2026 | 2027

# ACT WorkKeys

## Administration Manual

- National Testing using Validus
- Standard Time
- Accommodations and English Learner Supports
- Paper Testing
  - Workplace Documents
  - Applied Math
  - Graphic Literacy
  - Applied Technology

ACT® WorkKeys®

www.act.org/workkeys

* 0 4 1 3 0 5 2 7 0 *

# HOW TO CONTACT ACT

800.553.6244, ext. 2800

7:00 a.m. - 7:00 p.m. central time

workkeys@act.org

## Web page

ACT WorkKeys Assessments - National Testing

**https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments/administration.html**

## Addresses

Materials can be returned to the following addresses:

**Scorable Test Materials**
ACT WorkKeys Processing, Pearson
9200 Earhart Ln
Cedar Rapids, IA 52404

**Nonscorable Materials**
ACT WorkKeys
ACT Return Processing Center
821 Memorial Ave
Camden, NJ 08103

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# Contents


## Policies 1

**General Testing** 1
- Standardized Procedures 1
- Relationship with ACT 1
- Fair Testing Practices 1
- Test Dates and Times 1
- Equal Treatment 1
- Confidentiality 2
- Safety 2
- Investigations 2
- Right to Terminate 2
- Authorized Observers 2
- Unauthorized Observers and Media 3
- Expiration Date and Return Policy 3
- Test/Retest Policy 3
- Score Reports 3

**Testing with Accessibility Supports** 4
- Accessibility Supports Overview 4
- Authorization 4
- Examinee Affidavit and Accommodations Log (Adult learners only; not K-12) 4
- Administration Details 5
- Gridding Administration Codes 6

## Test Facilities 9

**Facility Requirements** 9
- Introduction 9
- Principles of Accessibility 9
- Video Monitoring Systems 9
- Selecting Facilities 9
- Selecting Test Rooms 9
- Selecting Test Rooms for Accessibility Supports 10
- Room Type, Size, and Setup 10
- Seating Arrangements 10
- Seating at Tables 11
- Work Surfaces 11
- Ensuring Quiet Test Sessions 11
- Off-Site Testing 11
- Seating Arrangement Examples 13

## Test Staff 14

**Staff Requirements** 14
- Selecting Testing Staff 14
- Who May Act as Testing Staff 14
- Who May Not Act as Testing Staff 14
- Relatives 14
- Athletic Coaches 15
- Attentiveness 15

**Staff Roles and Responsibilities** 16
- Test Coordinator Role 16
- Test Coordinator Responsibilities 16
- Substitute Test Coordinator Role 17
- Substitute Test Coordinator Responsibilities 17
- Room Supervisor Role 17
- Room Supervisor Responsibilities 17
- Proctor Role 18
- Proctor Responsibilities 18

**Staff Training** 20
- Purpose of Training Staff 20
- Staff Training Requirements 20
- Manuals 20
- Supplements 20
- Training Session 20
- Training Session Outline 20
- Test Day Briefing Session 21

## Test Materials 23

**Materials Overview** 23
- Test Materials are Specific to an Administration 23
- Materials Provided by ACT 23
- Materials Provided by Your Site 23
- Materials Provided by Examinees 24

**Security of Materials** 25
- Secure Test Materials 25
- Copyrighted Test Materials 25
- Keeping Test Materials Secure 25
- Secure Storage of Test Materials 25
- Authorized Access 25
- Unauthorized Transfer of Materials 25
- Storing and Transporting Materials for Off-Site Testing 26
- Security Breach 26

**Receiving Materials Before Testing** 27
- Receipt of Test Materials 27
- Check In Test Materials 27
- Retain Shipping Boxes 27
- Prepare Materials for Testing 27
- Store Your Test Materials Shipment 27

**Handling Materials on Test Day** 29
- Remove Materials from Storage and Assign Them to Rooms 29

Test Security During the Administration 29
Verify Test Materials After Testing 29
Return Materials to the Test Coordinator After Testing 30
Storage After Testing 30
**Collecting, Packing, and Returning Materials After Testing** 31
Collect Materials from Room Supervisors 31
Prepare Materials for Return 32
Pack and Return the Test Materials 35
Secure Destruction 36

## Test Administration 37

**Admitting Examinees** 37
Make the Electronic Devices Announcement 37
Acceptable Identification 37
Unacceptable Identification 38
Roster 39
Admit Examinees to the Test Room 39
Denying Admission 40
Late Arrivals and Examinees without Identification 40
Direct Examinees to Their Seats 40
Seat Left-Handed Examinees 40
**Sequence and Timing of the Tests** 41
Sequence of the Tests 41
Start Time 41
Time Allowed for Each Test 41
Timing the Tests 41
Timepieces 41
Accurately Time the Tests 41
Announcing Time Remaining 42
Breaks 42
**Administering the Tests** 43
Allowed and Prohibited Items in the Test Room 43
General Announcements to Examinees 44
Monitoring the Test Room 45
Checking for Prohibited Behavior 45
Allowing Examinees to Leave the Test Room 45
Answering Questions 46
Avoiding Common Errors in Completing Answer Documents 46
**Irregularities** 47
Submit an Irregularity Report 47
Group Irregularities 47
Individual Irregularities 48
Prohibited Behaviors at the Test Site 51

## Non-Test Activities 54

**Completing the Non-Test Information** 54
Introduction 54
Sessions for Examinees with Accommodations and/or Supports 54
Required Fields 54
Local Items 55
Verbal Instructions for Completing Non-Test Information 55

## Verbal Instructions 58

**All Timings Begin Here** 58
Introduction 58
Before You Begin 58
Reading the Verbal Instructions 58
English Learner Supports 58
Multiple-Day Testing 59
Begin Testing 59
**Standard Time or Stop-the-Clock Breaks** 62
Stop-the-Clock Breaks 62
Workplace Documents 62
Applied Math 64
Break 66
Graphic Literacy 67
Applied Technology 69
**One and One-Half Time** 72
Workplace Documents 72
Applied Math 74
Break 76
Graphic Literacy 77
Applied Technology 79
**Double Time** 81
Workplace Documents 81
Applied Math 83
Break 85
Graphic Literacy 86
Applied Technology 88
**Triple Time** 90
Workplace Documents 90
Applied Math 92
Graphic Literacy 94
Applied Technology 96
**Ending Your Test Session** 98
Ending Your Test Session for Break 98
Ending Your Test Session for the Day 98

## Forms 101

**ACT WorkKeys Roster** 101
**ACT WorkKeys Test Materials Tracking Log** 103

**ACT WorkKeys Irregularity Report** 105
**Seating Diagram Instructions** 107
**Seating Diagram Form** 108
**ACT WorkKeys Timing Report** 110

## Test Security 113

**ACT Test Security** 113
Test Security Hotline 113
ACT Test Security Principles 113

# POLICIES

# General Testing

## Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. ACT provides policies, requirements, and administration instructions to help create a fair testing environment for all examinees. All testing staff are required to read the digital and paper materials provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

## Relationship with ACT

Test coordinators, substitute test coordinators, room supervisors, and proctors are required to complete online training. You can access this training at **https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments/administration.html**.

## Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (**https://www.apa.org/science/programs/testing/fair-testing.pdf**)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (**https://www.ncme.org/resources-publications/professional-learning/library**)

## Test Dates and Times

You may administer all of the tests in one session with breaks between tests, administer each test separately on different days, or administer the tests in a combination of these two options. Be sure to allow examinees the appropriate amount of time to complete each test.

## Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act.

## Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information or use such information for any purpose other than administering the tests. Questions concerning attendance or test day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your site.

All ACT-provided information contained within testing platforms or web pages are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., rosters, irregularities, etc.) are to be referred directly to ACT.

Requests for copies of test-date documentation (for example, rosters, irregularity reports, or related materials) must not be fulfilled by testing staff and are to be referred directly to ACT. Upon request, ACT may provide irregularity report information to a state education agency in connection with a state contracted administration, subject to ACT review and applicable privacy and confidentiality requirements.

## Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT immediately. Document the details as an irregularity.

## Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT in subsequent investigations and respond to requests for information in a timely manner.

In cases where examinees dispute an ACT decision or communication regarding the administration, the examinees and/or their representatives may contact you directly and request information. In such cases, you should not become involved in the situation. Staff cannot provide test administration information to anyone, including (but not limited to) the examinee, legal representation, and law enforcement. Such requests must be directed to ACT.

## Right to Terminate

ACT reserves the right to terminate its relationship with any test site or testing personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.

## Authorized Observers

An observer authorized by ACT may visit your test site. Such a visit is normally not announced in advance.

If an observer arrives, take the following steps before allowing access to the testing area or test materials.

1. Check credentials.

   Observers must have the following:

   - Photo ID (driver's license, employee ID, etc.)
   - Employee ID, business card, etc. showing company/agency affiliation
   - Written authorization from ACT

*Note: If an observer has an employee ID with a photo, a separate photo ID is not needed.*

2. If the observer provides the necessary credentials, give the observer your full cooperation. If not, deny access to the testing area and test materials.
3. Include the observer's name and company/agency, and whether or not the observer was admitted, in an Irregularity Report.
4. Call ACT if you have concerns about an observer.

   *Note: The visit may include conducting enhanced test security procedures on test day.*

## Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test location until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT Media Relations (**publicrelations@act.org**) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is uniformly answered.

## Expiration Date and Return Policy

An expiration date may be printed on the front cover of each test booklet.

Return used and unused test booklets within one week of testing.

Return all corresponding answer documents to be scored within one week of testing to ensure that ACT will be able to score the documents.

## Test/Retest Policy

For a subsequent administration of a test in the same skill area:

- If testing sooner than 30 days after the previous administration, whether or not the administration was completed, an alternate form must be used.
- It is strongly recommended that an examinee receive intervention/training before retesting.

## Score Reports

Once ACT receives and processes the completed scoring order form, site header, and answer documents, score reports will be posted to the Reports Portal in Validus within 10 business days. To access reports, use your existing credentials to log in to the Validus realm you used for online testing. If any required information is not provided, there could be a delay in reporting.

# Testing with Accessibility Supports

## Accessibility Supports Overview

Accessibility supports apply to all examinees. Although this is a standardized test and we design the experience to be the same for all examinees, ACT does provide adjustments for examinees with diagnosed, documented disabilities and English learner (EL) examinees to provide equitable access during the assessment without compromising the validity of assessment results. Accessibility supports emphasize an individualized approach to implementing assessment practices for examinees with diverse needs who participate in large-scale standardized assessments.

Refer to the *ACT WorkKeys Accessibility Supports Guide (ASG)* found on your ACT-hosted web page for more information related to available supports.

## Authorization

Use of any accessibility support that is not properly administered and/or not specified by ACT violates what the test is designed to measure and results in a score that is invalid and non-comparable for the stated purposes of the assessment. Resulting scores are not ACT WorkKeys NCRC eligible.

Determinations related to who may test with available accessibility supports on WorkKeys are generally made by the local educational agency or test site. Authorization for use of accommodations and EL supports is typically based on the examinee's formal education plan (e.g., IEP, 504 plan, or similar documentation). However, in accordance with the Americans with Disabilities Act (ADA), accommodations may also be authorized for individuals who do not have a current formal education plan, provided there is a documented, individualized determination that the accommodation is necessary to ensure equitable access to the assessment and does not compromise test validity. Diagnostic documentation is not provided to ACT.

## Examinee Affidavit and Accommodations Log (Adult learners only; not K-12)

For examinees that are not part of a K-12 entity, complete the *Examinee Affidavit and Accommodations Log* (**https://www.act.org/content/dam/act/unsecured/documents/pdfs/ACT-WK-Examinee-Affidavit-and-Accomms-log.pdf**) found on the ACT-hosted webpage, prior to the administration.

The affidavit itself can be used in place of a formal educational plan when examinees don't have a current formal education plan. The examinee and test coordinator should fill out the affidavit together and indicate what informal (not documented on the official plan) accommodations were received and on what past tests they were granted on.

This form doesn't need to be returned to ACT, but keep for your records for one year then securely destroy.

# Administration Details

## Testing More than One Examinee at a Time

ACT encourages group administrations for examinees authorized for the same timing and similar accommodations and/or supports. If more than 20 examinees with accommodations and supports test in one room, a proctor is required to assist with the administration. ACT requires all examinees in the room to have the same authorized timing and work on the same test at the same time (e.g., when administering Applied Math, all examinees must be working on Applied Math). This policy applies to examinees testing under standard and accommodated time. If examinees in the same testing room complete different tests or have different testing times, scores will be canceled.

## Timing Guidelines

Each examinee is authorized by the test coordinator for standard time, stop-the-clock breaks, one and one-half time, double-time, or triple-time testing. The authorized timing determines which verbal instructions must be read to that examinee.

All examinees in the room must have the same authorized timing. Examinees testing with accommodations may not test in a room with examinees who have different authorized timing. If they do, tests from that room will not be scored or scores will be canceled.

**IMPORTANT: When testing with accessibility supports, examinees may use less time than allowed with their authorized timing. Do not move to the next test until the standard time has expired and all examinees in the room have completed that content area or the authorized time has expired.**

## Timing Chart

### ACT WorkKeys Timing for Tests in English

| Timing (English) | Time Allowed—Workplace Documents | Time Allowed—Applied Math | Time Allowed—Graphic Literacy | Time Allowed—Applied Technology |
|---|---|---|---|---|
| **Standard time, multiple days; or stop-the-clock breaks, single day** | 55 minutes | 55 minutes | 55 minutes | 45 minutes |
| **One and one-half time, single day or multiple days** | 82.5 minutes | 82.5 minutes | 82.5 minutes | 67.5 minutes |
| **Double time, single day or multiple days** | 110 minutes | 110 minutes | 110 minutes | 90 minutes |
| **Triple time, single day or multiple days** | 165 minutes | 165 minutes | 165 minutes | 135 minutes |

*Note: When providing **stop-the-clock breaks**, total break time cannot exceed 90 minutes.*

### ACT WorkKeys Timing for Tests in Spanish

| Timing (Spanish) | Time Allowed—Workplace Documents | Time Allowed—Applied Math | Time Allowed—Graphic Literacy | Time Allowed—Applied Technology |
|---|---|---|---|---|
| **Standard time, multiple days; or standard time, stop-the-clock breaks, single day** | 70 minutes | 70 minutes | 70 minutes | N/A |
| **One and one-half time, single day or multiple days** | 105 minutes | 105 minutes | 105 minutes | N/A |
| **Double time, single day or multiple days** | 140 minutes | 140 minutes | 140 minutes | N/A |
| **Triple time, single day or multiple days** | 210 minutes | 210 minutes | 210 minutes | N/A |

*Note: When providing **stop-the-clock breaks**, total break time cannot exceed 90 minutes.*

## Gridding Administration Codes

For examinees testing with accommodations, the room supervisor must grid an administration code to indicate the accommodations provided on each of the tests (three codes per examinee). Often the same code is gridded for each test, but not always.

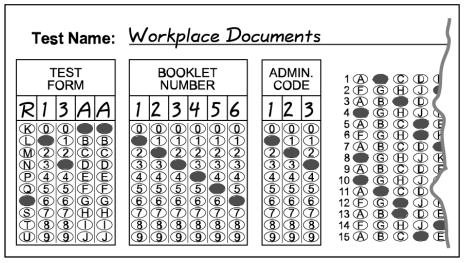
Grid the highest code that applies. For example, if using UEB Braille with Nemeth materials and triple time over multiple days, and a modification is also provided, two administration codes apply—535 and 953. Grid 953, since it's a higher number.

For sign language interpreters signing test items using the reader script, grid the reader script code (293 for single-day or 533 for multiple-day administrations). If sign language is used only for the instructions, grid the translated instructions code instead.

Administration codes are provided only for allowable testing times.

### Administration Codes

On the answer document, mark the Admin. Code boxes for each test with the appropriate administration code.




**IMPORTANT: Use of modifications and ACT-provided translation of test items are ineligible for ACT WorkKeys scores and the ACT® WorkKeys® National Career Readiness Certificate® (NCRC).**

*Administration Codes—Single-Day Testing*

| Type—Single Day Testing | Admin. Code to Grid—Standard Time | Admin. Code to Grid—One and One-Half Time | Admin. Code to Grid—Double Time | Admin. Code to Grid—Triple Time |
|---|---|---|---|---|
| **Regular print** | 400 | 150 | 200 | 300 |
| **Large print** | 400 | 130 | 235 | 291 |
| **Pre-Recorded Audio** | N/A | N/A | N/A | 294 |
| **Reader's Script** | N/A | N/A | N/A | 293 |
| **UEB Braille with Nemeth** | N/A | N/A | N/A | 296 |
| **UEB Technical (formerly UEB Math/ Science)** | N/A | N/A | N/A | 297 |
| **Tactile Graphics Standalone UEB w/ Nemeth** | N/A | N/A | N/A | 298 |
| **Tactile Graphics Standalone UEB Technical** | N/A | N/A | N/A | 299 |
| **Translated Directions Only** | 600 | 610 | 620 | 630 |
| **ACT-Provided (non-Spanish) Translation (no scores; no NCRC)** | N/A | N/A | N/A | 941 |
| **Modifications (no scores; no NCRC)** | 900 | 910 | 920 | 930 |

*Administration Codes—Multiple-Day Testing*

| Type—Multiple Day Testing | Admin. Code to Grid—Standard Time | Admin. Code to Grid—One and One-Half Time | Admin. Code to Grid—Double Time | Admin. Code to Grid—Triple Time |
|---|---|---|---|---|
| **Regular print** | 500 | 510 | 520 | 530 |
| **Large print** | 501 | 511 | 521 | 531 |
| **Pre-Recorded Audio** | N/A | N/A | N/A | 534 |
| **Reader's Script** | N/A | N/A | N/A | 533 |
| **UEB Braille with Nemeth** | N/A | N/A | N/A | 535 |
| **UEB Technical (formerly UEB Math/ Science)** | N/A | N/A | N/A | 537 |
| **Tactile Graphics Standalone UEB w/ Nemeth** | N/A | N/A | N/A | 538 |
| **Tactile Graphics Standalone UEB Technical** | N/A | N/A | N/A | 539 |
| **Translated Directions Only** | 550 | 551 | 552 | 553 |
| **ACT-Provided (non-Spanish) Translation (no scores; no NCRC)** | N/A | N/A | N/A | 954 |
| **Modifications (no scores, no NCRC)** | 950 | 951 | 952 | 953 |

## Reporting Use of Accessibility Supports

Results achieved using accessibility supports following the guidelines in the administration manual will be scored, and are ACT WorkKeys NCRC eligible. The results are equivalent to scores earned if accessibility supports are not used. Score reports do not indicate use of accessibility supports.

Results achieved using modifications or ACT-provided translation of test items will not be scored and reported, and are not ACT WorkKeys NCRC eligible.

# TEST FACILITIES

# Facility Requirements

## Introduction

The test coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

## Principles of Accessibility

Under the Americans with Disabilities Act (ADA), tests must be offered in locations accessible to individuals with disabilities, or in rare cases, in accessible alternative locations.

## Video Monitoring Systems

ACT does not allow closed-circuit television (CCTV) in the test site. Please disable or cover CCTV cameras in the testing room. If your test site must use CCTV cameras in the testing room, and they cannot be removed, you must take steps to ensure the cameras are not positioned to capture test content during testing. The test site's use of video monitoring and storage of recordings must fully comply with the laws of your jurisdiction, and you agree that the recording is not done at ACT's request. As a reminder, no other cameras—for example, from the school or external media—are ever to be allowed in the testing room.

## Selecting Facilities

Select facilities that:

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day

You may also want to have:

- A room to use as test day headquarters for staff and materials
- Security personnel

## Selecting Test Rooms

Select test rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be rearranged, if needed, to meet seating requirements
- Are quiet and free from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock or other timepiece (cell phones or smart watches may not be used as a timepiece)
- Provide convenient and adequate access to restrooms

*Note: Observing examinees testing in multiple rooms from a central location (such as a hallway, through glass walls, or security cameras) is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.*

## Selecting Test Rooms for Accessibility Supports

- Examinees with different timing must test in separate rooms.
- Examinees with authorized accommodations and/or English learner supports may test in a standard time room as long as their timing is standard time and they are not required to test individually.
- Examinees authorized to test with a human reader or stop-the-clock breaks (also known as breaks as needed) must test one-to-one.
- Examinees using text-to-speech/pre-recorded audio or screen reader software for the visually impaired may test as a group if they use headphones, can control the progress of their own devices, and begin each test at the same time.
- ACT encourages group administrations for examinees authorized for the same accommodations and/or supports.
- ACT prefers classrooms and recommends no more than 20 examinees in one room.
- ACT recommends reserving the same room for each day you will be testing and scheduling consecutive days for examinees authorized to test over multiple days (although you may skip days as necessary).

## Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

ACT recommends:

- Using single-level classrooms
- Avoiding multiple-level seating (it makes it easier to see another examinee's test)
- Seating 15 to 30 examinees in a room for standard time administrations
- Seating no more than 100 examinees in one room

To ensure a fair and secure testing environment:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Make sure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.
- Arrange the room so that:
  - ~ The room supervisor will be facing the examinees during testing.
  - ~ Testing staff can freely circulate the room and have a clear view of all examinees and materials.

## Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. Examinees must be:

- Facing the same direction
- Spaced as far apart as possible
- Seated no closer than the following:

  - ~ Single-level room types: Required spacing of 3 feet measured side-to-side/shoulder-to-shoulder or 3 feet measured front-to-back/head-to-head
  - ~ Multiple-level room types: Required spacing of 3 feet measured side-to-side/shoulder-to-shoulder or 5 feet measured front-to-back/head-to-head
- Seated in straight rows and columns, directly in line with each other
- Seated so that aisle space allows room for staff to circulate throughout the room without disturbing examinees
- Able to see the room supervisor without difficulty
- Able to see the room clock, if there is one, without looking around
- Seated in their original seats after the break

## Seating at Tables

### Requirements for the Use of Tables

| Table Shape | Table Size | Number of Examinees Per Table |
|---|---|---|
| **Round** | Any size | 1 |
| **Rectangular** | Less than 6 ft long | 1 |
| **Rectangular** | 6–9 ft long | 2 |
| **Rectangular** | More than 9 ft long | 3 |

*Note:*

- *Do not seat examinees where two tables join.*
- *If 6-foot tables are used to seat two examinees, a 3-foot space is required between tables.*
- *Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.*

## Work Surfaces

Work surfaces must be smooth, hard surfaces large enough for examinees to work comfortably with the items needed for testing. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards are not allowed.

*Note: For left-handed examinees, use standard left-handed desks or work surfaces that are large enough for these examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.*

## Ensuring Quiet Test Sessions

Take the following actions to help ensure quiet test sessions.

- Ask the building's administration to turn off audible signals that normally sound at the beginning and end of classes or shifts.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

## Off-Site Testing

If you cannot meet the facility requirements at your site, you must find an alternative location (community college, church, banquet hall, etc.).

Consider off-site testing if:

- Audible signals and announcements cannot be turned off during test sessions
- You do not have a quiet area to test away from other activities
- You have an examinee who cannot test at the site

You do not need to be approved to test at an off-site location.

*Note:*

- *Test materials are shipped to and picked up at your site. Test materials must be kept secure in the transfers between the site and the off-site location and at the off-site location.*
- *If you will not be the test coordinator at the off-site location, assign a substitute test coordinator from your site to the off-site location. You are responsible for training the designated substitute test coordinator. The substitute test coordinator will not receive communications from ACT, but is expected to be responsible for the tasks outlined in this manual.*
- *Even if a proctor is not required for the number of examinees testing, ensure at least two staff members from your site are assigned to the off-site location to allow the room supervisor the ability to take a break if needed.*

# Seating Arrangement Examples

## Acceptable

**Seating Arrangement Examples**

"min." = minimum "ft." = feet

indicates distance between examinees

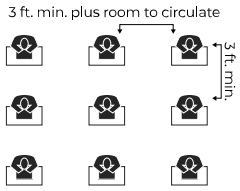
Side-to-side distances are measured from shoulder-to-shoulder

Front-to-back distances are measured from head-to-head

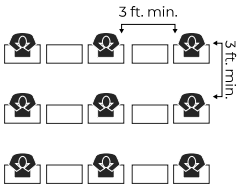
Side View Overhead View

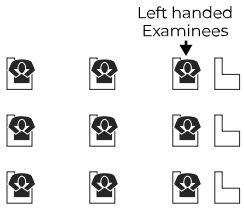
### Examinee Spacing

**Level Seating with Movable Desks**

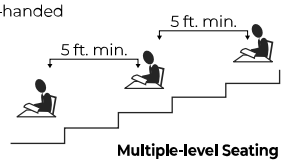



**Level Seating with Stationary Desks**



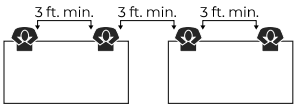

**Left-handed Examinees at Right-handed Desks**



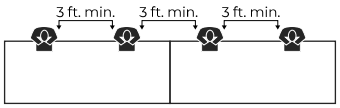

**Multiple-level Seating**

### Table Spacing

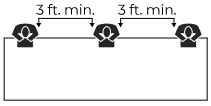
**6–Foot Tables**



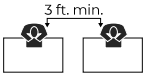

**8–Foot Tables**



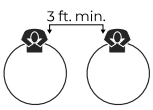

**Tables more than 9 feet**




**Tables under 6 feet**




**Round tables any size**




## Unacceptable

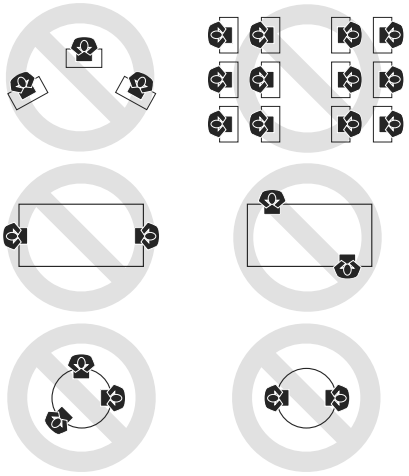
**Seating Arrangement Examples**

**Examinees Facing the Wall or Each Other**

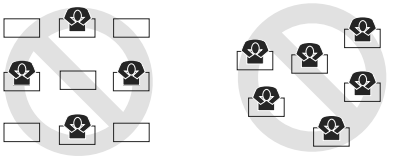
**Desk Surface Too Small**

**Dividers, Study Carrels, and Partitions**

**Examinees Too Close Together/Inadequate Aisle Space**



**Examinees Facing Different Directions**



**Examinees Not in Straight Rows and Columns Directly in Line with Each Other**

# TEST STAFF

# Staff Requirements

## Selecting Testing Staff

The test coordinator is responsible for selecting testing staff.

## Who May Act as Testing Staff

The test coordinator is responsible for identifying people of integrity when selecting their testing staff. Room supervisors and proctors may be current or retired faculty members, human resources staff, trainers, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

All testing staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws.

## Who May Not Act as Testing Staff

- High school students and lower-division undergraduates
- Anyone who intends to take the same tests within the next 12 months
- Anyone involved in test preparation activities for the same tests at any time during the current testing year due to potential conflict of interest.

*Note: ACT recognizes that the normal duties of a counselor, teacher, or trainer may involve some responsibilities for test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial third-party enterprise. If test prep is the primary function for any individual, then someone else must deliver the test.*

## Relatives

ACT recognizes that examinees in a school, district, or test site may be relatives or wards of testing staff, including a child, stepchild, sibling, spouse, parent, and anyone under your guardianship or who resides in your household.

To protect you and your relatives or wards from allegations of impropriety, if you have any relative or ward who will be testing at your site during the same testing window/event, you must NOT serve as a test coordinator or substitute test coordinator.

If you cannot serve as a test coordinator or substitute test coordinator, you must delegate all supervisory roles and responsibilities as detailed in the Staff Roles and Responsibilities section, including the receipt and return of test materials, to a qualified colleague.

You MAY serve as a room supervisor or proctor for a test administration, but you must NOT have access to the secure test materials before or after the testing window/event. Any relative or ward must not be testing in a room in which you are working. If you do serve as a room supervisor, you must not have access to any test materials of the relative or ward at any time.

Examinee scores will be canceled if this policy is violated.

## Athletic Coaches

To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:

- May not serve as test coordinator
- May not have access to secure test materials before or after testing
- May serve as a room supervisor, but may not supervise one-to-one testing for a student-athlete

This policy applies to any head or assistant coach of any high school or college athletics program, whether or not the sport is in season at the time of testing.

Examinee scores will be canceled if this policy is violated.

## Attentiveness

Staff must remain attentive to their testing responsibilities throughout the administration. Reading (except for the manuals or supplements), grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.

# Staff Roles and Responsibilities

## Test Coordinator Role

The test coordinator may serve at only one location and must be on file at ACT. The test coordinator has overall responsibility for coordinating test operations, including storing materials and setting up test rooms. The test coordinator provides the continuity and administrative uniformity necessary to ensure that examinees are tested under standardized and secure conditions.

**Number required:** One per test site

## Test Coordinator Responsibilities

**Prepare facilities:**

- Select and reserve test rooms
- Prepare test rooms for test day according to ACT guidelines

**Assign and train staff:**

- Complete all training
- Identify a sufficient number of qualified personnel to serve as room supervisors and proctors
- Conduct a local training session for all testing staff before the test dates, including review of the administration materials

**Coordinate testing activities:**

- Order test materials, including any alternate test formats for examinees, as needed
- Arrange for examinees to complete non-test information
- Plan seating arrangements for each room
- Create a roster of examinees scheduled to test in each room before test day
- Organize test materials for room supervisors
- Notify examinees of the test date(s), location, and materials needed
- Arrange for transfer of test responses to answer documents for examinees approved for alternate response supports
- Authorize and arrange for any needed accessibility supports

**Maintain security:**

- Read and comply with all policies and procedures in the materials provided by ACT
- Make sure tests are administered in strict compliance with all policies and procedures documented in these materials
- Make sure all testing staff remain attentive to testing responsibilities throughout the entire administration
- Provide a timely response to requests from ACT when additional information is needed

**Provide complete documentation:**

- Make sure room supervisors complete all required documentation during the administration
- Oversee the documentation of all irregularities and consult directly with ACT regarding actions to be taken

## Substitute Test Coordinator Role

If the test coordinator becomes ill or is otherwise unable to be present on test day, the substitute serves as the test coordinator.

**Number required:** One per test site

## Substitute Test Coordinator Responsibilities

The substitute test coordinator is responsible for all of the same activities as the test coordinator. If the test coordinator is not present, the substitute carries out all needed activities. If the test coordinator is present, the substitute may assist the test coordinator, as needed.

## Room Supervisor Role

Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

**Number required:** One per test room

## Room Supervisor Responsibilities

**Before test day:**

- Assist the test coordinator, as needed
- Attend the training and briefing sessions conducted by the test coordinator

**Check-in activities on test day:**

- Individually identify and admit examinees to rooms; verify ID and mark the roster
- Direct examinees to seats once admitted
- Make sure that any examinees using readers, scribes, or stop-the-clock breaks test one-to-one

**Administer the test:**

- Prepare the room for testing
- Take responsibility for a test room and provide an environment conducive to testing
- Count test booklets upon receipt from the test coordinator
- Distribute test materials, keeping test booklets in sequential serial number order
- Read verbal instructions verbatim to examinees
- Properly time tests and record the start, 5 minutes remaining, and stop times on the appropriate test administration forms
- Monitor testing progress

**Maintain security:**

- Keep test materials secure during testing and breaks
- Monitor for prohibited behavior during testing and breaks
- Collect and account for all test materials before dismissing examinees

**Provide complete documentation:**

- Complete all information on the appropriate administration forms
- Record detailed documentation of any irregularities and, as required, void examinees' tests
- Return all test materials and forms to the test coordinator after testing

## Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

**Number required:** The following table describes the minimum number of required proctors. If your state has a stricter proctor policy, you should abide by that policy.

### Number of Proctors Needed for Standard Time

| Number of Standard Time Examinees | Proctors Needed |
|---|---|
| **1–30** | 0 |
| **31–60** | 1 |
| **61–100** | 2 |
| **101–150** | 3 |
| **151–200** | 4 |

### Number of Proctors Needed for Accommodations/Supports

| Number of Accommodations and/or Supports Examinees | Proctors Needed |
|---|---|
| **1–20** | 0 |
| **21–40** | 2 |
| **41–60** | 3 |
| **61 or more** | 1 additional proctor for every additional 20 examinees |

## Proctor Responsibilities

**Before test day:**

- Assist the test coordinator as needed
- Attend the training and briefing sessions conducted by the test coordinator

**Check-in activities on test day:**

- Help room supervisors individually identify and admit examinees
- Direct examinees to their seats

**Administer the test:**

- Prepare the room for testing
- Distribute test materials, keeping test booklets in sequential serial number order
- Verify proper timing of the tests, using a different timepiece than the room supervisor
- Monitor testing progress

**Maintain security:**

- Monitor for prohibited behavior during testing and breaks
- Report any irregularities to the room supervisor immediately
- Accompany examinees to the restroom if more than one leaves during the timed portion of the test

- Collect and account for all test materials before examinees are dismissed

# Staff Training

## Purpose of Training Staff

All testing staff must understand all ACT policies and procedures and their responsibility for implementing them. It is critical that all test sites follow the same procedures for a fair and standardized testing experience. Properly training staff also helps reduce the risk of a misadministration.

## Staff Training Requirements

The test coordinator is responsible for providing manuals, supplements, and training to all test site staff before test day.

## Manuals

ACT provides manual(s) to communicate its policies, procedures, and expectations. They are proprietary information and copyrighted by ACT. Manuals should be used by staff to prepare for and administer the tests, and must not be copied or shared for any other purposes. Test coordinators should provide each testing staff member a complete administration manual before the training session. It is especially important for room supervisors to read and understand the policies, procedures, and directions. Test administration manuals may be retained by the test coordinator for the duration of the testing year printed on the cover of the manuals.

## Supplements

Supplements or notices may be sent to test coordinators before the test day via email or included in test materials shipments. These supplements contain the most up-to-date information on policies and procedures. They should be distributed to all staff and are intended to augment the policies and procedures contained in the administration manuals.

## Training Session

Test coordinators hold a training session before test day to prepare staff (both new and experienced) for test day activities. The session should be used to discuss policy, address procedural and logistical issues, and ensure everyone has a common understanding of what is to take place on test day. An outline of topics is provided to guide the discussion. An additional training session should be held with staff serving in the role of a sign language interpreter, reader, or scribe to cover administrative procedures for these roles.

*Note: This training session is separate from the briefing session conducted on test day.*

## Training Session Outline

The test coordinator is expected to discuss the following topics with staff during the training session. A separate session may be held with accommodations testing staff to cover topics relevant to accommodations. All training sessions must occur before test day.

**Facilities Requirements and Setup:**

- Demonstrate proper seating arrangements and test room preparation, including:
  - ~ Ease of staff observation and movement
  - ~ Seating left-handed examinees

  - ~ Timepieces
  - ~ Any items in the room that need to be covered/removed for testing

**Test Materials:**

- Discuss the difference between secure and non-secure materials
- Discuss the difference between standard materials and accommodations materials and highlight that using the wrong test materials can result in the cancellation of scores
- Explain materials that will be supplied by:
  - ~ ACT
  - ~ Your site
  - ~ Examinees
- Describe the process for how materials will be distributed to and from room supervisors on test day and how room supervisors will distribute materials to examinees in the test room
- Outline the importance of:
  - ~ Never leaving materials unattended
  - ~ Verifying counts of secure materials before and after testing
  - ~ Not allowing unauthorized individuals access to test rooms or materials

**Non-Test Activities:**

- Discuss the sections that must be completed and the importance these sections play in score reporting

**Test Administration:**

- Discuss when and where staff members are to report on test day
- Explain how to use the Roster
- Review acceptable forms of identification
- Explain the process for seating examinees and the rules to follow when choosing where to seat an examinee
- Discuss start times and when to stop admitting examinees to the test room
- Discuss the policy for watches, cell phones and other electronic devices for both examinees and staff
  - ~ Staff should not use cell phones or electronic devices while in the test room.
  - ~ If staff members have cell phones in the room, they should be turned off or silent.
- Explain how to use the manual on test day, stressing the importance of following instructions exactly and reading verbal instructions verbatim
- Discuss timing procedures and administering breaks for all types of administrations
- Discuss monitoring the test room and expected staff behavior, including:
  - ~ Handling prohibited behavior
  - ~ Handling testing irregularities
  - ~ Checking calculators
  - ~ Checking authorized bilingual dictionaries
- Review how to fill out the Test Administration Forms (found in the back of this manual) and submit Irregularity Reports
- Explain procedures for administering with accessibility supports (e.g. scribe, food/drink/medication, stop-the-clock breaks, etc.), if relevant.

  *Note: If there are additional rules or policies specific to your state, district, or test site, be sure to also cover those items with testing staff. Staff should have a comprehensive understanding of all expectations and procedures before test day.*

## Test Day Briefing Session

A staff briefing session is required each test day morning, even with experienced staff. During this session, ensure all staff are present and make necessary adjustments to staff

assignments. Ensure all staff understand their responsibilities and answer questions with the group so everyone has the same information.

Discuss the following:

- Information in any ACT notice
- Cell phone and prohibited devices policy and procedures

  *Note: If your site has a stricter local policy, please follow that policy.*

- Calculator policy and procedures
- Test site specific information
- How staff are to communicate with the test coordinator during testing
- Arrangements for left-handed examinees
- Arrangements for examinees authorized to test with accommodations and/or supports
- How to handle breaks
- What to do with examinees dismissed for prohibited behavior

# TEST MATERIALS

# Materials Overview

## Test Materials are Specific to an Administration

Test materials are sent for specific administration types (standard, accommodated). Failure to use the correct test materials will result in a misadministration and cancellation of scores.

Standard time test booklets have a triangle symbol on the cover.

Accommodations test booklets have a circle symbol on the cover.

*Note: Only the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents English versions of the test booklets contain symbols.*

## Materials Provided by ACT

- Administration Manuals
- Test Booklets
- Answer Documents
- Copies of the *Examinee Terms and Conditions: Testing Rules and Policies for the ACT WorkKeys Assessments*
- Site Header
- Envelopes for returning answer documents
- Carton(s) for returning test materials

## Materials Provided by Your Site

Your site is responsible for providing the following in each test room:

- No. 2 pencils with erasers to lend to examinees who do not bring them
- Pencil sharpener
- Reliable timepieces: watch, stopwatch, interval timer, or accurate wall clock
- Signs, cards, or other materials used in admissions procedures
- Permitted calculators (if your site chooses to provide them to examinees)
- The FIPS county codes for your area, found in the FIPS manual posted online at **https://www.act.org/content/dam/act/unsecured/documents/WorkKeysCountyFIPSCodeManual.pdf**
- Computers with headphones (if pre-recorded audio is used)
- Speech-to-text software (if needed)

- Translated Test Directions, if applicable (**https://www.act.org/content/dam/act/unsecured/documents/WorkKeysTestDirections-National-EL-Supports.pdf)**. Print out the language(s) you need for test day

## Materials Provided by Examinees

Examinees are asked to bring No. 2 pencils with good erasers (examinees must not use mechanical pencils or ink pens), a permitted calculator (if desired), and ACT-authorized word-to-word bilingual dictionary (if needed). Students should check the current calculator policy at **act.org/calculator-policy.html**.

If any of the following are authorized for accommodations, examinees are expected to supply their own:

- Abacus
- Augmentative or alternative communication device (AAC)
- Braille stylus
- Headphones (if site cannot provide)
- Magnifying glass
- Color overlays
- Highlighter
- Snacks, drinks, and medication

# Security of Materials

## Secure Test Materials

Secure test materials include all test booklets and all answer documents with an examinee's identifying information (even if the examinee completed only the demographic portions).

## Copyrighted Test Materials

Tests are copyrighted and cannot be reproduced nor used for any purpose other than testing. They may not be opened or accessed by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test content to anyone.

Scores earned by examinees who may have had advance access to test content will be canceled, and scores will not be reported.

## Keeping Test Materials Secure

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned to ACT or securely destroyed. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

## Secure Storage of Test Materials

Materials must always be kept in secure storage before and after testing. Secure storage is considered a locked safe or vault to which only the test coordinator and other specifically authorized individuals have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet.
- The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

## Authorized Access

Staff access to materials must be limited to necessary test day preparation activities, the test administration, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and substitute test coordinator. However, a designated staff member may assist with materials if the test coordinator is present and if that individual does not present a conflict of interest.

## Unauthorized Transfer of Materials

Test materials may not be shared between sites. Use only the test materials assigned to your site. If examinees test with materials that have been transferred from another site, the tests will not be scored.

## Storing and Transporting Materials for Off-Site Testing

Test materials may not be stored at an off-site testing location overnight. Materials must remain in secure storage at your site until the morning of testing and returned to secure storage at your site at the close of testing each day. For each day of testing, test materials must be:

- Under the personal responsibility of the testing staff
- In a vehicle that is not transporting examinees
- Transported to the off-site location in the morning
- Transported to the site after testing

*Note: If your site has multiple campuses or buildings and cannot meet these transportation requirements, contact ACT.*

## Security Breach

A security breach constitutes any of the following:

- Items are missing from your shipment.
- You receive test booklets that do not match the serial numbers on your packing list.
- Test booklet seals are broken at any time (except by examinees as instructed on test day).
- A test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time.
- The materials appear to have been tampered with in any way.
- You have reason to believe someone had unauthorized access to the materials.

Report a security breach to ACT immediately. If it occurs during testing, do not allow examinees to leave the building before calling ACT for instructions.

# Receiving Materials Before Testing

## Receipt of Test Materials

Test materials will be shipped to the site where the test will be administered.

## Check In Test Materials

Materials must be checked in by the test coordinator within 24 hours of receiving them from ACT.

1. Examine the boxes for signs of tampering.
2. Open the boxes and check the contents to be sure you have all items on the packing list.

   *Note: If the contents don't match the packing list, contact ACT immediately.*

3. Check the serial numbers of the test booklets against the numbers shown on the packing list.
4. Count each booklet; do not assume that the groups of booklets are complete.

   *Note: If any of the test booklets are shrink-wrapped, do not unwrap them until the morning of test day. Instead, check the serial number of the first booklet in each pack against your packing list.*

## Retain Shipping Boxes

Keep the boxes in which the test materials were shipped to you. **These boxes must be used to return all test materials.**

## Prepare Materials for Testing

Before test day, follow these steps to properly prepare the test materials:

1. Assign a sequential series of test booklets to each test room.
2. Allocate a few extra blank answer documents per room in case of defective materials or a misgrid.
3. Reseal all materials in the carton(s) and place them in secure storage.

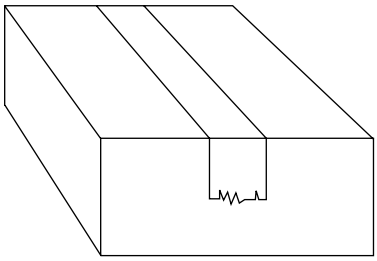
   **IMPORTANT: Do not remove the checked-in and sorted test materials from locked storage again until test day morning.**

## Store Your Test Materials Shipment

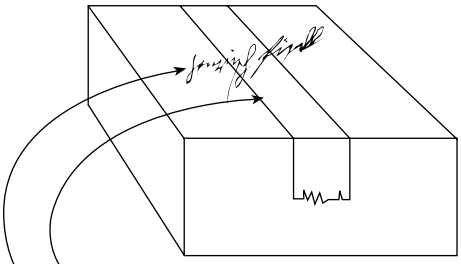
After you have counted and checked the condition of all materials in your shipment, securely store them.

1. Reseal the boxes.

2. Write your name across the seal.



When delivered, the box will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.



a. Reseal in the same place as before.
b. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

3. Lock the boxes in secure storage.
4. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

# Handling Materials on Test Day

## Remove Materials from Storage and Assign Them to Rooms

1. Materials must remain in secure storage until the morning of test day. At that point, the test coordinator may remove materials, check for tampering, and verify all materials are present. If anything is missing or you suspect tampering, do not proceed. Call ACT immediately.
2. If all materials are present and no tampering has occurred, prepare them for distribution to room supervisors.
3. The test coordinator and each room supervisor must record the number and sequence(s) of test booklets received by the room supervisor on the Test Materials Tracking Log. After the test, they must also reconcile test booklet counts using the same form.

## Test Security During the Administration

- Guarantee the security of test materials throughout the administration.
- Keep test materials in a secure location as examinees enter and exit the test room.
- Account for all materials before testing, at break, and before dismissing examinees.
- Never leave a test room unattended, even momentarily, if examinees or materials are present.
- Ensure that each test room has sufficient staff for the number of examinees present.
- Actively monitor examinees throughout the administration.
- Pay close attention for cell phone and electronic device use.

## Verify Test Materials After Testing

After testing and before dismissing examinees, room supervisors must verify all materials.

1. Individually collect and check answer documents.
    a. Confirm the answer document is signed.
    b. Confirm Block 1 is completed.
    c. Confirm examinee's name is printed and gridded properly in Block 2.
    d. Confirm examinee's ID Number (Block 3) and Date of Birth (Block 4) are completed.
    e. Confirm the Booklet Number and Test Form are complete and accurate for each test.
    f. Confirm the proper Administration Code is gridded for any accommodated testing.
    g. Stack all answer documents so they face the same direction.
    h. Verify the number of answer documents collected equals the number of examinees.
2. Individually collect the test booklet from each examinee.
    a. Confirm the test booklet is signed.
    b. Verify the number of booklets collected equals the number distributed.
    c. Arrange the test booklets in sequential serial number order.

    *Note: Use your Test Materials Tracking Log to reconcile test booklet counts after the test.*

3. Place the collected test materials where examinees do not have access.

Once examinees are dismissed, review your Test Administration Forms and check that all pages are complete. If you used any additional forms (e.g., Irregularity Report), ensure those forms also contain all necessary information.

## Return Materials to the Test Coordinator After Testing

After accounting for all test materials and verifying complete documentation, room supervisors must return materials to the test coordinator immediately after testing.

## Storage After Testing

After accounting for all materials from the room supervisors, test coordinators prepare them for return after each test date. All used and unused materials must be returned to locked storage immediately after each test administration.

# Collecting, Packing, and Returning Materials After Testing

## Collect Materials from Room Supervisors

For each testing room, use the following checklist to ensure that you have secure materials and documentation from each room supervisor.

*Note: Do not dismiss the room supervisors until all required materials have been collected.*

### Materials Required to Collect:

*Test Booklets*

For each room's **test booklets**, make sure:

- There are no answer documents inside the test booklets
- The Test Materials Tracking Log, found in the back of this manual, is completed to account for all test booklets that were distributed to that test room

*Answer Documents*

For each room's **answer documents**, make sure:

- Each answer document to be scored contains the required identifying information

  *Note: Do not delay the return of answer documents because an examinee has not signed their name.*

- Each answer document to be scored contains the form code information completely filled out
- Any voided or replaced answer documents are attached to the Irregularity Report

*Test Administration Forms*

Test administration forms include the following forms found in the back of this manual: Roster, Seating Diagram, and Timing Report. For each room's **test administration forms**, make sure:

- Each form is filled out completely and accurately
- Every examinee who was scheduled to test is listed on the roster

### Materials to Collect If Applicable:

*Reader's Agreement*

For each **Reader's Agreement** (**https://www.act.org/content/dam/act/secured/documents/All-Programs-Any-Product-Reader-Testing-Staff-Agreement.pdf**), make sure:

- There is a signed agreement for any examinee authorized to use a reader

*Interpreter's Agreement*

For each **Interpreter's Agreement**, (**https://www.act.org/content/dam/act/secured/documents/All-Programs-Any-Product-Sign-Language-Testing-Staff-Agreement.pdf**), make sure:

- There is a signed agreement for any examinee authorized to use an interpreter

*First Language Interpreter's Agreement*

For each **First Language Interpreter's Agreement**, (**https://www.act.org/content/dam/act/secured/documents/ACT-WorkKeys-Testing-Staff-Agreement-First-Language.pdf**), make sure:

- There is a signed agreement for any examinee authorized to use a first language interpreter

*Scribe's Agreement*

For each Scribe's Agreement (**https://www.act.org/content/dam/act/secured/documents/All-Programs-Any-Product-Scribe-Testing-Staff-Agreement.pdf**), make sure:

- There is a signed agreement for any examinee authorized to use:
  - ~ A scribe
  - ~ Braille writer

*Translated Test Directions*

For each set of **Translated Test Directions** make sure:

- The document has not been marked on (except for a student's name).
- They are securely destroyed within 72 hours after testing.
- If the student tries to leave the test center with translated test directions also used as scratch paper, an irregularity is submitted.

*Examinee Affidavit and Accommodations Log (Adult learners only; not K-12)*

For each form:

This document does not need to be returned to ACT.

- Make sure both the examinee and test coordinator have signed the form appropriately.

*Irregularity Report*

For each **Irregularity Report**, make sure:

- It is signed and initialed by the test coordinator and room supervisor
- The report explains the reason each answer document was voided or replaced
- Any voided or replaced answer documents are attached to the report (do not staple)

# Prepare Materials for Return

## Materials Needed for Return

*Processing Envelopes*

Used answer documents, site header, scoring order, and test administration forms go together in the processing envelope(s). Fill out the front of each processing envelope with all requested information.

Do not overpack the envelope. Use multiple processing envelopes, if needed, to accommodate all materials.

If you ordered materials but did not test examinees using the materials, write "Did Not Test" on the outside of the envelope. Return all items in the nonscorable shipment.

*Shipping Boxes*

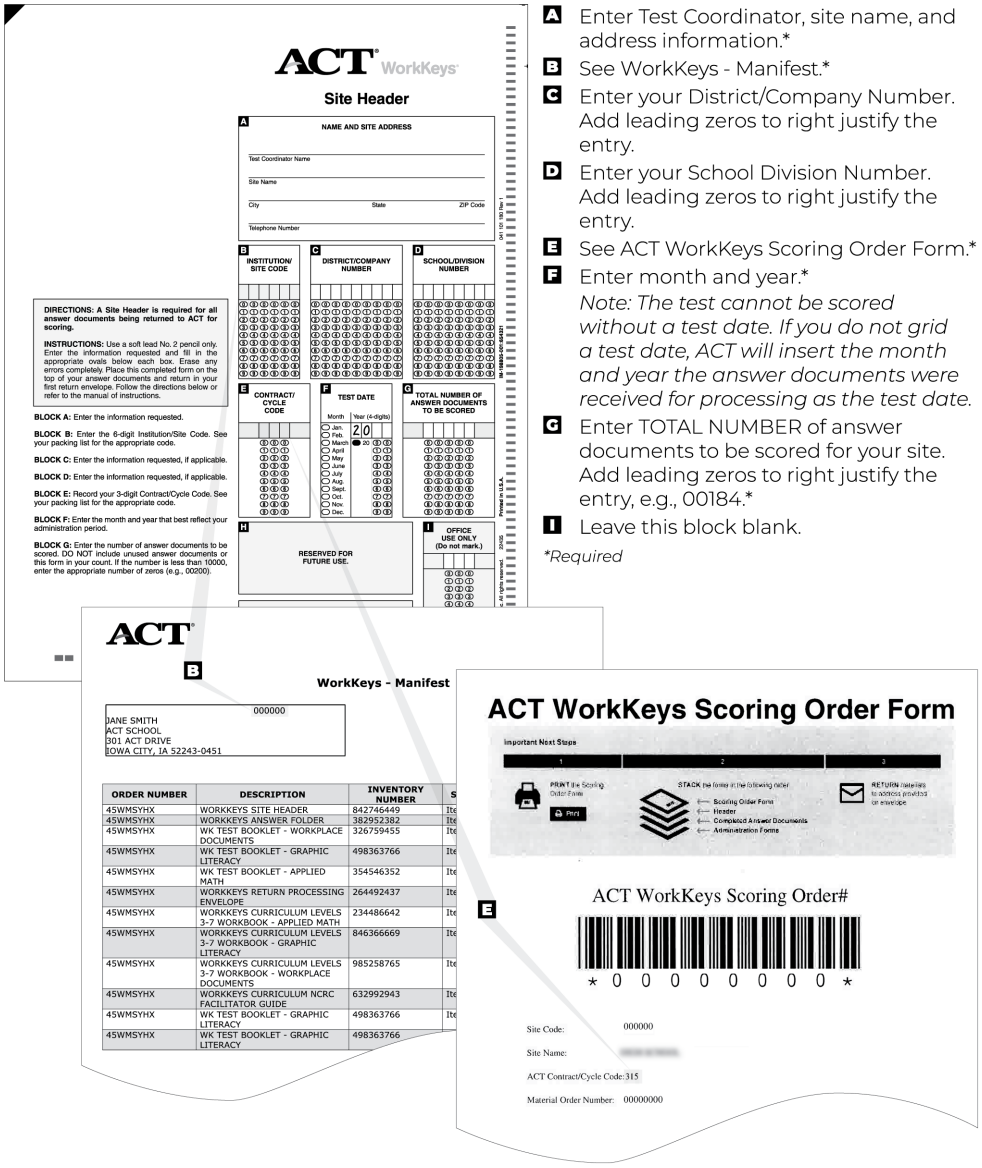
- Use only the boxes(s) provided by ACT.
- See the procedures for packing the boxes to ensure the correct materials are included.

*Test Room Materials*

- Each test room's materials should be collected and organized for return.
- Make a copy of all test administration forms, Irregularity Reports, and agreements that were completed on test day. Keep a copy of these documents for your records for one year, then securely destroy the documents.

*Site Header*

Every scorable materials shipment must include a completed Site Header. It is important to accurately complete all information on the Site Header. The Institution/Site Code can be located on the packing slip that was included in your shipment of test materials. The Contract/Cycle Code is located on the Scoring Order Form that you printed after entering your Scoring order in CCRIS. If a completed Site Header is not included with your answer documents, scoring and reporting will be delayed.




- **A** Enter Test Coordinator, site name, and address information.*
- **B** See WorkKeys - Manifest.*
- **C** Enter your District/Company Number. Add leading zeros to right justify the entry.
- **D** Enter your School Division Number. Add leading zeros to right justify the entry.
- **E** See ACT WorkKeys Scoring Order Form.*
- **F** Enter month and year.*
  *Note: The test cannot be scored without a test date. If you do not grid a test date, ACT will insert the month and year the answer documents were received for processing as the test date.*
- **G** Enter TOTAL NUMBER of answer documents to be scored for your site. Add leading zeros to right justify the entry, e.g., 00184.*
- **I** Leave this block blank.

**Required*

## Enter Your Scoring Order

The system used to enter your scoring order is the same one you used to order test materials.

1. After you log into the system using the same username and password you used to place your order for paper test materials, select the **WorkKeys Scoring Orders** link.

   *Note: Be careful not to select the **WorkKeys Material Orders** link.*

2. Follow the instructions in the system to place your scoring order.

When you have finished placing your scoring order, the system will redirect you to a page with instructions for printing the Scoring Order Form. This Scoring Order Form contains a barcode that must be returned with your answer documents. The Scoring Order Form barcode will link the batch of answer documents you return with the reporting order you just created. Processing of your answer documents will be delayed if the barcode document is not received with your answer documents.

# Pack and Return the Test Materials

## Assemble Documents for Scoring

Assemble the following in order from top to bottom:

- Printed ACT WorkKeys Scoring Order Form
- Site Header
- Completed Answer Documents
- Test Administration Forms

## Pack and Ship Scorable Test Materials

1. Insert the assembled stack of documents that will fit in the first envelope or carton and number it 1 of X, 2 of X, etc.
2. Continue inserting assembled documents in envelopes and number the envelopes consecutively.
3. On each envelope, write your return address and your six-digit Institution/Site Code.
4. Seal each envelope.
5. If you are returning more than 200 answer documents, return them in a carton.
6. Reverse the flaps on the carton(s), number each carton 1 of X, 2 of X, etc. Write your return address and your six-digit Institution/Site Code on the top of each carton.
7. Write “ACT WorkKeys Scoring—Pearson” on the cartons. To avoid scoring delays, do not ship nonscorable test materials in the same envelope or cartons as the answer documents to be scored.
8. Tape each carton, making sure the ACT WorkKeys Scoring—Pearson address is visible.
9. If answer documents are being returned in envelopes or cartons other than those supplied by ACT, use the following address:

   **ACT WorkKeys Processing, Pearson**
   **9200 Earhart Ln**
   **Cedar Rapids, IA 52404**
10. ACT recommends all envelopes and cartons be sent via FedEx or some other traceable method. Affix proper postage and mail all envelopes or cartons at the same time. Your site is responsible for any fees associated with the return of test materials.

*Note: Answer documents must be returned for processing one week after testing.*

## Pack and Ship Nonscorable Test Materials

To avoid scoring delays, do not ship nonscorable test materials in the same envelopes or cartons as the answer documents to be scored.

1. Ensure that all nonscorable test materials have been collected from every testing room/site.
2. Pack the test materials in the carton in this order, starting with what is placed in the bottom of the carton:
   - Special accommodations booklets or documents, e.g., braille test booklets, large-print test booklets/unused answer documents
   - Unused test booklets
   - Used test booklets
   - Unused answer documents
   - Unused headers
   - Applied Math Formula Sheets (if torn out of test booklets)
   - Miscellaneous unused forms
3. Print the site name and Institution/Site Code on the side of each carton.

4. Write your return address on the top of each carton.
5. Number the cartons, e.g., 1 of X, 2 of X, etc. Be sure to number the nonscorable materials separately from the envelopes and/or cartons containing the answer documents to be scored.
6. Tape each carton, ensuring that the return address is visible.
7. If nonscorable materials are being returned in cartons other than those supplied by ACT, address each carton as follows:

   **ACT WorkKeys**
   **ACT Return Processing Center**
   **821 Memorial Ave.**
   **Camden, NJ 08103**
8. Ship all cartons via FedEx or other traceable method. Affix proper postage and mail all cartons at the same time. Your site is responsible for any fees associated with the return of test materials.

*Note: All test booklets must be returned to ACT one week after testing.*

## Secure Destruction

Within 72 hours after testing, you should arrange for secure destruction of these ACT documents using the following guidelines:

- If your site uses an external vendor to conduct document destruction for secure or sensitive academic or other records, follow those procedures for these ACT documents.
- If your site does not use an external vendor, but has internal processes and policies for conducting document destruction for secure or sensitive academic or other records, follow those procedures for these ACT documents.

**IMPORTANT: ACT reserves the right to conduct audits of your site at any point to ensure proper destruction processes are being met for the ACT testing documents referenced above. These audits may be conducted in-person by ACT staff or authorized representatives of ACT or conducted via another format such as virtual inspections utilizing photographic or video-conferencing technology. Instructions for any virtual inspections will be provided to you telephonically or via email by ACT staff. If your site cannot comply with the destruction requirements outlined above, or does not wish to comply, you should contact ACT for options.**

# TEST ADMINISTRATION

# Admitting Examinees

## Make the Electronic Devices Announcement

**If possible, make the following announcement to examinees before admitting them to the test room:**

Attention. Please listen carefully.

You may have a watch, timer, or stopwatch to pace yourself, however:

Cell phones, smart watches, smart glasses, fitness bands, and any other devices with recording, Wi-Fi, internet, or communication capabilities are prohibited.

All such devices must be powered off and placed out of sight. You may not handle or access your devices until you leave the test site.

If you have a cell phone or other prohibited electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will remain out of sight.

## Acceptable Identification

An examinee must have an acceptable form of identification to be admitted for testing.

Keep in mind:

- Identification issued or verified by a relative is not allowed.
- All identification must be original; photocopies or reproductions are not allowed.
- Stamped, computer generated, or reproduced signatures are not allowed.

  **IMPORTANT: School ID must be in hard plastic card format only. Paper or electronic formats are not acceptable. If the ACT Student Identification Form is needed, it can be found at www.act.org/content/dam/act/unsecured/documents/Identification-Letter-Form.pdf.**

### Acceptable Forms of Identification and Identification Criteria by Roster

| Roster Notation | Type of ID | Criteria for Acceptance |
|---|---|---|
| **P** | Current Official Photo ID | Must include all of the following:<br>• Current (valid)<br>• Issued by a city/state/federal government agency, employer, or school<br>• Examinee's first and last names<br>• Photo is clearly recognizable as the examinee<br>Signature not required.<br>Examples: driver's license, passport, school ID, state ID. |
| **F** | ACT Student Identification Form | Examinees must present the ACT Student Identification Form if they do not have a current official photo ID as described above. All items must be completed and include:<br>• Individually completed in English—and signed in ink—by an official at the examinee's school or notary public (official or notary cannot be a relative)<br>• Recent, recognizable, individual (not group), photo of the examinee attached to the form<br>• School or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo<br>• Examinee's first and last names<br>• Examinee's date of birth, gender, school name, and location<br>• Signed by the examinee, in ink, in the presence of the school official or notary<br>• Signed by the examinee on test day, in the presence of testing staff<br>Collect and return to ACT with the roster. |
| **R**<br>**Plus Staff Initials** | Staff Recognition | • Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a staff member (staff member cannot be a relative)<br>• That staff member's initials must be printed legibly beside the examinee's name on the roster (without staff initials, personal recognition is invalid)<br>• If all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member along with his or her initials (e.g., "all examinees in this room were recognized by _____") |

## Unacceptable Identification

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter that is not an official ACT identification form
- Any electronic ID (e.g., LA Wallet)
- Learner's driving permit, temporary or replacement driver's license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified

- Personal recognition by anyone not employed by your school or test site, or not a member of testing staff
- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Report card
- Social Security card
- Telephone calls to identify the examinee
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page with photo

## Roster

It is required that the roster be created for each test room prior to the test day. The roster can be found in the *Forms* section of this manual. Write the name of each examinee scheduled to test on the roster.

If your site provides a readable list of all examinees scheduled to test, by test room, you may use it in lieu of the roster as long as attendance and the type of ID accepted are marked on that list on test day.

## Admit Examinees to the Test Room

Control who enters and leaves the test room at all times. Do not allow examinees to enter the test room until the room is properly prepared, the test materials are secure in a location where examinees cannot have access to them, and the room supervisor is ready to admit examinees. Then follow these steps:

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements.

| If the ID is … | Then … |
|---|---|
| **Not presented, not acceptable, and/or examinee cannot be recognized by staff** | a. Do not admit the examinee.<br>b. Write "denied" on the roster beside the examinee's name, using the following notation:<br>**D** = Denied<br>c. Complete an Irregularity Report. |
| **Acceptable or examinee can be recognized by staff** | a. Compare the photo on the ID to the examinee.<br>b. Mark on the roster the type of ID accepted using the following notations as a guide:<br>**P** = Photo ID<br>**F** = Student Identification Form<br>**R plus staff initials** = Personal Recognition by Staff<br>**—** = Absent<br>c. Direct the examinee to a seat in the test room and instruct the examinee to wait patiently until testing begins. |

## Denying Admission

If an examinee arrived too late to be admitted, deny admission, and write “denied” beside the examinee’s name on the roster.

## Late Arrivals and Examinees without Identification

If an examinee can present acceptable ID or be personally recognized before the test booklets are distributed in the test room, admit the examinee and submit an Irregularity Report.

**IMPORTANT: Absolutely no one may be admitted to the test room after the test booklets are distributed. If this policy is violated, scores for the examinees admitted late will be canceled.**

## Direct Examinees to Their Seats

After an examinee has been identified and the roster marked, direct the examinee to a specific, assigned seat using the following guidelines. **Never allow examinees to choose their own seats.**

- Examinees can be seated alphabetically.
- Separate friends and relatives or examinees who arrive together.
- You can direct the first examinee to the left side of the room, the second examinee to the middle, the third examinee to the right side, and so on.
- If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.

## Seat Left-Handed Examinees

Determine who will need a left-handed work surface if you are not using tables.

a. Ask examinees as they are admitted to the test room if they require left-handed desks, or
b. Write a statement on the board telling left-handed examinees to report to testing staff for their seating assignments.

# Sequence and Timing of the Tests

## Sequence of the Tests

The tests may be administered in any order. Note that the verbal instructions and answer document are presented in order of Workplace Documents, Applied Math, and Graphic Literacy. However, all examinees in the room must have the same authorized timing and must work on the same test at the same time. This policy applies to examinees testing under standard and accommodated time. If examinees in the same testing room complete different tests, scores will be canceled.

## Start Time

Testing may begin as soon as all examinees have been identified and seated. Testing begins when the room supervisor begins reading the verbal instructions.

## Time Allowed for Each Test

Each test has a set time allowance based on the timing authorized by the test coordinator. The times specified in the verbal instructions for each test must be followed exactly as stated.

## Timing the Tests

Room supervisors are responsible for timing the tests in their rooms. Timing or reading the verbal instructions is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room supervisor must be able to react to any problems or questions that occur in a particular room and adjust timing if necessary. This procedure minimizes the effects of any mistimings by isolating it to the room.

For standard time administrations, the full time for each test must be given, regardless of the number of examinees in the room. **Take extreme care to ensure the exact time is allowed for each test.**

## Timepieces

Each room needs two timepieces as a precaution in the event one fails. ACT recommends that one of these be an interval timer or stopwatch. Do not use a cell phone or smartwatch as one of your timepieces.

## Accurately Time the Tests

1. As you begin timing each test, enter the actual START time (e.g., 8:26) on the Timing Report, found in the *Forms* section of this manual.
2. Calculate the STOP time, then the time for the verbal announcement of 5 MINUTES REMAINING (subtract 5 minutes from the STOP time), and enter those times.
3. All examinees in the room must begin each test at the same time. For example, if you are administering Workplace Documents , all examinees in the room must be working on Workplace Documents.

4. Before you announce 5 minutes remaining, and before you call stop, check your timepiece carefully against the time you have written down and verify it with the other timepiece. If a proctor is in the room, the proctor is to double-check the room supervisor's timing. Make sure you record the actual times you made your announcements on the Timing Report.

### Posting Start and Stop Times

You may post the START and STOP times or time allowed for each test on the board if one is available. Verify your calculations before writing the time on the board. Do not write time remaining on the board as it can be confusing depending on when examinees check it.

## Announcing Time Remaining

If in a one and one-half time, double time, or triple time room, verbal announcements of time remaining must be made when 30 minutes remain and when 5 minutes remain on each test. It is important to give the time remaining announcement accurately as examinees rely on it to pace themselves.

## Breaks

If you are administering several sessions, back-to-back, in a continuous schedule, you should provide breaks between sessions. Allow for a 15-minute break after every two sessions or tests. If you are only administering two tests, you can allow for a break between the two.

*Note: Examinees who are testing with stop-the-clock breaks are not required to take a scheduled 15-minute break between tests.*

The time used to collect and verify materials can be used as a break if examinees simply stand and stretch in place. Be sure examinees turn their test materials face down. However, if examinees are moving around the room or going outside of the room for a break, you must collect all of the test materials, for security reasons, before allowing examinees to leave their seats.

# Administering the Tests

## Allowed and Prohibited Items in the Test Room

### Cell Phones and Electronic Devices

Examinees may not use cell phones, smart watches, smart glasses, fitness bands, media players, or any other electronic devices at any time (including during the break). All devices must be powered off and stored out of sight.

If an examinee accesses a device at any time, or if a device activates after being stored away, the examinee must be dismissed. Staff should:

- Be vigilant in monitoring for prohibited behavior during testing and during the break.
- Strongly enforce the dismissal of any examinee who engages in prohibited behavior.
- Prominently display the prohibited device posters at central locations.

*Note: Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them. Exception: Cell phones or other smart devices used to monitor medical conditions, which have been locally authorized by the test coordinator. Such use requires an individual administration in which the test proctor supervises use of the otherwise prohibited device to ensure it is only used for its medical purpose.*

Staff should not use cell phones or electronic devices while in the test room. Ensure staff cell phones or electronic devices are turned off or silenced so they do not go off and cause a distraction. If a device is used to monitor medical conditions and needs to be checked, a proctor must come in to monitor the room while the staff member exits to check their device. They cannot check their phone in the room with the examinees present.

### Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials.

- A permitted calculator may be used only on Applied Math.
- All problems on this test can be solved without a calculator.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to a computer or device being used for testing.
- Talking, large-button, and braille calculators must be authorized in advance by ACT. Examinees with talking calculators must test one-to-one unless they use headphones.
- A current *Calculator Policy* is available online at **act.org/calculator-policy.html**.
  - ~ Each room supervisor must have access to this policy.
  - ~ It may be read to examinees as a general announcement before testing begins.

**Examinee responsibilities:**

- Bring—and use—a permitted calculator.
- Check **act.org/calculator-policy.html** or call 800.498.6481 for a recorded message about the current ACT calculator policy.

**Staff responsibilities:**

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

### Applied Math Formula Sheet

A formula sheet that includes all formulas required for the *Applied Math* test is provided in the test booklet. If torn out, the formula sheet must be collected from the examinee at the end of the test along with the test booklet.

### Bilingual Word-to-Word Dictionary

The ACT-authorized bilingual dictionary list is designed to ensure English learner examinees have fair access to the test if they are not proficient in English.

- Only permitted bilingual dictionaries are allowed for the test.
- No dictionaries with definitions are allowed.

**Examinee responsibilities:**

- Bring their own authorized bilingual word-to-word dictionary.
- Check **https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf** to ensure their dictionary is authorized.
- Email **actaccom@act.org** to request approval for a new bilingual dictionary if it is not on the list. The inquiry must be made no later than two weeks prior to the test event.

**Staff responsibilities:**

- Check for prohibited dictionaries.
- If examinee is using a prohibited dictionary, dismiss the examinee for prohibited behavior.

### Other Items

Examinees may not bring any of the following into the test room (unless part of a required and authorized accommodation or support):

- Textbooks, notes, dictionaries (unless approved by the test coordinator for translations), or other aids
- Highlighter pens, colored pens or pencils, correction fluid/tape
- Reading material

Examinees and staff may bring snacks and beverages into the test room but may only consume them outside of the room during break. Exception: Readers are permitted to have water during testing.

### Examinee Timing Devices

Examinees may use a personal timing device—such as a watch, timer, or stopwatch—to pace themselves during the test provided the timing device is:

- On the desk (to allow testing staff to monitor for prohibited behavior)
- Not a distraction to others
- Not a prohibited device (e.g., smart watches, fitness bands)

If a timekeeping device cannot lay flat on the desk, it may be placed so that it lays on its side. Examinees are allowed to handle their watch or other timing device to check the time elapsed or remaining.

*Note: Cell phones and other electronic devices are NOT acceptable.*

## General Announcements to Examinees

Before testing begins, you may make announcements regarding:

- **Cell phones and electronic devices:** All devices must be powered off and stored away at all times. Only devices specifically authorized as an accommodation are allowed. If an examinee handles or accesses a device, or if a device activates, the examinee must silence and put away the device. Log an Irregularity.

- **Calculators:** Read to the examinees the current list of prohibited calculators (and calculators permitted with modification) from the **Calculator Policy**.
- **Hats:** Some hats may obstruct your view of examinees' eyes and may allow examinees to conceal prohibited behavior, such as using a cell phone, earpiece, or other electronic device. Not all hats may hinder your ability to monitor examinees and some examinees may wear hats or other head coverings due to religious convictions or medical reasons. The announcement to remove hats is left to your discretion.
- **Institutional requirements:** You may dismiss an examinee who purposefully disregards a posted regulation of your site or school policy. Some schools or sites, for example, do not allow wearing hats. Explain to the examinee the reason for the dismissal and document in full on the Irregularity Report.
- **Nervous noise:** Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
- **Restrooms:** Describe the location of restrooms and drinking fountains available during the break.

## Monitoring the Test Room

Follow these policies for monitoring a test room:

- A member of the testing staff must be physically present in the room at all times to monitor the examinee(s). Monitoring through glass partitions or via security cameras is not allowed.
- The examinee(s) cannot be left unattended, even briefly.
- The room supervisor must remain in the room for the entire session, except when relieved by a proctor for a short break.
- One room supervisor cannot supervise multiple rooms at the same time.

*Note: A room supervisor is the person responsible for administering the test in one test room. A test coordinator who supervises a test room is the room supervisor for that room.*

## Checking for Prohibited Behavior

Follow these guidelines to check for prohibited behavior:

- Throughout testing, move quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document all prohibited behavior and any actions taken on the Irregularity Report.
- If you suspect an examinee is engaging in a prohibited behavior, warn the examinee of the behavior and ask ACT for a decision before the examinee is dismissed. If the behavior continues after one warning, promptly dismiss the examinee.
- If you dismiss an examinee for prohibited behavior, follow the instructions exactly. (See **Dismiss for Prohibited Behavior**.)

## Allowing Examinees to Leave the Test Room

Examinees may go to the restroom during testing, but it is best not to announce it. Secure examinees' test materials any time they leave. Always be sure the same examinee returns after leaving. If you have doubts, recheck identification.

Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

## Answering Questions

You may answer examinees' questions about the mechanics of the test but must not answer questions about guessing or content. Always refer examinees to the test directions. **Do not comment on or add in any way to the test directions.**

If an examinee has a concern about an individual test item, then after the test, complete an Irregularity Report, following the instructions for Test Item Challenges.

## Avoiding Common Errors in Completing Answer Documents

Room supervisors and proctors should be aware of the types of errors examinees commonly make when completing their answer documents. Test staff should emphasize the correct procedures to avoid these errors and move around the test room to observe examinees as they complete these steps.

When completing the demographic information:

- Grid only one oval per column.
- Start with the first box and first column of ovals in the block.
- Grid name and address in addition to writing them in the spaces.

When completing each test section:

- Grid the appropriate Test Form in addition to writing the number in the boxes and the name in the space provided.
- Emphasize that examinees mark their responses on the answer document, and not in the test booklet. No additional time will be allowed for transferring answers marked in test booklets unless an accommodation is used.

**It is very important that all testing staff are familiar with the instructions on completing the personal demographic information, Test Form, and Booklet Numbers on the answer documents. The Test Form indicates which answer key ACT will use in scoring the test. Therefore, if a Test Form is not entered correctly or an expired test booklet was used, ACT cannot score the answer document.**

# Irregularities

## Submit an Irregularity Report

- Submit an Irregularity Report for group or individual irregularities. (If no irregularities occur, do not submit an Irregularity Report.)
- Describe in detail any irregularity, especially those that could affect test scores.
- Include the names of any examinees involved.
- Paper clip any affected answer documents to the Irregularity Report.

## Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If a group irregularity occurs, take security measures to safeguard test materials whenever possible and follow the instructions outlined for that irregularity.

### Missing or Stolen Test Materials

**Examples:** Post-test counts do not match what was distributed, examinee attempts to leave with test materials, test materials are unaccounted for at any time (before, during, or after testing)

1. Recover the missing materials (if possible).
2. Call ACT immediately.

### Interruptions or Disturbances

**Examples:** Unexpected visitors, a noise or distraction in the room, sudden illness

1. If you can take action to eliminate the disturbance, do so. Otherwise, instruct examinees to stop testing.
2. Have examinees close their test booklets and put their answer documents inside.
3. Make note of the time.
4. Determine if you can resume testing.
    a. If you can resume testing, go to Step **5**.
    b. If you cannot resume testing, collect materials and call ACT for next steps.
5. Resume testing when possible.
    a. Pick up timing where you left off.

### Emergency Evacuations

**Examples:** Fire alarm, severe weather, public safety concern

1. Get examinees and staff to safety.
2. If possible, make note of the time.
3. If possible, collect the test materials (or lock the test room).
4. Call ACT (when safe to do so).

### Power Outages

**Examples:** Loss of electricity, affecting room comfort or equipment

1. If it is reasonable to continue testing without power, do so.

2. For a brief outage, follow the instructions for **Interruptions or Disturbances**.
3. For an extended outage, call ACT for next steps.

### Reschedules

**Examples:** Severe weather or facility issues that prevent you from starting any testing

1. Mark documentation as "Did not test."
2. Reschedule to another date in your testing window.

### Mistimings

**Examples:** Timepiece malfunction, examinees tested with the wrong timing assignment, staff miscalculated stop time

1. Call ACT immediately to determine next steps if more than the time allowed is given on a test, or if the mistiming is discovered after examinees have been dismissed.
2. If less than the time allowed is given on a test, allow examinees to make up the shortage before dismissal. If a shortage on a previous test is discovered after examinees have begun the next test, wait until that test has concluded, then make up the additional time on the previous test. Document on the Irregularity Report.

## Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). If an individual irregularity occurs, follow the instructions outlined for that irregularity.

### Examinees Who Leave and Return

**Examples:** Examinee needs to use the restroom, examinee feels ill and needs to leave the room, examinee returns late from break

1. Collect and secure the examinee's test materials; give them back upon return.
2. Time the examinee's departure. Record the lost time on the Irregularity Report.
3. **If examinee returns during the same test:** Have the examinee continue testing where they left off and stop when time is called in the room. Lost time cannot be made up.
4. **If examinee returns during a later test:** Do not let the examinee go back to a previous test. Have the examinee start the current test and stop when time is called in the room. Lost time cannot be made up.

   *Note: Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.*

### Examinees Who Leave and Do Not Return

**Examples:** Examinee becomes ill and cannot continue testing, examinee does not return after break, examinee leaves before testing is completed

If an examinee is unable to complete testing during a test section, dismiss the examinee from the test room and mark the incomplete section VOID. To receive a score report for the tests the examinee completed, send the answer document with your other completed answer documents. If the entire answer document should not be scored due to examinee request or prohibited behavior, write VOID ALL TESTS in red across the answer document and attach the voided answer document to a completed Irregularity Report.

## Test Item Challenges

**Examples:** Examinee thinks a test item is unclear, examinee does not believe there is a correct answer choice listed, examinee finds a typographical error in a test item

1. If an examinee challenges typographical errors in the test or ambiguities, instruct the examinee to choose an answer based on the information available and report the details of the challenge after the test is over.
2. Record the following information on the Irregularity Report:
   a. Examinee's name
   b. Examinee's address
   c. Test booklet number
   d. Test form
   e. The test item number being challenged
   f. Examinee's question about the item

   *Note: For security purposes, do not include a copy or image of the test item.*

## Defective Test Materials

**Examples:** Test booklet(s) or answer document(s) were damaged in shipping, a printing error made some text on materials unreadable, something was spilled on materials after they were unpacked

1. If replacing a test booklet, ensure the replacement booklet is the same test form as the defective one.
   a. The examinee changes the test booklet number recorded on their answer document.
2. If replacing an answer document, the examinee does not change the test booklet number and transfers all information exactly as originally noted to a new answer document after the test session (without access to the test booklet).
3. Print "Defective Material" across the front of the defective test materials and attach them to the Irregularity Report. Note the details of the replacement on the Irregularity Report.
4. If you do not have sufficient materials to replace those that are defective, call ACT for next steps.

## Attempts to Copy Test Materials

**Examples:** Taking pictures of test items or materials, removing pages from a test booklet, taking notes about the tests (handwritten or through electronic means, such as a cell phone or calculator), scanning or making copies of test materials

1. Do not allow staff or examinees to duplicate or record any part of the test by copying, taking notes, photographing, scanning, or any other means.
2. Ensure all test materials are collected and returned.
   a. Room supervisors must collect all materials from examinees before they are dismissed.
   b. Room supervisors must return all materials to the test coordinator immediately after testing.
   c. The test coordinator must pack and return materials to ACT following testing.
3. If you observe an examinee attempting to copy test materials, using a photographic, recording, or scanning device, or removing test materials, dismiss them for prohibited behavior.
   a. Confiscate and clear any devices used in an attempt to copy materials.
   b. Inform the examinee the tests will not be scored. VOID the answer document.
   c. Note all details on the Irregularity Report.
4. Call ACT immediately to determine if additional action is needed.

## Unauthorized Marking of Responses in the Test Booklet

**Examples:** Examinee marked all responses in the test booklet without authorization from the test coordinator for them to do so, examinee started marking responses in the test booklet and then switched to the answer document, examinee made note of some responses in the test booklet and forgot to transfer them to the answer document.

*Note: This irregularity does not require examinee dismissal.*

1. If the examinee was not authorized by the test coordinator to mark responses in the test booklet, take action as soon as possible to remedy the issue.
    a. **If the examinee is finished and time remains on the current test:** Instruct the examinee to immediately transfer responses from the test booklet to the answer document.
    b. **If time has already been called on the current test:** No answers can be transferred at any time, including during the break or after testing.
2. Instruct the examinee to continue testing by marking responses on the answer document for any remaining tests.
3. Note the details of the marking error on the Irregularity Report.
4. Determine what to do with the answer document.
    a. **If there are some responses marked on the answer document:** Submit the answer document for scoring.
    b. **If there are no responses marked on the answer document:** Attach the answer document to the Irregularity Report.

## Marking Responses in a Future Section of the Answer Document

**Examples:** Examinee marked Test 2 responses in the section for Test 3 (during the time for Test 2)

*Note: This irregularity does not require examinee dismissal.*

1. At the end of the current test, give the examinee a new answer document and collect the first answer document.
    a. Call ACT for instructions if you do not have a new answer document to give the examinee.
2. Instruct the examinee to begin marking responses in the correct section of the new answer document.
3. After testing is completed, supervise the examinee in the transfer of the demographic information and all previous test responses from the first answer document to the correct sections on the new answer document. Examinee must not have access to the test booklet during this transfer.
4. Mark the first answer document "REPLACED" and attach it to the Irregularity Report. Note details of the marking error on the report.
5. Return the new answer document for scoring.

## Marking Responses in a Previous Section of the Answer Document (Working on a Test Other Than the Current Test)

**Examples:** Examinee marked responses in the section for Test 2 during the time for Test 3

1. Dismiss the examinee. This is prohibited behavior.
2. VOID the answer document and inform the examinee the tests will not be scored.

### Irrational Behavior

**Examples:** Examinee yells or disrupts the test room, examinee becomes violent, examinee places self or others in danger

1. Try to prevent other examinees from being interrupted, affected, or involved.
2. Handle the behavior as quietly as possible without physical force or contact.
3. If necessary, call security or police to protect staff and other examinees' safety.
4. Collect and retain the disruptive examinee's test materials.
5. Dismiss the examinee and inform the examinee the tests will not be scored. VOID the answer document.
6. Note details on the Irregularity Report and attach examinee's test materials to the report.

### Refusal to Turn in Test Materials

**Examples:** Examinee will not allow the room supervisor to collect test materials

1. Warn the examinee that taking the test materials is considered theft of ACT's property and will be reported to ACT or other appropriate authorities.
2. Call ACT immediately, providing the examinee's name and test booklet serial number from the Seating Diagram.
3. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

## Prohibited Behaviors at the Test Site

The following behaviors are prohibited:

- Filling in or altering responses after time has been called. This means that the examinee 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.
- Looking at another person's test or answers.
- Giving or receiving assistance by any means.
- Discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.
- Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way or at any time.
- Disclosing test questions or answers in any way or at any time, including through social media, in whole or in part.
- Using a prohibited calculator (**act.org/calculator-policy.html**).
- Using a calculator on any test section other than math.
- Sharing a calculator with another person.
- Wearing a watch during test administration. All watches must be removed and placed face up on the desk.
- Using a watch with recording, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band).
- Accessing any electronic device other than an approved calculator or watch. **All** other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time the examinee is admitted to test until the examinee is dismissed.
- Using highlighter pens, colored pens or pencils, notes, dictionaries, or other aids.
- Using scratch paper without prior authorization.
- Not following instructions or abiding by the rules of the test site.
- Not following the rules of the test administration.

- Exhibiting confrontational, threatening, or unruly behavior.
- Violating any laws. (If ACT suspects the examinee engaged in criminal activities in connection with a test, such activities may be reported to law enforcement agencies.)
- Allowing an alarm on a personal item to sound in the test room or creating any other disturbance.

ACT may restrict the items examinees bring into the test site. All items examinees bring into the test site, such as hats, glasses, purses, backpacks, cell phones, calculators, other electronic devices, pre-approved medications or personal aids, and watches, may be searched at the discretion of ACT and testing staff. Searches may include the use of tools, such as hand-held metal detectors, that detect prohibited items. ACT may confiscate and retain for a reasonable period any item suspected of having been used, or capable of being used, in violation of the *Examinee Terms and Conditions: Testing Rules and Policies for the ACT WorkKeys Assessments*. ACT may also provide such items to and permit searches of such items by third parties in connection with an investigation conducted by ACT or others. Neither ACT nor testing staff shall be responsible for loss or damage to any items that examinees bring to a test site. The test site may also have additional procedures with which examinees must comply.

## Prohibited Behavior

1. Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.
2. If you are certain prohibited behavior occurred, promptly dismiss the examinee. If you only suspect prohibited behavior, take these steps:
   a. Discreetly warn the examinee.
   b. Continue close observation.
   c. After one warning, if you continue to suspect prohibited behavior, promptly dismiss the examinee.

   *Note:*
   - *The behavior does not need to be verified by the test coordinator or another staff member. Dismiss based on your own observation.*
   - *You do not need to directly observe prohibited behavior to determine that it occurred. For example, if you are certain that ovals left unfilled at the end of a test were filled in after time was called, dismiss the examinee.*
   - *The decision to cancel scores due to prohibited behavior is at ACT's sole discretion and cannot be reversed or appealed.*

## Dismiss for Prohibited Behavior

If you dismiss an examinee for prohibited behavior, follow these procedures exactly:

1. Take action immediately without creating a disturbance. If you cannot act immediately, wait until the end of the current timed test.
2. Collect the examinee's test materials.
3. If you believe an electronic device or other item was used to store or exchange information, or to take an image of the test, collect the device/item from the examinee and call ACT immediately. ACT will determine if the device/item is to be retained and sent to ACT or returned to the examinee. Do not return the device/item to the examinee without ACT approval.
4. Tell the examinee:
   a. You observed or are certain of the prohibited behavior.
   b. The dismissal is because of the behavior.
   c. The tests will not be scored.

5. Write VOID on page 1 of the answer document. Do so in the examinee's presence, if possible.
6. Dismiss the examinee.
7. Submit a detailed Irregularity Report that includes:
    a. The time of the incident and the name(s) of the examinee(s).
    b. The test the examinee was working on at the time.
    c. The test room and seating location(s) of the examinee(s).
    d. The details of what you observed.
    e. The statements you and the examinee(s) made and the actions that were taken.
    f. The name(s) of the staff who observed or were certain of the irregularity.
8. Attach the voided answer document to the Irregularity Report (do NOT staple) and return it in the processing envelope. Return the examinee's test booklet with the other test booklets from the room.

## Void a Test

1. Report and document the reason for voiding all tests as an irregularity.
2. Mark page 1 of an answer document VOID and attach it to the Irregularity Report if an answer document is defective or if an examinee is dismissed for prohibited behavior and was told the test will not be scored.

# NON-TEST ACTIVITIES

# Completing the Non-Test Information

## Introduction

Prior to testing, allow time for examinees to personally complete non-test information.

Follow the *Verbal Instructions for Completing Non-Test Information* to guide examinees through the process.

*Note: If you choose to complete the answer document demographics on test day, you will need to return to this section to read the Verbal Instructions for Completing Non-Test Information.*

## Sessions for Examinees with Accommodations and/or Supports

Examinees testing with accommodations and/or supports may complete the information during the same session as other examinees, or in a separate session. The test coordinator is responsible for administration arrangements.

The test coordinator and examinee must complete the **Examinee Affidavit and Accommodations Log** form (found on your ACT-hosted web page in the Accommodations section) for each test administered with accommodations and/or supports.

## Required Fields

Examinees are required to complete identifying information and mailing address fields on their answer document.

At a minimum, examinees must complete the following blocks:

- 2 – Name (first, last, middle initial)
- 3 – ID Number
- 4 – Date of birth
- 12 – Mailing address
- 13 – City
- 14 – State code (see the following State Codes table for this code)
- 15 – ZIP code

### State Codes

| State Codes | | | |
|---|---|---|---|
| Alabama: 01 | Illinois: 14 | Montana: 27 | Rhode Island: 40 |
| Alaska: 02 | Indiana: 15 | Nebraska: 28 | South Carolina: 41 |
| Arizona: 03 | Iowa: 16 | Nevada: 29 | South Dakota: 42 |
| Arkansas: 04 | Kansas: 17 | New Hampshire: 30 | Tennessee: 43 |
| California: 05 | Kentucky: 18 | New Jersey: 31 | Texas: 44 |
| Colorado: 06 | Louisiana: 19 | New Mexico: 32 | Utah: 45 |
| Connecticut: 07 | Maine: 20 | New York: 33 | Vermont: 46 |
| Delaware: 08 | Maryland: 21 | North Carolina: 34 | Virginia: 47 |
| D.C.: 09 | Massachusetts: 22 | North Dakota: 35 | Washington: 48 |
| Florida: 10 | Michigan: 23 | Ohio: 36 | West Virginia: 49 |
| Georgia: 11 | Minnesota: 24 | Oklahoma: 37 | Wisconsin: 50 |
| Hawaii: 12 | Mississippi: 25 | Oregon: 38 | Wyoming: 51 |
| Idaho: 13 | Missouri: 26 | Pennsylvania: 39 | |

## Local Items

All answer documents have a block on page 2 titled “LOCAL ITEMS.” This block can be used to record answers of up to 20 questions on an examinee survey created by your site. Each question may have up to five responses, numbered 1 to 5. This block offers a cost-effective way to collect and store information unique to your site that can extend and improve your understanding of the examinees and their interests and experiences.

The answer documents also have a block labeled “LOCAL USE ONLY” at the end of each test section on pages 3 and 4. These blocks allow for responses to 10 questions created by your site. Each question can have up to five responses lettered A to E.

ACT will not score these items. Contact ACT if you plan to use either block for your site. ACT will need to assist in retrieving this data after testing.

## Verbal Instructions for Completing Non-Test Information

Before you begin locate the following two codes, which you will provide when reading these instructions:

- State Code - found in the ACT WorkKeys State Codes table.
- FIPS Code for County of Residence - found in the **County Federal Information Processing Series (FIPS) Codes Manual**

1. Read aloud all instructions in the shaded boxes. Do not depart from this text.
2. Begin by saying:

   You will now complete the non-test portions of your answer document.

3. Distribute answer documents.

4. Continue by saying:

   Place your answer document so that page 1 faces you. In Block 1, print the name of this site [announce the name], city, state, and ZIP code.

5. When examinees have completed Block 1, say:

   These fields: First Name, Last Name, Date of Birth, and ID Number are used to match you to your score record and to create an A-C-T WorkKeys National Career Readiness Certificate, if applicable.

6. Say:

   If you are taking these tests to receive the A-C-T National Career Readiness Certificate or a local career readiness certificate, your name will be printed on the certificate as you grid it in Block 2 on the answer document.

7. Continue by saying:

   Names on certificates are printed in all capital letters and do not include hyphens. If you put spaces in the first or last name, it will be printed this way on the certificate.

8. Continue by saying:

   In Block 2, print your first and last name and your middle initial. In Block 3, enter your ID number (ACT will assign an ID number if you do not provide one, but ACT will not be able to provide a certificate based on the ACT-assigned ID number). In Block 4, enter your date of birth. Put one letter or number in each box and fill in the corresponding oval below. If you have a question, raise your hand. When you have completed Blocks 2, 3 and 4, put your pencil down and look up.

9. When everyone has completed Blocks 2, 3 and 4, say:

   You are encouraged, but not required, to complete Blocks 5 through 11. If you have a question, raise your hand. When you have completed these blocks, put your pencil down and look up.

10. When everyone is ready, say:

    Now, turn to page 2. Complete Blocks 12 through 20. For Block 14, state code, enter [announce your state code from the State Codes table]. Fill in the blocks completely and accurately. Look up when you are finished.

11. The examinees will need their permanent county of residence code for block 21. Refer to the United States and US Territories FIPS (Federal Information Processing Series) Codes Manual. Write the appropriate county of residence code(s) on the board while examinees complete Blocks 12-20. When everyone is ready, say:

    In block 21, enter the five-digit code for your permanent county of residence. The county of residence is where you have your permanent home. If you are a college student living in on- or off-campus housing, active duty military personnel currently deployed or living outside of the country, a seasonal worker in temporary housing, an inmate, or are in any other similar housing situation, select your county of residence as the county where your permanent—not temporary—home is located. If your county of residence is not on the board, please raise your hand and I will list your county code. Fill in the corresponding oval in each column.

    In block 22, choose only one option that best describes your current situation. If more than one applies, please select the one best answer to describe your

current status. Fill in the corresponding oval. Leave block 23 blank at this time. We will go back to block 23 later. Leave block 24 blank at this time.

12. If your site is NOT using Local Items, proceed to step **15**, page 57
13. Your shipment from ACT contained copies of the *Examinee Terms and Conditions: Testing Rules and Policies for the ACT WorkKeys Assessment*. Distribute it to examinees, and say:

    I am distributing a copy of the *Examinee Terms and Conditions: Testing Rules and Policies for the ACT WorkKeys Assessment* to take with you today. You will be agreeing to these terms on test day. Alternatively, you may look at these terms on ACT's webpage at www.act.org/workkeys-terms.

14. If your site is using Local Items, distribute the Local Item questions and say:

    Return to block 24. In this block, respond to the questions just distributed. When you are finished, put your pencils down and look up at me.

15. Use the following to determine your next step.
    - If you are completing only the non-test session at this time, continue to step **16**, page 57.
    - If you are administering the test, proceed to the Verbal Instructions to begin testing.
16. Instruct examinees to do the following.
    - Report to the test site at the time and location you designate.
    - Bring the following items on test day:
      ~ Acceptable photo identification
      ~ No. 2 pencils with good erasers (no mechanical pencils or ink pens)
      ~ A permitted calculator
    - Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.
17. Collect the answer documents individually from each examinee.
18. Dismiss examinees.
19. Return answer documents to the test coordinator.

# VERBAL INSTRUCTIONS

# All Timings Begin Here

## Introduction

This section contains verbal instructions to be read to examinees and instructions for staff activities during testing. Familiarize yourself with these instructions and practice reading them before test day.

## Before You Begin

Before you begin reading the verbal instructions:

- Verify you have the correct test booklets (triangle symbol on the cover)
- If you are testing with accommodations, verify that your test booklets have a circle symbol on the cover.
- Verify you have the correct Test Administration Forms
- Verify you have an Irregularity Report

## Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes.
- Do not read aloud text in (parentheses).
- Pause frequently and wait for examinees to finish the task before proceeding. Look at examinees to be sure they are following instructions.
- Read the correct instructions for your test room.
- Perform all tasks only when directed to do so.

## English Learner Supports

If an examinee is authorized to use a word-to-word bilingual dictionary and/or translated test directions, note the following:

- Using a dictionary or translated test directions without authorization is prohibited.
- It is the examinee's responsibility to bring an approved dictionary.
- The examinee may not bring a copy of the translated test directions. Only the ACT-provided translated test directions (**https://www.act.org/content/dam/act/unsecured/documents/WorkKeysTestDirections-National-EL-Supports.pdf**) you hand out on test day may be used.
- The dictionary and/or translated test directions may be kept on the examinee's desk and used throughout testing.
- Writing or marking anything in the dictionary and/or translated test directions is prohibited behavior.
- Prior to testing:

1. Confirm that the examinee's dictionary is on the ACT-Authorized Bilingual Word-to-Word Dictionaries list, found at **act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf**. Using an unapproved dictionary is prohibited behavior.
2. Inspect (flip through) the examinee's dictionary and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the examinee must store the dictionary out of sight and cannot use it. Using or accessing a notated dictionary during testing is prohibited behavior.

- Before dismissing examinees at the end of testing (each session):
  1. Collect all translated test directions that were handed out.
  2. Inspect (flip through) all dictionaries used during testing to confirm that nothing is written or enclosed in them.

## Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.

## Begin Testing

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.
2. Say:

   You are about to take A-C-T WorkKeys assessments.

3. Say:

   All items brought into the test room are subject to search. Items suspected of being used to engage in misconduct may be confiscated and retained.

   Cell phones, smart watches, smart glasses, fitness bands, and any other devices with recording, Wi-Fi, internet, or communication capabilities are prohibited unless authorized as an accommodation.

   You may not handle or access such devices during testing or during breaks. All electronic devices must be powered off and stored out of sight. Turning your device to silent or airplane mode is not acceptable. Alarms, vibrations, or notifications of any kind may not sound.

   If you have a cell phone or other prohibited electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will remain out of sight.

   If you are wearing a watch or have another timing device to pace yourself, remove it now, turn off any sounds, vibrations, or alarms, and place it on your desk in such a way that it remains visible to testing staff throughout the test.

4. Say:

   Now that you have powered off and stored away your device, you may not handle or access it again until you leave at the end of testing. If you access a device,

or if a device activates, alarms, or makes any noise or vibration, you will be dismissed and your test will not be scored. Are there any questions?

*Note: From this point forward, you MUST dismiss any examinee you see with a phone or electronic device, or any examinee whose device makes a noise.*

5. Check all devices were stored, then say:

Clear your desk of everything except No. 2 pencils and erasers and watch (if applicable). Place all personal items under your seat. You will not be able to access them during testing or the break. If you brought a calculator, put it under your seat. You may only use it during the Applied Math test. Keep the aisles clear.

6. Wait for examinees to clear their desks.
7. Say:

- You may not fill in or alter responses to any multiple-choice questions after time has been called. This includes fixing stray marks.
- You may not look at any section of the test outside of the designated time for that test.
- You may not give or receive assistance by any means. This includes looking at another person's test.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss or share test questions, answers, or test form identification numbers during test administration, during breaks, or after the test.
- You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- Eating, drinking, and the use of reading materials are not permitted in the test room.

If you are observed or suspected of engaging in prohibited behavior, you will be dismissed and your tests will not be scored.

Do you have any questions about prohibited behavior?

8. Address questions.
9. Choose one of the following steps:
   - **If you are completing non-test information on test day prior to beginning Test 1:**
     ~ Hand each examinee their answer document
     ~ Go to the **Verbal Instructions for Completing Non-Test Information**
     ~ Follow the verbal instructions in that portion of the manual, then come back here and proceed to the next step when finished.
   - **If a non-test session was held before test day:** Hand each examinee their answer document. Then say:

Look at page 1 of the answer document. It should have your name and information completed during the non-test session. If the answer document you received is not yours, raise your hand.

10. Say:

Answer documents are scored by machine. Make marks heavy and black. Fill in each oval completely without extending marks outside the lines. Only No. 2 pencils can be used. Do not use mechanical pencils.

11. Say:

    > Your answer document has an Examinee Agreement on page 2, block 23. Turn to page 2, read the agreement, and then sign your name and enter today's date.

12. Wait for examinees to finish the agreement.
13. Go to the Verbal Instructions page for the first test that you will be administering. The tests may be administered in any order.

# Standard Time or Stop-the-Clock Breaks

## Stop-the-Clock Breaks

An examinee authorized for stop-the-clock breaks is allowed to take a break whenever necessary. Timing of the test stops (pauses) when the break begins and resumes when the break ends. The room supervisor keeps track of the exact testing time and break time used by the examinee, and records those on the Timing Report.

*Note: Examinees who are testing with stop-the-clock breaks are not required to take a scheduled 15-minute break between tests.*

*Note: Total break time cannot exceed 90 minutes.*

# Workplace Documents

1. Say:

   The tests will be administered under standard time conditions. If you believe you are not to test with standard time, raise your hand.

2. If anyone raises their hand, confirm they are in the correct room by checking your roster. If there is a discrepancy, immediately confer with the test coordinator to move the examinee to the correct room. Do not leave the test room unattended to do so. Then continue.
3. When everyone is ready, say:

   This test is for Workplace Documents. I will now hand you a test booklet. It should have a triangle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

4. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
5. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
6. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
7. Say:

   On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

8. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
9. Say:

   Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

10. Say:

    I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

    When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

11. Say:

    On the right side of the cover page of your Workplace Documents test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

12. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Workplace Documents section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

13. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

14. Wait for examinees to finish.
15. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

16. When everyone has read the directions, set your timer to 55 minutes (70 minutes for Spanish), then say:

    You have 55 minutes (70 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

17. Begin timing.
18. During the test, do the following:

a. Record the start time on the Timing Report and calculate warning and stop times.
b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
c. Move around the room to monitor for prohibited behavior.

19. When 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

20. When the timer reaches zero, say:

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

21. Verify everyone has stopped.
22. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

23. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
24. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
25. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Math

1. Say:

> The tests will be administered under standard time conditions. If you believe you are not to test with standard time, raise your hand.

2. If anyone raises their hand, confirm they are in the correct room by checking your roster. If there is a discrepancy, immediately confer with the test coordinator to move the examinee to the correct room. Do not leave the test room unattended to do so. Then continue.
3. When everyone is ready, say:

> This test is for Applied Math. I will now hand you a test booklet. It should have a triangle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

4. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
5. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
6. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
7. Say:

> On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

8. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
9. Say:

> Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.
>
> If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.
>
> 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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

10. Say:

> I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.
>
> Remember to keep your answer document flat on your desk and placed so that others cannot see it.
>
> When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

11. Say:

> All problems on the math test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now. You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.
>
> Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

12. Answer any questions.
13. Say:

> On the right side of the cover page of your Applied Math test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

14. Say:

> In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Math section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

15. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

16. Wait for examinees to finish.
17. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

18. When everyone has read the directions, set your timer to 55 minutes (70 minutes for Spanish), then say:

    You have 55 minutes (70 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, turn your calculator off, place your answer document and, if loose, the formula sheet inside your test booklet, and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet or on your formula sheet. Turn to the next page and begin work.

19. Begin timing.
20. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
    c. Move around the room to monitor for prohibited behavior.
21. When 5 minutes remain on the timer, say:

    Attention. You have 5 minutes remaining.

22. When the timer reaches zero, say:

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

23. Verify everyone has stopped.
24. When you have everyone's attention, say:

    I will now collect your test booklets. Do not put your answer document in your test booklet. If you used a calculator, please place it under your seat. Please remain quietly in your seats.

25. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
26. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
27. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Break

1. Continue by saying:

    You will have a 15 minute break. Testing will resume at _____. If you return late, you will not be allowed to make up lost time.

Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches and other timing devices must remain in the test room during break, but should be removed from the desk and put away. Test materials may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room. Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. During the break, do the following:
   - Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
   - Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets.
   - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
   - Double-check all required blocks of the answer documents are filled in. Check that test booklets have been signed.
   - Monitor hallway activity (or ask a proctor to assist with this).

   Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted but cannot make up lost time. Keep conversation with late arrivals to a minimum.
3. At the end of the break, say:

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, answer document, and watch (if applicable).

# Graphic Literacy

1. Say:

The tests will be administered under standard time conditions. If you believe you are not to test with standard time, raise your hand.

2. If anyone raises their hand, confirm they are in the correct room by checking your roster. If there is a discrepancy, immediately confer with the test coordinator to move the examinee to the correct room. Do not leave the test room unattended to do so. Then continue.
3. When everyone is ready, say:

This test is for Graphic Literacy. I will now hand you a test booklet. It should have a triangle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

4. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
5. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
6. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
7. Wait for examinees to read the directions on their test booklet.

8. Say:

   On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

9. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
10. Say:

    Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

    If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

    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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

11. Say:

    I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

    When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

12. Say:

    On the right side of the cover page of your Graphic Literacy test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

13. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Graphic Literacy section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

14. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

15. Wait for examinees to finish.
16. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

17. When everyone has read the directions, set your timer to 55 minutes (70 minutes for Spanish), then say:

> You have 55 minutes (70 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

18. Begin timing.
19. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Collect materials off the desks of any examinees who did not return from break.
    c. Complete your Seating Diagram.
    d. Move around the room to monitor for prohibited behavior.
20. When 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

21. When the timer reaches zero, say:

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

22. Verify everyone has stopped.
23. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

24. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
25. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
26. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Technology

*Note: Your program may or may not administer the Applied Technology test.*

*Note: There are currently no symbols on the Applied Technology test booklets to indicate standard or accommodations administrations.*

1. Say:

> The tests will be administered under standard time conditions. If you believe you are not to test with standard time, raise your hand.

2. If anyone raises their hand, confirm they are in the correct room by checking your roster. If there is a discrepancy, immediately confer with the test coordinator to move the examinee to the correct room. Do not leave the test room unattended to do so. Then continue.
3. When everyone is ready, say:

> I will now hand you a test booklet. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

4. Say:

   In the top-right corner of the cover page of your Applied Technology test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document.

5. Continue by saying:

   In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Technology section. Fill in the corresponding oval below each box. Leave the Admin. Code blank. Write Applied Technology in the space provided for the Test Name on your answer document.

6. Move around the room to be sure examinees are entering the information.

   *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

7. Wait for examinees to finish.
8. Say:

   Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

9. When everyone has read the directions, set your timer to 45 minutes, then say:

   You have 45 minutes to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

10. Begin timing.
11. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
    c. Move around the room to monitor for prohibited behavior.
12. If any examinees are still working when 5 minutes remain on the timer, say:

    Attention. You have 5 minutes remaining.

13. When the timer reaches zero, say:

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

14. Verify everyone has stopped.
15. When you have everyone's attention, say:

    I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

16. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
17. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.

18. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# One and One-Half Time

## Workplace Documents

1. When everyone is ready, say:

   > This test is for Workplace Documents. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

   > On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

   > Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.
   >
   > If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.
   >
   > 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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   > I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.
   >
   > Remember to keep your answer document flat on your desk and placed so that others cannot see it.
   >
   > When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

> On the right side of the cover page of your Workplace Documents test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

10. Say:

> In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Workplace Documents section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

11. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

12. Wait for examinees to finish.
13. Say:

> Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

14. When everyone has read the directions, set your timer to 82.5 minutes (105 minutes for Spanish), then say:

> You have 82.5 minutes (105 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

15. Begin timing.
16. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
    c. Move around the room to monitor for prohibited behavior.
17. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

18. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

19. When the timer reaches zero, say:

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

20. Verify everyone has stopped.
21. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

22. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
23. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
24. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Math

1. When everyone is ready, say:

   This test is for Applied Math. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

   On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

   Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

   If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

   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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

   All problems on the math test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now. You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

   Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

10. Answer any questions.
11. Say:

    On the right side of the cover page of your Applied Math test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

12. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Math section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

13. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

14. Wait for examinees to finish.
15. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

16. When everyone has read the directions, set your timer to 82.5 minutes (105 minutes for Spanish), then say:

    You have 82.5 minutes (105 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, turn your calculator off, place your answer document and, if loose, the formula sheet inside your test booklet, and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet or on your formula sheet. Turn to the next page and begin work.

17. Begin timing.
18. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.

b. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
c. Move around the room to monitor for prohibited behavior.

19. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

20. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

21. When the timer reaches zero, say:

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

22. Verify everyone has stopped.
23. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. If you used a calculator, please place it under your seat. Please remain quietly in your seats.

24. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
25. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
26. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Break

1. Continue by saying:

> You will have a 15 minute break. Testing will resume at _____. If you return late, you will not be allowed to make up lost time.
>
> Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches and other timing devices must remain in the test room during break, but should be removed from the desk and put away. Test materials may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room. Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. During the break, do the following:
   - Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
   - Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets.
   - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
   - Double-check all required blocks of the answer documents are filled in. Check that test booklets have been signed.
   - Monitor hallway activity (or ask a proctor to assist with this).

Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted but cannot make up lost time. Keep conversation with late arrivals to a minimum.

3. At the end of the break, say:

> Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, answer document, and watch (if applicable).

# Graphic Literacy

1. When everyone is ready, say:

> This test is for Graphic Literacy. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

> On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

> Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.
>
> If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.
>
> 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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

> I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.
>
> Remember to keep your answer document flat on your desk and placed so that others cannot see it.

When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

   On the right side of the cover page of your Graphic Literacy test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

10. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Graphic Literacy section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

11. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

12. Wait for examinees to finish.
13. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

14. When everyone has read the directions, set your timer to 82.5 minutes (105 minutes for Spanish), then say:

    You have 82.5 minutes (105 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

15. Begin timing.
16. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Collect materials off the desks of any examinees who did not return from break.
    c. Complete your Seating Diagram.
    d. Move around the room to monitor for prohibited behavior.
17. If any examinees are still working when 30 minutes remain on the timer, say:

    Attention. You have 30 minutes remaining.

18. If any examinees are still working when 5 minutes remain on the timer, say:

    Attention. You have 5 minutes remaining.

19. When the timer reaches zero, say:

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

20. Verify everyone has stopped.

21. When you have everyone's attention, say:

    I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

22. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
23. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
24. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Technology

*Note: Your program may or may not administer the Applied Technology test.*

*Note: There are currently no symbols on the Applied Technology test booklets to indicate standard or accommodations administrations.*

1. When everyone is ready, say:

   I will now hand you a test booklet. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Say:

   In the top-right corner of the cover page of your Applied Technology test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document.

3. Continue by saying:

   In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Technology section. Fill in the corresponding oval below each box. Leave the Admin. Code blank. Write Applied Technology in the space provided for the Test Name on your answer document.

4. Move around the room to be sure examinees are entering the information.

   *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

5. Wait for examinees to finish.
6. Say:

   Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

7. When everyone has read the directions, set your timer to 67.5 minutes, then say:

   You have 67.5 minutes to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

8. Begin timing.
9. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
    c. Move around the room to monitor for prohibited behavior.
10. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

11. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

12. When the timer reaches zero, say:

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

13. Verify everyone has stopped.
14. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

15. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
16. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
17. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Double Time

## Workplace Documents

1. When everyone is ready, say:

   This test is for Workplace Documents. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

   On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

   Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

   If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

   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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

   When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

> On the right side of the cover page of your Workplace Documents test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

10. Say:

> In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Workplace Documents section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

11. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

12. Wait for examinees to finish.
13. Say:

> Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

14. When everyone has read the directions, set your timer to 110 minutes (140 minutes for Spanish), then say:

> You have 110 minutes (140 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

15. Begin timing.
16. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
    c. Move around the room to monitor for prohibited behavior.
17. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

18. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

19. When the timer reaches zero, say:

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

20. Verify everyone has stopped.
21. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

22. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
23. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
24. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Math

1. When everyone is ready, say:

   This test is for Applied Math. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

   On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

   Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

   If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

   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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

   All problems on the math test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now. You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

   Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

10. Answer any questions.
11. Say:

    On the right side of the cover page of your Applied Math test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

12. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Math section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

13. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

14. Wait for examinees to finish.
15. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

16. When everyone has read the directions, set your timer to 110 minutes (140 minutes for Spanish), then say:

    You have 110 minutes (140 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, turn your calculator off, place your answer document and, if loose, the formula sheet inside your test booklet, and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet or on your formula sheet. Turn to the next page and begin work.

17. Begin timing.
18. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.

b. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
c. Move around the room to monitor for prohibited behavior.

19. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

20. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

21. When the timer reaches zero, say:

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

22. Verify everyone has stopped.
23. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. If you used a calculator, please place it under your seat. Please remain quietly in your seats.

24. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
25. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
26. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Break

1. Continue by saying:

> You will have a 15 minute break. Testing will resume at _____. If you return late, you will not be allowed to make up lost time.
>
> Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches and other timing devices must remain in the test room during break, but should be removed from the desk and put away. Test materials may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room. Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. During the break, do the following:
   - Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
   - Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets.
   - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
   - Double-check all required blocks of the answer documents are filled in. Check that test booklets have been signed.
   - Monitor hallway activity (or ask a proctor to assist with this).

Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted but cannot make up lost time. Keep conversation with late arrivals to a minimum.

3. At the end of the break, say:

> Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, answer document, and watch (if applicable).

# Graphic Literacy

1. When everyone is ready, say:

> This test is for Graphic Literacy. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

> On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

> Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.
>
> If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.
>
> 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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

> I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.
>
> Remember to keep your answer document flat on your desk and placed so that others cannot see it.

When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

   On the right side of the cover page of your Graphic Literacy test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

10. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Graphic Literacy section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

11. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

12. Wait for examinees to finish.
13. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

14. When everyone has read the directions, set your timer to 110 minutes (140 minutes for Spanish), then say:

    You have 110 minutes (140 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

15. Begin timing.
16. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Collect materials off the desks of any examinees who did not return from break.
    c. Complete your Seating Diagram.
    d. Move around the room to monitor for prohibited behavior.
17. If any examinees are still working when 30 minutes remain on the timer, say:

    Attention. You have 30 minutes remaining.

18. If any examinees are still working when 5 minutes remain on the timer, say:

    Attention. You have 5 minutes remaining.

19. When the timer reaches zero, say:

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

20. Verify everyone has stopped.

21. When you have everyone's attention, say:

    I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

22. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
23. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
24. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Technology

*Note: Your program may or may not administer the Applied Technology test.*

*Note: There are currently no symbols on the Applied Technology test booklets to indicate standard or accommodations administrations.*

1. When everyone is ready, say:

   I will now hand you a test booklet. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Say:

   In the top-right corner of the cover page of your Applied Technology test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document.

3. Continue by saying:

   In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Technology section. Fill in the corresponding oval below each box. Leave the Admin. Code blank. Write Applied Technology in the space provided for the Test Name on your answer document.

4. Move around the room to be sure examinees are entering the information.

   *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

5. Wait for examinees to finish.
6. Say:

   Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

7. When everyone has read the directions, set your timer to 90 minutes, then say:

   You have 90 minutes to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

8. Begin timing.
9. During the test, do the following:
   a. Record the start time on the Timing Report and calculate warning and stop times.
   b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
   c. Move around the room to monitor for prohibited behavior.
10. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

11. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

12. When the timer reaches zero, say:

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

13. Verify everyone has stopped.
14. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

15. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
16. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
17. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Triple Time

## Workplace Documents

1. When everyone is ready, say:

   > This test is for Workplace Documents. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

   > On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

   > Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.
   >
   > If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.
   >
   > 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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   > I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.
   >
   > Remember to keep your answer document flat on your desk and placed so that others cannot see it.
   >
   > When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

> On the right side of the cover page of your Workplace Documents test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

10. Say:

> In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Workplace Documents section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

11. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

12. Wait for examinees to finish.
13. Say:

> Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

14. When everyone has read the directions, set your timer to 165 minutes (210 minutes for Spanish), then say:

> You have 165 minutes (210 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

15. Begin timing.
16. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
    c. Move around the room to monitor for prohibited behavior.
17. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

18. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

19. When the timer reaches zero, say:

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

20. Verify everyone has stopped.
21. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

22. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
23. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
24. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Math

1. When everyone is ready, say:

   This test is for Applied Math. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

   On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.
7. Say:

   Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

   If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

   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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

   All problems on the math test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now. You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

   Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

10. Answer any questions.
11. Say:

    On the right side of the cover page of your Applied Math test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

12. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied Math section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

13. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

14. Wait for examinees to finish.
15. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

16. When everyone has read the directions, set your timer to 165 minutes (210 minutes for Spanish), then say:

    You have 165 minutes (210 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, turn your calculator off, place your answer document and, if loose, the formula sheet inside your test booklet, and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet or on your formula sheet. Turn to the next page and begin work.

17. Begin timing.
18. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.

   b. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
   c. Move around the room to monitor for prohibited behavior.

19. If any examinees are still working when 30 minutes remain on the timer, say:

> Attention. You have 30 minutes remaining.

20. If any examinees are still working when 5 minutes remain on the timer, say:

> Attention. You have 5 minutes remaining.

21. When the timer reaches zero, say:

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

22. Verify everyone has stopped.
23. When you have everyone's attention, say:

> I will now collect your test booklets. Do not put your answer document in your test booklet. If you used a calculator, please place it under your seat. Please remain quietly in your seats.

24. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
25. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
26. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Graphic Literacy

1. When everyone is ready, say:

> This test is for Graphic Literacy. I will now hand you a test booklet. It should have a circle symbol on the front cover. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
3. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers of the translated test directions.
4. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
5. Say:

> On the front cover of your test booklet, read the Examinee Statements, then copy only the Certification on the lines provided. Sign your name, enter today's date, and print your name. When you finish, put your pencil down and look up at me.

6. Wait for examinees to read and sign the Examinee Statement and Certification on the test booklet.

7. Say:

   Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

   If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

   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 move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

8. Say:

   I will keep the official time. Please pay attention to time remaining announcements on each test. It is to your advantage to answer every question.

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

   When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

9. Say:

   On the right side of the cover page of your Graphic Literacy test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT will not be able to score your answer document.

10. Say:

    In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Graphic Literacy section. Fill in the corresponding oval below each box. Leave the Admin. Code blank.

11. Move around the room to be sure examinees are entering the information.

    *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

12. Wait for examinees to finish.

13. Say:

    Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

14. When everyone has read the directions, set your timer to 165 minutes (210 minutes for Spanish), then say:

    You have 165 minutes (210 minutes for Spanish) to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test

sections. Do any figuring in your test booklet. Turn to the next page and begin work.

15. Begin timing.
16. During the test, do the following:
    a. Record the start time on the Timing Report and calculate warning and stop times.
    b. Collect materials off the desks of any examinees who did not return from break.
    c. Complete your Seating Diagram.
    d. Move around the room to monitor for prohibited behavior.
17. If any examinees are still working when 30 minutes remain on the timer, say:

    Attention. You have 30 minutes remaining.

18. If any examinees are still working when 5 minutes remain on the timer, say:

    Attention. You have 5 minutes remaining.

19. When the timer reaches zero, say:

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

20. Verify everyone has stopped.
21. When you have everyone's attention, say:

    I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

22. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
23. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
24. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Applied Technology

*Note: Your program may or may not administer the Applied Technology test.*

*Note: There are currently no symbols on the Applied Technology test booklets to indicate standard or accommodations administrations.*

1. When everyone is ready, say:

   I will now hand you a test booklet. Do not begin work until I tell you. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

2. Say:

   In the top-right corner of the cover page of your Applied Technology test booklet, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document.

3. Continue by saying:

   In the top-left corner of your booklet, find the number and copy it onto your answer document on page 3, in the Booklet Number boxes of the Applied

Technology section. Fill in the corresponding oval below each box. Leave the Admin. Code blank. Write Applied Technology in the space provided for the Test Name on your answer document.

4. Move around the room to be sure examinees are entering the information.

   *Note: ACT is in the process of making changes from a 7-digit booklet number to a 9-digit booklet number. If the answer document does not have space for all 9 digits, fill in the what you can with the 7 digits.*

5. Wait for examinees to finish.
6. Say:

   Break the seal of your test booklet now. Open the cover, read the directions, and look at me when you are finished.

7. When everyone has read the directions, set your timer to 135 minutes, then say:

   You have 135 minutes to work on this test. You are to work only in this section. If you finish early, place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals in other test sections. Do any figuring in your test booklet. Turn to the next page and begin work.

8. Begin timing.
9. During the test, do the following:
   a. Record the start time on the Timing Report and calculate warning and stop times.
   b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
   c. Move around the room to monitor for prohibited behavior.
10. If any examinees are still working when 30 minutes remain on the timer, say:

    Attention. You have 30 minutes remaining.

11. If any examinees are still working when 5 minutes remain on the timer, say:

    Attention. You have 5 minutes remaining.

12. When the timer reaches zero, say:

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

13. Verify everyone has stopped.
14. When you have everyone's attention, say:

    I will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

15. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.
16. If you are testing in a continuous session, go directly to the verbal instructions for the test you plan to administer next. The tests may be administered in any order.
17. If you are dismissing to break or ending your session, go to the *Ending your Test Session* section.

# Ending Your Test Session

This section contains instructions used to dismiss examinees to break or for the day.

## Ending Your Test Session for Break

1. To dismiss examinees to break say:

> Place your answer document with page 1 face up on your desk. You will have a 15 minute break. Testing will resume at _____. If you return late, you will not be allowed to make up lost time.
>
> Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away. Test materials may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room. Please be quiet in the halls.

2. During the break, do the following:
   a. Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
   b. Make sure no test materials are taken out of the room and all answer documents are face up on the desk.
   c. If examinees are moving around the room or going outside of the room for a break, you must collect all of the test materials, for security reasons, before allowing examinees to leave their seats.
   d. Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
   e. Double-check all needed blocks of the answer documents are filled in.
   f. Monitor hallway activity (or ask a proctor to assist with this).
3. At the end of the break, say:

> Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, answer document, and watch (if applicable). Check the front page of your answer document to verify it has your name on it.

## Ending Your Test Session for the Day

After collecting test booklets from your last test session, use these verbal instructions to conclude testing.

1. Say:

> I will now collect the answer documents. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you leave the test site.

2. While examinees remain in their seats, individually collect the answer document from each examinee.
   a. Confirm the answer documents are signed.
   b. Confirm the form and booklet codes are gridded.
   c. Stack all answer documents so they face the same direction.

d. Verify the number of answer documents collected equals the number of examinees.

3. Do not dismiss examinees until you have verified that you collected all the test booklets you distributed and that you have an answer document for each examinee.
4. Keep the collected test materials where examinees do not have access.

   **IMPORTANT: No one may access the test booklets or answer documents once they've been collected.**

5. Say:

   No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media.

   Be sure you have all of your belongings. This ends today's testing. You are dismissed.

6. Make certain examinees don't have access to the test materials as they leave the room.
7. Return the assessment materials to secure storage until they are needed for the next testing session or are returned to ACT. Ensure that assessment materials remain secure at all times.

# ACT WorkKeys Roster

*(This document may be photocopied)* Page _____ of _____

You may provide your own roster instead of this form if it has **all** the information shown on this form.

_____
Testing Site Name

_____
City, State

_____
Test Date

_____
Room Supervisor

_____
Room Name/Number

_____ _____ _____ _____ _____ _____
Institution/Site Code (for testing site)

**Type of ID**
P = Photo ID
R and Initials = Recognized
F = ID Form
— = Absent
D = Denied

| | Type of ID | | | |
|---|---|---|---|---|
| Examinee's Name (please print) | P | F | R and Initials | — |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
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| 21. | | | | |
| 22. | | | | |
| 23. | | | | |
| 24. | | | | |
| 25. | | | | |

**Test Coordinator:** Keep a copy for your records for one year.

# ACT WorkKeys Test Materials Tracking Log

**I.**

_____ _____ _____ _____ _____ _____ _____

Testing Site Name — Institution/Site Code (for testing site)

**II.** All tests received in material shipment

Serial range printed on booklet

Workplace Documents_____to _____

Applied Math _____to _____

Graphic Literacy _____to _____

Applied Technology _____to _____

_____

Test Coordinator — Date materials checked and placed in secure storage

**III.** Distributed to:

_____

Room Supervisor — Room Name/Number — Date

Serial range printed on booklet

Workplace Documents_____to _____

Applied Math _____to _____

Graphic Literacy _____to _____

Applied Technology _____to _____

**IV.**

_____

Date Test Coordinator receives material back from testing room

**V.** All materials shipped back to ACT

_____

Test Coordinator — Date

**Test Coordinator:** Keep a copy for your records for one year.

(See Irregularities section of Administration Manual for complete information about irregularities. Copy this form as needed.)

Test Site Name | Room Number/Location | Test Site Code

City, State | Test Date

For paper testing, staple any voided answer documents or defective test materials to this form.

## INDIVIDUAL IRREGULARITIES

Examples of individual irregularities include: • defective materials/equipment • failure to follow directions • illness · prohibited behavior (e.g., giving/receiving assistance; unauthorized calculator use; marking previous/future test sections) • challenged item/time (See complete explanation of irregularities in manual.)

| Examinee Name and ID Number | Test Title and Test Booklet Number | Description of Irregularity (include time the irregularity occurred) | Action Taken by Test Site Personnel (including any notification given to examinee or ticket number if contacted by ACT help desk) | Answer Document Voided? (Y/N) |
|---|---|---|---|---|
| Name:<br>ID Number: | Test Title:<br>Booklet Number: | | | |
| Name:<br>ID Number: | Test Title:<br>Booklet Number: | | | |
| Name:<br>ID Number: | Test Title:<br>Booklet Number: | | | |

## GROUP IRREGULARITIES

Examples of group irregularities include: • mistiming • disturbances/distractions • emergency evacuation • power failure • missing/stolen test materials • inclement weather
(See complete explanation of irregularities in manual.) Call ACT immediately if there has been a mistiming.

| Number of Examinees Affected | Test Title | Time of Irregularity | Description of Irregularity | Action Taken by Test Site Personnel |
|---|---|---|---|---|
| | | | | |
| | | | | |

### Room Supervisor or Proctor

Name (print) | Signature | Phone | Email

### Test Coordinator

Name (print) | Signature | Phone | Email

**Test Coordinator:** Keep a copy for your records for one year.

# Seating Diagram Instructions

| | |
|---|---|
| Form purpose | To document the test room setup, the location of each examinee in the room, and the specific test booklet(s) used by each examinee |
| Staff responsible | Test coordinator |
| Number required | 1 per test |
| Return procedure | Keep a copy for your records for 1 year |

**When completing the seating diagram form on the reverse of this page:**

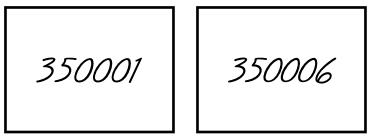
- Each seat in the room is represented by one box on the diagram.
- The completed diagram should show where examinees are seated in relation to each other.
- If this diagram does not fit your room, draw a diagram that does and attach it to this form.

## Instructions

1. Stand at the front of the room and face the examinees. (The front of the room is where all examinees would see you if they looked up.)
2. Mark each empty seat by drawing an "X" in the appropriate box.
3. Mark each occupied seat by writing the serial number of that examinee's test booklet in the appropriate box.
4. If examinees are seated at tables, show which seats are at the same table by drawing a circle around the boxes that represent those seats.
5. If examinees are not all facing the same direction, draw an arrow inside each seat's box to indicate the direction the examinee sitting there is facing.
6. If you move someone to another seat after booklets have been distributed, indicate the original seat **and** the new seat on the diagram and complete an Irregularity Report to explain why.

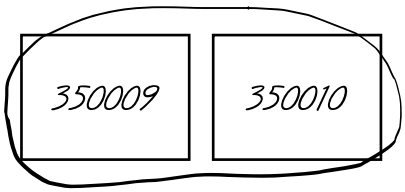
## Examples

### Two adjacent seats



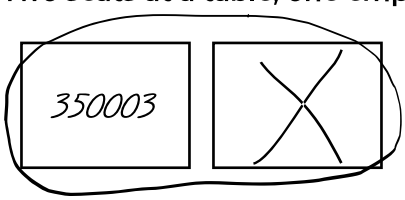

- Each box represents one seat.

### Two seats at a table




- Each box represents one seat.
- Two circled boxes represents two seats at a single table.

### Two seats at a table, one empty seat




- A box marked with an "X" represents an empty seat.

# Seating Diagram Form

## 1 Test Site Information

Testing Site Code | Testing Site Name | City, State

Test Date | Room Name/Number

Number of Staff in the Room | Room Supervisor Name

## 2 Room Type

☐ Single level
OR
☐ Multiple level

## 3 Writing Surfaces

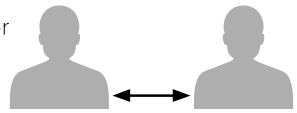
☐ Desks: ____ in. by ____ in.

☐ Tables: ____ ft. by ____ ft., # ____ per table

## 4 Distances between Examinees

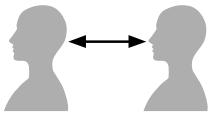
shoulder-to-shoulder

_____ ft.



head-to-head

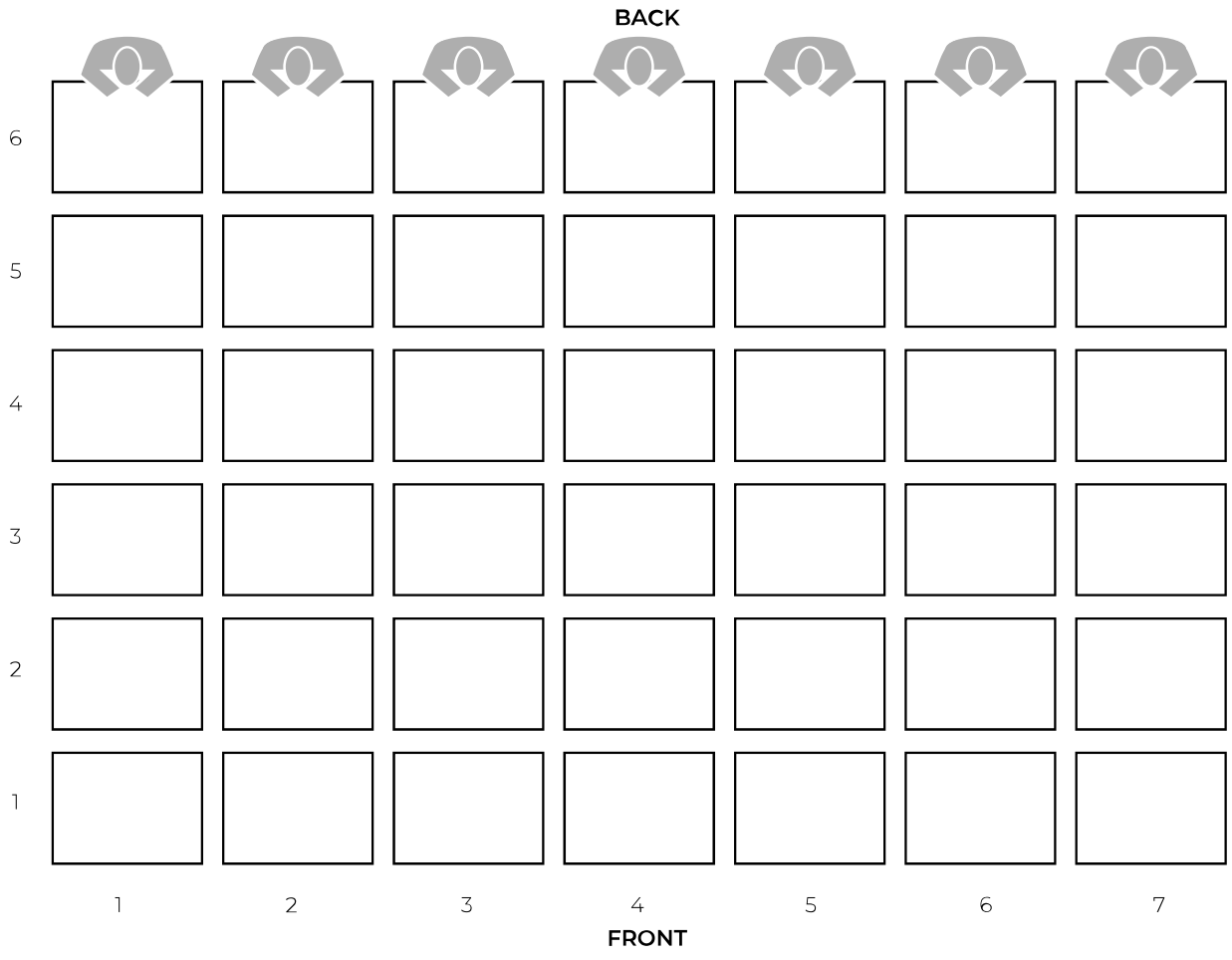
_____ ft.



## 5 Number of Examinees

Number of examinees in the room: _____

## 6 Seating Diagram




**Test Coordinator:** Keep a copy for your records for one year.

# ACT WorkKeys Timing Report

## Timing Report

**The duration of all tests given in English is 55 minutes. All tests given in Spanish are 70 minutes.**

| 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** |
| *Example* | | 8:52 a.m. | 9:42 a.m. | 9:47 a.m. |
| **Workplace Documents** | **55/70** | | | |
| **Applied Math** | **55/70** | | | |
| **Graphic Literacy** | **55/70** | | | |
| **Applied Technology** | **55/70** | | | |

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

### English Timing Chart

**All Tests in English—55 Minutes**

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

### Spanish Timing Chart

**All Tests in Spanish—70 Minutes**

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

**Test Coordinator:** Keep a copy for your records for one year.

# TEST SECURITY

# ACT Test Security

## Test Security Hotline

ACT has a dedicated Test Security Hotline page for the confidential reporting of specific test security related concerns. You should use the Test Security Hotline to report:

- Cheating and questionable test behavior (such as copying answers or using prohibited electronic devices during testing (like cell phones or tablets)
- Accessing questions prior to the test
- Taking photos or making copies of test questions or test materials
- Posting test questions on the internet
- Test staff misconduct (such as providing answers or questions to test takers or permitting test takers to engage in prohibited conduct during testing)

If you wish to report such concerns anonymously, you may do so at **act.ethicspoint.com**.

## ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are "secure by design."
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker's own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.