



## Fall 2015 District Testing

### Updated Timing Charts and Verbal Instructions

# Standard Time

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#### Overview

ACT recently introduced a number of enhancements to the ACT writing test. This included changing the test time from 30 minutes to 40 minutes. However, the manuals you received with your test materials do not reflect this change.

We've created updated verbal instructions and forms for you to provide to your staff to address this.

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#### Action Needed: Update Your Documentation

To ensure that your students receive the appropriate timing, please have all **standard time** testing staff use this document to administer the test.

Please note:

- For additional assistance, we have included a symbol (🚫) next to updated information in the verbal instructions.
- A new Testing Time Verification Form is included with the updated writing test time.

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#### Contact Us

If you have questions, please contact ACT Test Administration at [statetesting@act.org](mailto:statetesting@act.org) or 800.553.6244, ext. 2800.

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# ACT State and District Testing Time Verification Form

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


Testing School Name \_\_\_\_\_ ACT High School Code \_\_\_\_\_  
(for testing school)

City, State \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room Name/Number \_\_\_\_\_

Number of Examinees \_\_\_\_\_


**Test 1**

1 ■ ■ ■ ■  ■ ■ ■ ■ 1

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**START**      **5 minutes remaining**      **STOP**  
Transfer from page 45



**Test 2**

2 △ △ △ △  △ △ △ △ 2

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**START**      **5 minutes remaining**      **STOP**  
Transfer from page 47


**Test 3**

3   3

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**START**      **5 minutes remaining**      **STOP**  
Transfer from page 50




**Test 4**

4 ○ ○ ○ ○  ○ ○ ○ ○ 4

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**START**      **5 minutes remaining**      **STOP**  
Transfer from page 51

**Writing Test**

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**START**      **5 minutes remaining**      **STOP**  
Transfer from page 56

this page can be removed

**ACT  
Plus  
Writing  
Only**



## Verbal Instructions for Standard Time Testing

**These Verbal Instructions apply to ALL ACT State and District Testing administrations. If you are administering the ACT (No Writing), you will be directed to SKIP certain instructions, or there will be SEPARATE instructions for ACT (No Writing) and ACT Plus Writing administrations.**

### Before you Begin

Before you begin reading the Verbal Instructions, make sure you have all the forms needed. The forms are located in the back of this manual and may be removed prior to testing so that you can fill them out where the Verbal Instructions direct you to do so.

You will need:

- State and District Testing Roster (A-1)
- Test Booklet Count Form (A-3)
- Seating Diagram (A-4)
- ⓘ ● Testing Time Verification Form (A-5)
- Irregularity Report (A-6)

The ACT tests must always be administered under supervised, timed, secure, standardized testing conditions. No test room may be left unattended by testing personnel at any time. Do not leave the room even if only one examinee is testing. To ensure security of test materials, distribute answer documents and test booklets only when directed by the Verbal Instructions, **not** prior to the arrival of examinees.

To ensure standardized conditions, it is important that room supervisors read the following Verbal Instructions loudly, clearly, and exactly as they are written.

These instructions are for **standard time** administrations only.

- Practice reading these instructions before test day.
- On test day, read aloud all the instructions in the shaded boxes.
- Read them loudly and clearly, exactly as written. **Do not depart from this text.** (Text in parentheses is for your information only and is not to be read aloud.)
- Pause after each series of dots (...) and **look up at the examinees to be sure they are following instructions.** Wait for everyone to finish before proceeding.
- An arrow (▶) indicates an action you must perform at that point in the instructions.

**Non-test portions of the answer document may NOT be completed on test day—not before and not after the tests. If examinees are allowed to complete any of the non-test portions on the initial or makeup test date, or allowed to handle answer documents after testing, the answer documents will NOT be scored.**

- ▶ **If you plan to provide calculators to examinees, distribute them as you admit examinees to the room (or before testing begins).**

After all examinees have been identified, admitted, and seated, begin reading the Verbal Instructions. Distribute the partially completed answer documents only when directed by the Verbal Instructions. Seating examinees alphabetically will normally assist you in smooth distribution. **You must make sure each examinee receives his or her own answer document.**

**Check to see that everyone has a pencil. Then, say:**

We are ready to begin testing. As I hand you an answer document, check to make sure you receive your own. If you do not, raise your hand....

- ▶ Hand each examinee his or her answer document individually. **You must resolve any discrepancies in answer document identification before continuing.**

ACT <b>No</b> Writing	ACT <b>Plus</b> Writing
Today, you will be taking the A-C-T, which is composed of four multiple-choice tests in English, Mathematics, Reading, and Science. The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.	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. The tests will be administered under standard time conditions. If you believe you are NOT to test with standard time, raise your hand now.

If any examinees indicate they are NOT to test under standard time conditions, confer with the test coordinator and/or test accommodations coordinator **immediately** to determine if these examinees are testing under the correct time conditions. A proctor must remain in the room while you do so. You may need to call ACT for verification and/or rescheduling options if examinees were assigned to the wrong room.

**ALL administrations then say:**

Eating, drinking, and the use of tobacco or reading materials are not permitted in the test room. You may not have a cell phone, media player, or electronic device of any kind in the test room, other than a permitted calculator, and you may not use one during break(s). If we find that you have brought a cell phone, media player, or any other electronic device into the test room or you use one during break(s), you will be dismissed, the device may be confiscated, and your answer document will not be scored. If you brought a calculator, put it away now; you may use it only during the Mathematics Test.

Please clear your desk of everything except soft lead No. 2 pencils, erasers, and your answer document. Place all personal items under your seat. You will not be allowed to access them during testing. Your answer document will be scored by machine. Make all marks heavy and black. Fill in each oval completely without extending your marks outside the lines. Stray marks, smudges, or errors not carefully and cleanly erased can affect the scoring of your answer document. Do not use a mechanical pencil, ink pen, or correction fluid. If you do, your answer document cannot be scored accurately. Are there any questions?...

**Answer any questions, then say:**

Turn your answer document to page 4. I will now hand you a multiple-choice test booklet. Do not break the seal or open it until I tell you to do so. Test booklets are the property of A-C-T and must be returned before you are dismissed. You are strictly prohibited from disclosing test questions or response choices to anyone. When you receive your test booklet, read the directions. When you have finished, look up....

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

Keep an exact count of the number of test booklets distributed and the order in which you distributed them, for completing your Seating Diagram (A-4).

If you are administering the ACT Plus Writing, do NOT distribute the Writing Test booklets at this time.

**When all examinees have finished reading the directions, continue by saying:**

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

- Filling in or altering ovals on a test section or continuing to write the essay after time has been called on that test section. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark.
- Looking back at a test section on which time has already been called.
- Looking ahead in the test booklet.
- Looking at another person's test booklet or answer document.
- Giving or receiving assistance by any means.
- Using a prohibited calculator.
- Using a calculator on any test section other than Mathematics.
- Sharing a calculator with another person.
- Using any device at any time during testing or during break other than an approved calculator, an approved accommodation device, or an assistive device that does not require approval, such as a hearing aid. **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. This includes assistive devices for which reasonable alternatives are available. For example, if you need glasses, use glasses that do not have electronics attached or built in.
- Attempting to remove test materials, including questions or answers, from the test room in any way, including in the memory of a calculator.
- Using highlight pens, colored pens or pencils, notes, scratch paper, dictionaries, or other aids.
- Not following instructions or abiding by the rules of the test center.
- Exhibiting confrontational, threatening, or unruly behavior; or violating any laws.
- Allowing an alarm to sound in the test room or creating any other disturbance.

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

Does anyone have questions about what is considered prohibited behavior?

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

Now, on the front cover of your test booklet, read the Examinee Statement, then sign your name and enter today's date (give the date). When you finish, put your pencil down and look up at me....

**Give everyone time to read and sign the Statement. When all examinees have finished, say:**

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

Next, find the 3-character test form on the front cover of your test booklet, copy it into the "Form" boxes on your answer document, and fill in the matching oval. If you do not fill in the correct oval, your answer document cannot be scored accurately....

- ▶ Room supervisors and/or proctors must walk around the room and ensure that each examinee has signed the test booklet, entered the correct test booklet number and test form on the answer document, and filled in the corresponding ovals.

**When all examinees have finished, say:**

Please listen carefully to the following instructions. The use of scratch paper is not permitted. Do any figuring or scratch work in your test booklet.

Mark only one response to each question. You will receive credit only for responses properly marked on your answer document during the time allowed for a specific test.

I will walk around the room during testing to be sure you are working on the right test. If you have a question or need another pencil, raise your hand. Do not look around.

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 answer document will not be scored....

**▶ Allow time for examinees to turn off any alarms, then say:**

I will keep the official time for this examination. I will announce when five minutes remain on each test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions?...

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

Remember to keep your answer document flat on your desk and placed so that others cannot see it.

Please pay attention to the announcement of five minutes remaining on each test. When I call time and tell you to Stop at the end of a test, put



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

- Record the time of day you START timing Test 1 and calculate the times of day for announcing 5 minutes remaining and STOP. See Timing the Tests, page 30.
- Make sure you record the *actual* times you make your announcements.
- Walk around the room to monitor examinees.
- Complete the Seating Diagram. If you need to verify booklet numbers for your diagram, do so at the break. Complete **every** item on the form.

For Plus Writing administrations, you must record TWO six-digit serial numbers in each square of the Seating Diagram—one for the multiple-choice test booklet now and one for the Writing Test booklet during the Writing Test.

- Complete **item C** of the Test Booklet Count Form. **This must be done for ALL administrations.** Verify the numbers with the occupied seats on your Seating Diagram and the number of used and unused test booklets. If there is a discrepancy, notify the test coordinator immediately. A proctor must remain in the room. Be sure unused test booklets are in a secure area where examinees cannot access them.

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

You have 5 minutes remaining on this test.

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

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

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

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

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. I will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand, and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions?...

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

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

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

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

► **Begin timing.**

## Test 2

Timing Chart for Test 2									
Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:00	0:12	0:12	0:24	0:24	0:36	0:36	0:48	0:48
0:01	0:01	0:13	0:13	0:25	0:25	0:37	0:37	0:49	0:49
0:02	0:02	0:14	0:14	0:26	0:26	0:38	0:38	0:50	0:50
0:03	0:03	0:15	0:15	0:27	0:27	0:39	0:39	0:51	0:51
0:04	0:04	0:16	0:16	0:28	0:28	0:40	0:40	0:52	0:52
0:05	0:05	0:17	0:17	0:29	0:29	0:41	0:41	0:53	0:53
0:06	0:06	0:18	0:18	0:30	0:30	0:42	0:42	0:54	0:54
0:07	0:07	0:19	0:19	0:31	0:31	0:43	0:43	0:55	0:55
0:08	0:08	0:20	0:20	0:32	0:32	0:44	0:44	0:56	0:56
0:09	0:09	0:21	0:21	0:33	0:33	0:45	0:45	0:57	0:57
0:10	0:10	0:22	0:22	0:34	0:34	0:46	0:46	0:58	0:58
0:11	0:11	0:23	0:23	0:35	0:35	0:47	0:47	0:59	0:59



————— **START** ————— **5 minutes remaining** ————— **STOP** —————

► **During Test 2, do the following:**

- Record the time of day you **START** timing Test 2 and calculate the times of day for announcing 5 minutes remaining and **STOP**. Make sure you record the *actual* times you make your announcements.
- Refer to the Calculator Notice and check all calculators periodically during Test 2. (See Checking Calculators During Test 2 and Calculators, page 31). If an examinee uses a prohibited calculator, follow the instructions on pages 38–39 to dismiss the examinee and void the answer document. Document this dismissal on the Irregularity Report.
- **Testing Time Verification Form:** Transfer the *actual* **START**, 5 minutes remaining, and **STOP** times for **Test 1** onto the form.
- Walk around the room to monitor examinees.

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

You have 5 minutes remaining on this test.

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

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

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

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

## Break—15 Minutes

**START**

(Immediately after STOP of Test 2)

**END**

(Examinees due back in the room)

► **During the break, do the following:**

- Make sure no test materials are taken out of the room and all test booklets are closed with the answer documents inside them.
- **Do not leave the test room unattended.** If any examinees remain in the room, monitor them closely.
- Transfer the *actual* START, 5 minutes remaining, and STOP times for **Test 2** onto the Testing Time Verification Form.
- Double-check every answer document to be sure examinees have entered the test booklet number and test form, and filled in the corresponding ovals. Also check that test booklets have been signed.
- Verify the test booklet serial numbers you have written on your Seating Diagram against the booklet at each seat.
- You and your proctor(s) must monitor noise during the break to prevent disrupting rooms that are still testing.
- If you designate a break area, make sure staff members monitor this area to minimize noise and ensure examinees are not using cell phones or other electronic devices.

- Resume testing **no later than 15 minutes** after Test 2 ends. Do not delay the start of Test 3 waiting for examinees who return late. They may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, do not void the answer document until you decide whether to schedule the examinee for makeup testing (see page 59).

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

Attention. Please get ready to resume testing....

Clear your desk of everything except your pencils, erasers, test booklet, and answer document. **Do not open your test booklet.** Check page 1 of your answer document to be sure your name appears in Block A....

**When everyone is ready, say:**

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

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

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

► **Begin timing.**

# Test 3

Timing Chart for Test 3									
Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:35	0:12	0:47	0:24	0:59	0:36	0:11	0:48	0:23
0:01	0:36	0:13	0:48	0:25	0:00	0:37	0:12	0:49	0:24
0:02	0:37	0:14	0:49	0:26	0:01	0:38	0:13	0:50	0:25
0:03	0:38	0:15	0:50	0:27	0:02	0:39	0:14	0:51	0:26
0:04	0:39	0:16	0:51	0:28	0:03	0:40	0:15	0:52	0:27
0:05	0:40	0:17	0:52	0:29	0:04	0:41	0:16	0:53	0:28
0:06	0:41	0:18	0:53	0:30	0:05	0:42	0:17	0:54	0:29
0:07	0:42	0:19	0:54	0:31	0:06	0:43	0:18	0:55	0:30
0:08	0:43	0:20	0:55	0:32	0:07	0:44	0:19	0:56	0:31
0:09	0:44	0:21	0:56	0:33	0:08	0:45	0:20	0:57	0:32
0:10	0:45	0:22	0:57	0:34	0:09	0:46	0:21	0:58	0:33
0:11	0:46	0:23	0:58	0:35	0:10	0:47	0:22	0:59	0:34



----- **START** ----- **5 minutes remaining** ----- **STOP** -----

► **During Test 3, do the following:**

- Record the time of day you **START** timing Test 3 and calculate the times of day for announcing **5 minutes remaining** and **STOP**. Make sure you record the *actual* times you make your announcements.
- Be especially careful in computing the **STOP** time for Tests 3 and 4. Mistiming occurs most frequently on these tests and can require retaking **all tests**, not just the one that was mistimed.
- If any examinees do not return from break, collect their materials shortly after testing has begun. (See Examinees Who Leave Early, page 33.)
- Walk around the room to monitor examinees.

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

You have 5 minutes remaining on this test.

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

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

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

**You will have 35 minutes to work on Test 4.** Do not begin work until I tell you to do so. During this time you are to work only on Test 4. If you finish before time is called, recheck your work on Test 4, then place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals for any other test.

ACT No Writing	ACT Plus Writing
After I call time on this test, you must remain quietly in your seat while I collect and count the answer documents and test booklets.	After I call time on this test, you must remain quietly in your seat while I collect and count the test booklets. Leave your answer document on your desk but do not open or mark on it. After I collect the test booklets, you will have a 5-minute break, but you must remain in the room.

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

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

► **Begin timing.**

# Test 4

Timing Chart for Test 4									
Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:35	0:12	0:47	0:24	0:59	0:36	0:11	0:48	0:23
0:01	0:36	0:13	0:48	0:25	0:00	0:37	0:12	0:49	0:24
0:02	0:37	0:14	0:49	0:26	0:01	0:38	0:13	0:50	0:25
0:03	0:38	0:15	0:50	0:27	0:02	0:39	0:14	0:51	0:26
0:04	0:39	0:16	0:51	0:28	0:03	0:40	0:15	0:52	0:27
0:05	0:40	0:17	0:52	0:29	0:04	0:41	0:16	0:53	0:28
0:06	0:41	0:18	0:53	0:30	0:05	0:42	0:17	0:54	0:29
0:07	0:42	0:19	0:54	0:31	0:06	0:43	0:18	0:55	0:30
0:08	0:43	0:20	0:55	0:32	0:07	0:44	0:19	0:56	0:31
0:09	0:44	0:21	0:56	0:33	0:08	0:45	0:20	0:57	0:32
0:10	0:45	0:22	0:57	0:34	0:09	0:46	0:21	0:58	0:33
0:11	0:46	0:23	0:58	0:35	0:10	0:47	0:22	0:59	0:34



**START**

**5 minutes remaining**

**STOP**

► **During Test 4, do the following:**

- Record the time of day you START timing Test 4 above and calculate the times of day for announcing 5 minutes remaining and STOP. Make sure you record the *actual* times you make your announcements.
- Transfer the *actual* START, 5 minutes remaining, and STOP times for **Test 3** onto the Testing Time Verification Form.
- Walk around the room to monitor examinees.

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



You have 5 minutes remaining on this test.

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

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

Read the statement at the bottom of page 4 of your answer document; then sign—do not print—your name. Enter today’s date, then put your pencil down and look up....

**When everyone has finished signing the answer document:**

ACT <b>No</b> Writing	ACT <b>Plus</b> Writing
<p>Continue below with your administration.</p> <div style="text-align: center; margin-top: 20px;">  </div>	<p><b>SKIP NOW to page 54</b> to continue your administration with the Writing Test.</p> <div style="text-align: center; margin-top: 20px;">  </div>

Now, refold your answer document so that page 1 faces up and leave it on your desk next to your test booklet. Do not open or mark on your answer document and do not place it inside your test booklet. I will first collect and check the answer documents, and then I will collect and check the test booklets. They will be picked up individually; do not pass them in. You must remain quietly in your seat until I give you further instructions.

► **While examinees remain in their seats:**

1. Collect and count the answer documents **individually** from each examinee. As you do, check to make sure they are signed. Turn all the answer documents one way and make sure you have an answer document for each examinee.
2. Collect the test booklets **individually** from each examinee and count them. As you do, check to make sure they are signed. Do not allow the booklets to be passed in. Verify that you collected the same number of booklets you distributed. If you are short a test booklet, match the booklets

with the answer documents using the booklet numbers to determine whose booklet was not collected.

**Do not dismiss examinees until you have verified that the number of test booklets collected equals the number you distributed, and that you have an answer document for each examinee.**

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

Your score report will be mailed approximately three to eight weeks after the answer documents are received by A-C-T. Be sure you have all your personal belongings. As you leave, please be quiet in the halls. Thank you for your cooperation. You are dismissed.

- ▶ Either dismiss examinees for the day or direct them to the next activity as determined by your school administration. Make certain that examinees cannot access the test materials as they leave the room. Under no circumstances may anyone examine the test booklets or answer documents after they have been collected.
- ▶ After examinees are dismissed, double-check your counts and complete **items D and F** on the Test Booklet Count Form. The number of used and unused test booklets must equal the number you received for your room. The number of answer documents you return **must** match the number of examinees in the room **AND item C** on the Test Booklet Count Form.
- ▶ Transfer the *actual* START, 5 minutes remaining, and STOP times for **Test 4** to the Testing Time Verification Form.

The room supervisor must **personally** return all test materials and required forms to the test coordinator **immediately** after testing. Examinees may **not** assist with the transportation of test materials.

**ACT NO Writing**

**Skip to “After the Test”** and perform the activities exactly as described. Failure to return your materials in a timely and accurate manner could result in delayed scores or non-scoring of your examinees’ answer documents.



**Go to page 58**



## ACT Writing Test - 40 Minutes

Now, refold your answer document so that page 1 faces up and leave it on your desk next to your test booklet. I will now collect and check the multiple-choice test booklets. Do not open or mark on your answer document and do not place it inside your test booklet. Your test booklets will be picked up individually; do not pass them in. Remain quietly in your seat until I give you further instructions.

▶ **While examinees remain in their seats:**

1. Monitor them to make sure they do not open or mark on their answer documents while you collect the multiple-choice test booklets.
2. Collect the test booklets **individually** from each examinee. Count the test booklets to verify you collected the same number of booklets you distributed. If you are short a test booklet, match the booklets with the answer documents using the booklet numbers to determine whose booklet was not collected.
3. Complete **item D** on the Test Booklet Count Form.

**Do NOT distribute the Writing Test booklets until after the break.**

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

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

- ▶ Monitor examinees closely to make sure they do not open or mark on their answer documents.
- ▶ Remind examinees to be quiet, and that eating, drinking, and reading are not permitted in the test room.
- ▶ Resume testing after five minutes.

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

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

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

We are ready to resume testing.... The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, your essay cannot be scored accurately.

I will now hand you a Writing Test booklet. Do not break the seal or open it until I tell you to do so. Test booklets are the property of A-C-T and must be returned before you are dismissed. You are strictly prohibited from disclosing essay topics or responses to anyone. If you continue to write the essay after time is called, you will be dismissed and your answer document will not be scored.

When you receive your Writing Test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then, read the directions. After you have read them, look up....

- ▶ Hand one Writing Test booklet to each examinee **individually**, in sequential serial number order, and only to examinees who are in the room. Keep an exact count of the number of test booklets you distributed and the order in which you distributed them for completing your Seating Diagram.

### When all examinees have read the directions, say:

Turn your answer document to page 5. Print your name in the spaces provided....

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

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

### When everyone is ready, say:

- ⚠ **You will have 40 minutes to work on the Writing Test.** Do not begin work until I tell you to do so. If you finish before I call time, recheck your work on the Writing Test, close both your test booklet and answer document, and place them on your desk with page 1 of the answer document facing up. You must sit quietly until time is called. Are there any questions?...

### Answer any questions, then say:

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

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

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

- ▶ **Begin timing.**

# Writing Test

Timing Chart for Writing Test									
Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:40	0:12	0:52	0:24	0:04	0:36	0:16	0:48	0:28
0:01	0:41	0:13	0:53	0:25	0:05	0:37	0:17	0:49	0:29
0:02	0:42	0:14	0:54	0:26	0:06	0:38	0:18	0:50	0:30
0:03	0:43	0:15	0:55	0:27	0:07	0:39	0:19	0:51	0:31
0:04	0:44	0:16	0:56	0:28	0:08	0:40	0:20	0:52	0:32
0:05	0:45	0:17	0:57	0:29	0:09	0:41	0:21	0:53	0:33
0:06	0:46	0:18	0:58	0:30	0:10	0:42	0:22	0:54	0:34
0:07	0:47	0:19	0:59	0:31	0:11	0:43	0:23	0:55	0:35
0:08	0:48	0:20	0:60	0:32	0:12	0:44	0:24	0:56	0:36
0:09	0:49	0:21	0:01	0:33	0:13	0:45	0:25	0:57	0:37
0:10	0:50	0:22	0:02	0:34	0:14	0:46	0:26	0:58	0:38
0:11	0:51	0:23	0:03	0:35	0:15	0:47	0:27	0:59	0:39



**START**

**5 minutes remaining**

**STOP**

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

- Record the time of day you **START** timing the Writing Test above and calculate the times of day for announcing 5 minutes remaining and **STOP**. Make sure you record the *actual* times you make your announcements.
- Transfer the *actual* **START**, 5 minutes remaining, and **STOP** times for **Test 4** onto the Testing Time Verification Form.
- Complete the Writing Test portion of your Seating Diagram. Record the serial number of the Writing Test booklet given to each examinee.
- Walk around the room to make sure examinees do not alter or add responses to the multiple-choice tests.

 **When your watch or timer indicates exactly 35 minutes have passed and you have checked the time, say:**

You have 5 minutes remaining on this test.

 **When your watch or timer indicates 5 more minutes have passed (exactly 40 minutes total) and you have checked the Stop time, say:**

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

### Verify everyone has stopped, and then say:

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

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

► While examinees remain in their seats:

1. Collect and count the answer documents. As you do, check to make sure they are signed. Turn them all one way and make sure you have an answer document for each examinee.
2. Collect the test booklets **individually** from each examinee and count them. As you do, check to make sure they are signed. Verify that you collected the same number of booklets you distributed. If you are short a test booklet, match the booklets with the answer documents using the booklet numbers to determine whose booklet was not collected.

**Do not dismiss examinees until you have verified that the number of test booklets collected equals the number you distributed, and that you have an answer document for each examinee.**

### After the counts have been verified, say:

Your score report will be mailed approximately five to eight weeks after the answer documents are received by A-C-T. Be sure you have all of your personal belongings. As you leave, please be quiet in the halls. Thank you for your cooperation. You are dismissed.

- Either dismiss examinees for the day or direct them to the next activity as determined by your school administration. Make certain that examinees cannot access the test materials as they leave the room. Under no circumstances may anyone examine the test booklets or answer documents after they have been collected.
- After examinees are dismissed, double-check your counts and complete **items E and F** on the Test Booklet Count Form. The number of used and unused test booklets must equal the number you received for your room. The number of answer documents you return **must** match the number of examinees in the room **AND item C** on the Test Booklet Count Form.
- Transfer the *actual* START, 5 minutes remaining, and STOP times for the **Writing Test** to the Testing Time Verification Form.

The room supervisor must **personally** return all test materials and required forms to the test coordinator immediately after testing. Examinees may **not** assist with the transportation of test materials.

Continue with “After the Test” on page 58 of the original manual.