	__:31 __:16	__:43 __:28	__:55 __:40
__:08 __:53	__:20 __:05	__:32 __:17	__:44 __:29	__:56 __:41
__:09 __:54	__:21 __:06	__:33 __:18	__:45 __:30	__:57 __:42
__:10 __:55	__:22 __:07	__:34 __:19	__:46 __:31	__:58 __:43
__:11 __:56	__:23 __:08	__:35 __:20	__:47 __:32	__:59 __:44

2 Timing Chart for Test 2 2				
Start Stop	Start Stop	Start Stop	Start Stop	Start Stop
__:00 __:00	__:12 __:12	__:24 __:24	__:36 __:36	__:48 __:48
__:01 __:01	__:13 __:13	__:25 __:25	__:37 __:37	__:49 __:49
__:02 __:02	__:14 __:14	__:26 __:26	__:38 __:38	__:50 __:50
__:03 __:03	__:15 __:15	__:27 __:27	__:39 __:39	__:51 __:51
__:04 __:04	__:16 __:16	__:28 __:28	__:40 __:40	__:52 __:52
__:05 __:05	__:17 __:17	__:29 __:29	__:41 __:41	__:53 __:53
__:06 __:06	__:18 __:18	__:30 __:30	__:42 __:42	__:54 __:54
__:07 __:07	__:19 __:19	__:31 __:31	__:43 __:43	__:55 __:55
__:08 __:08	__:20 __:20	__:32 __:32	__:44 __:44	__:56 __:56
__:09 __:09	__:21 __:21	__:33 __:33	__:45 __:45	__:57 __:57
__:10 __:10	__:22 __:22	__:34 __:34	__:46 __:46	__:58 __:58
__:11 __:11	__:23 __:23	__:35 __:35	__:47 __:47	__:59 __:59

3 & 4 Timing Chart for Tests 3 & 4 3 & 4				
Start Stop	Start Stop	Start Stop	Start Stop	Start Stop
__:00 __:35	__:12 __:47	__:24 __:59	__:36 __:11	__:48 __:23
__:01 __:36	__:13 __:48	__:25 __:00	__:37 __:12	__:49 __:24
__:02 __:37	__:14 __:49	__:26 __:01	__:38 __:13	__:50 __:25
__:03 __:38	__:15 __:50	__:27 __:02	__:39 __:14	__:51 __:26
__:04 __:39	__:16 __:51	__:28 __:03	__:40 __:15	__:52 __:27
__:05 __:40	__:17 __:52	__:29 __:04	__:41 __:16	__:53 __:28
__:06 __:41	__:18 __:53	__:30 __:05	__:42 __:17	__:54 __:29
__:07 __:42	__:19 __:54	__:31 __:06	__:43 __:18	__:55 __:30
__:08 __:43	__:20 __:55	__:32 __:07	__:44 __:19	__:56 __:31
__:09 __:44	__:21 __:56	__:33 __:08	__:45 __:20	__:57 __:32
__:10 __:45	__:22 __:57	__:34 __:09	__:46 __:21	__:58 __:33
__:11 __:46	__:23 __:58	__:35 __:10	__:47 __:22	__:59 __:34

W Timing Chart for Writing Test W				
Start Stop	Start Stop	Start Stop	Start Stop	Start Stop
__:00 __:40	__:12 __:52	__:24 __:04	__:36 __:16	__:48 __:28
__:01 __:41	__:13 __:53	__:25 __:05	__:37 __:17	__:49 __:29
__:02 __:42	__:14 __:54	__:26 __:06	__:38 __:18	__:50 __:30
__:03 __:43	__:15 __:55	__:27 __:07	__:39 __:19	__:51 __:31
__:04 __:44	__:16 __:56	__:28 __:08	__:40 __:20	__:52 __:32
__:05 __:45	__:17 __:57	__:29 __:09	__:41 __:21	__:53 __:33
__:06 __:46	__:18 __:58	__:30 __:10	__:42 __:22	__:54 __:34
__:07 __:47	__:19 __:59	__:31 __:11	__:43 __:23	__:55 __:35
__:08 __:48	__:20 __:00	__:32 __:12	__:44 __:24	__:56 __:36
__:09 __:49	__:21 __:01	__:33 __:13	__:45 __:25	__:57 __:37
__:10 __:50	__:22 __:02	__:34 __:14	__:46 __:26	__:58 __:38
__:11 __:51	__:23 __:03	__:35 __:15	__:47 __:27	__:59 __:39

# Test Administration Forms

## Standard Time, Paper

### Roster

Page \_\_\_\_ of \_\_\_\_

Attach extra pages as required.

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

<b>Examinee's Name</b> (please print) List all examinees <b>scheduled</b> to test in this room.		<b>Type of ID</b> <b>P</b> = Photo ID <b>F</b> = ACT Student Identification Form <b>R</b> and Staff Initials = Recognized <b>—</b> = Absent			
		Mark attendance by noting type of ID.			
		<b>P</b>	<b>F</b>	<b>R</b> and Initials	<b>—</b>
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