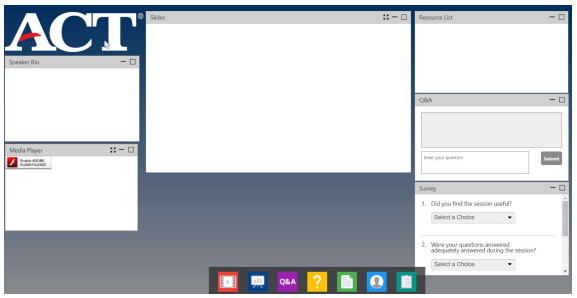
Getting Ready for the ACT® Test Administration Training

District Testing Early Spring

1



2

Agenda

How do I successfully manage the administration of the ACT?

- What's new
- Important Dates
- ACT Systems Review
- Pre-test Activities
- Test-day Activities
- Post-test Activities

3

What's new?

4

New This Cycle

Watch policy

Remove from Wrist Place on Desk

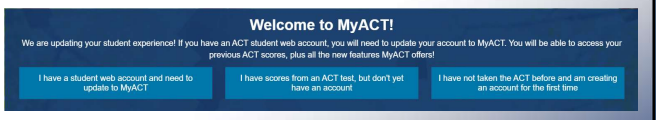
Electronic Devices Prohibited

5

New This Cycle

MyACT

MyACT and Pretest Sessions



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New This Cycle

Test date terminology

Previous:
Initial and Makeup

Current:
Test Window 1
and
Test Window 2

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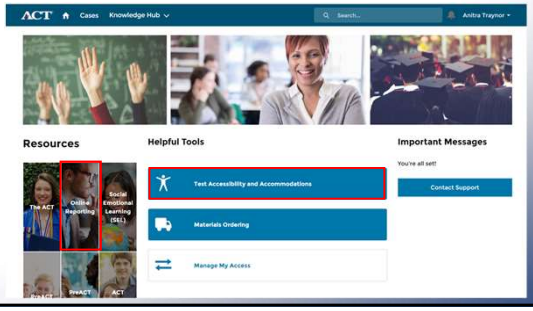
New This Cycle

Success.act.org



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What dates do I need to remember?

9

Test Days

	Standard Time Paper	Online Testing Window	Accommodations Testing Window
Test Window 1	March 2	March 2 - 11	March 2 - 12
Test Window 2	March 16	March 16 - 25	March 16 - 26

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Important Dates

Jan 15, 2021
- Request accomm-odations

Jan 22, 2021
- Manage Participation and Contacts
- Load Student Data Upload file

Feb 19, 2021
- Online Testing: complete site readiness

Jan 18–Feb 26
- Request Late accommodations

Feb 8 or Feb 15
- Receive test materials

Within 4 Days of Testing
- Students complete Non-test Questions

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ACT Systems

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PearsonAccess^{next} (testadmin.act.org)

Web application used by testing staff to manage participation, verify and register students, order materials and manage online testing

TestNav (tn.actonline.act.org)

Secure test delivery engine used by examinees to take the tests online

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Test Accessibility and Accommodations System (TAA)

ACT test accommodations and English learner supports management system used by testing staff to submit requests

Online Reports Portal& TAA Interface (success.act.org)

Online interactive reporting interface and access point for TAA

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What are my pre-test activities?

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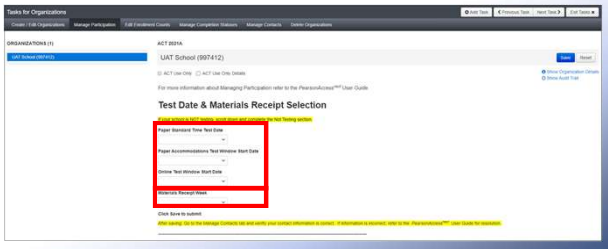
Pre-test activities

Manage Participation



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Pre-test activities

Manage Participation

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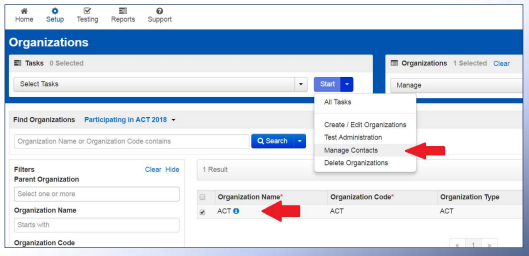
Pre-test activities

Manage Contacts



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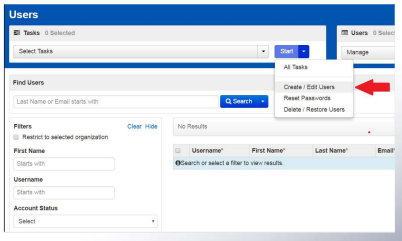
Pre-test activities

Create Test Staff User Accounts



School Test Coordinator

Technical Coordinator (Online Only)

Room Supervisor (Online Only)

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Pre-test activities

Select Qualified Staff & Complete Mandatory Training

Use the guidelines in the Test Coordinator Information Manual

School Test Coordinator

Technical coordinator (online testing only)

Room Supervisor

Proctor(s)

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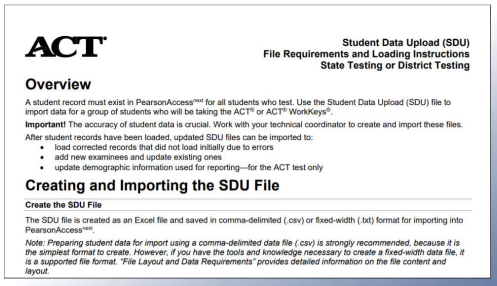
Student Data Upload (SDU)



ACT

Student Data Upload (SDU)
File Requirements and Loading Instructions
State Testing or District Testing

Overview

A student record must exist in PearsonAccess^{next} for all students who test. Use the Student Data Upload (SDU) file to import data for a group of students who will be taking the ACT® or ACT® WorkKeys®.

Important! The accuracy of student data is crucial. Work with your technical coordinator to create and import these files.

After student records have been loaded, updated SDU files can be imported to:

- load corrected records that did not load initially due to errors
- add new examinees and update existing ones
- update demographic information used for reporting—for the ACT test only

Creating and Importing the SDU File

Create the SDU File

The SDU file is created as an Excel file and saved in comma-delimited (.csv) or fixed-width (.txt) format for importing into PearsonAccess^{next}.

Note: Preparing student data for import using a comma-delimited data file (.csv) is strongly recommended, because it is the simplest format to create. However, if you have the tools and knowledge necessary to create a fixed-width data file, it is a supported file format. "File Layout and Data Requirements" provides detailed information on the file content and layout.

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Pre-test activities

Verify Receipt of Test Materials

24HR

Test Coordinator must open and verify the receipt of all test materials using the packing list

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Key for Test Booklet Covers

The test booklet cover determines the different types of testing:

Triangle = **standard time**

Circle = **accommodations**

Colored cover = **Non-college reportable accommodations**

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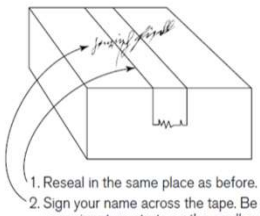
Pre-test activities

Verify Receipt of Test Materials



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

The Test Coordinator must open and verify the receipt of all test materials using the packing list

After counting materials:

- Reseal cartons with the tape provided
- Sign your name across the seal
- Store in a secure location
- Retain cartons for return shipment

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Pre-test activities

Verify Receipt of Test Materials

Order additional test materials if necessary

Only the Test Coordinator can access secure test materials before test day

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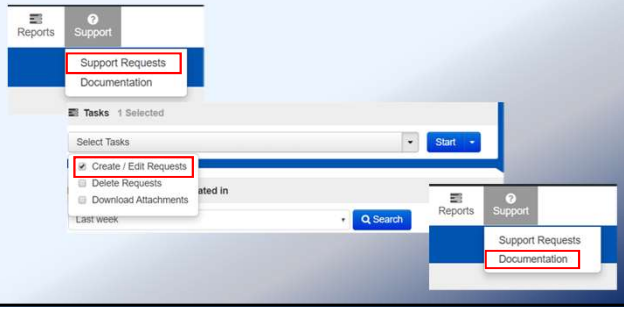
Pre-test activities

Enroll and Unenroll Examinees



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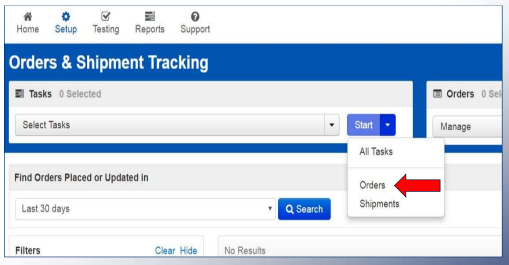
Pre-test Activities

Ordering Additional Materials



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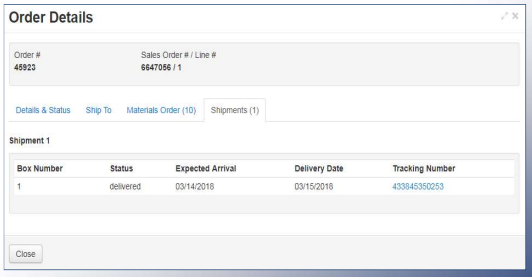
Pre-test Activities
Tracking Material Shipments



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Pre-test activities
Verify Receipt of Test Materials

District Testing

District Header

District Students in PearsonAccess^{next}

If you are participating in both

Materials and students must be **kept SEPARATE**

State Testing

State Header

State Students in PearsonAccess^{next}

MIXING MATERIALS COULD RESULT IN DELAYED OR CANCELED SCORES.

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Pre-test activities
Verify Receipt of Test Materials

If there is a security breach at any time

Call ACT immediately at

800.553.6244 ext. 2800

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Pre-test activities

Students Complete Non-Test Information

Deadline is four days after examinees complete testing

One hour (approximately)

Each examinee will need:

Personalized copy of the Non-Test Instructions Students

One copy of the Taking the ACT booklet

Examinees will answer questions at MyACT.org

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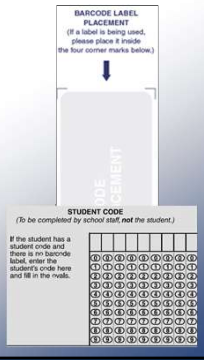
Pre-test activities

Minimal Demographics
(paper testing)

Apply barcode labels to page 1 of the answer documents

If there is no bar code label, you must manually grid the student code for each examinee in Block J of the answer document

Must complete before testing begins (blocks A – G)



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Pre-test activities

Students Complete Non-Test Portions of the Answer Document
(paper testing)

Score reports can not be mailed if these are incomplete

A	B	C	D	E	F	G
Printed Name and Address	First and last name	Mailing Address	City	State	ZIP Code	Date of Birth

K If your students are not testing at the schools where their scores should be reported, you will need to complete Block K. See admin manual for instructions

33

Pre-test activities

Prepare Testing Rooms (paper testing)

Arrange seating so there is a minimum of 3 ft. between examinees

Plan appropriately for students with local and/or ACT-authorized accommodations

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Pre-test activities

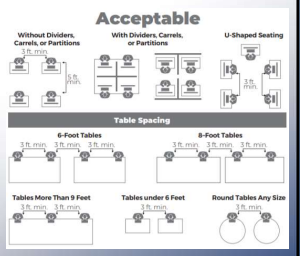
Prepare Testing Rooms (online testing)

Allow 15 – 30 standard-time examinees to each room

Single-level classrooms

Plan appropriately for students with local and/or ACT-authorized accommodations

Cover test-related bulletin boards



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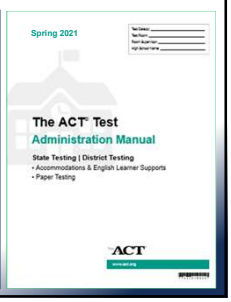
Grouping Students

Individual testing:

- Breaks as needed
- Reader (Human)
- Scribe

Group Testing:

- Same timing with similar accommodations/ supports
- Pre-recorded audio or text-to-speech with individual computers and headsets



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Pre-test activities

Prepare Testing Rooms (paper testing)

- Use 2 reliable timepieces (not a cell phone!)
- Ensure TC access to a phone (must be kept on silent)
- Ensure proper lighting, temperature, and ventilation
- Prepare administration materials

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Pre-test activities

Prepare Testing Rooms (online testing)

- Room must have separate administration computer workstation
- Workstation must remain stationary located where observer all examinees
- Workstation must pass system check
- No iPads, cell phones, tablets or other electronic devices used in test room
- Do not enter any other site during the test session

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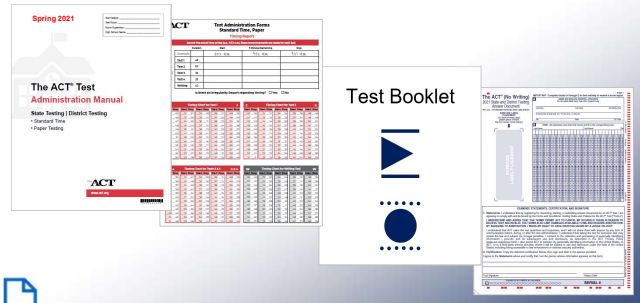
Prepare Materials



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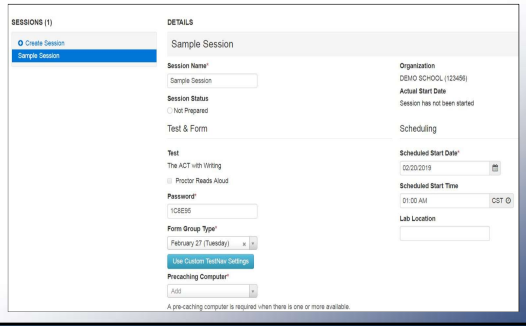
What are my pre-test activities for online testing?

40

Create Test Sessions



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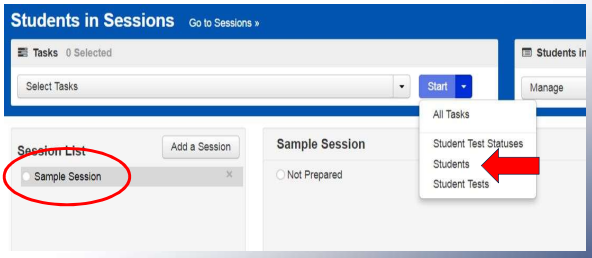
Add Examinees to Test Sessions



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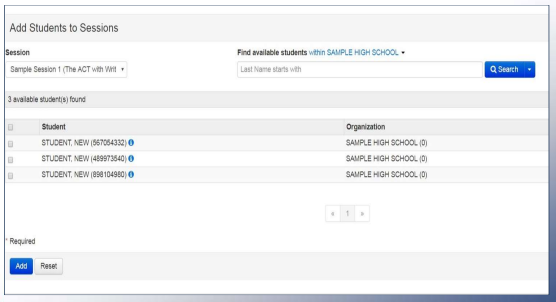
Add Examinees to Test Sessions



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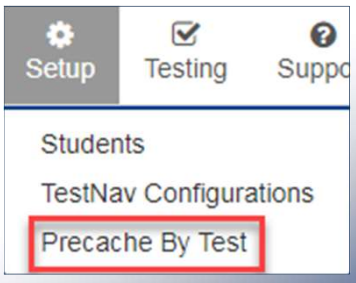
Precache Test Content



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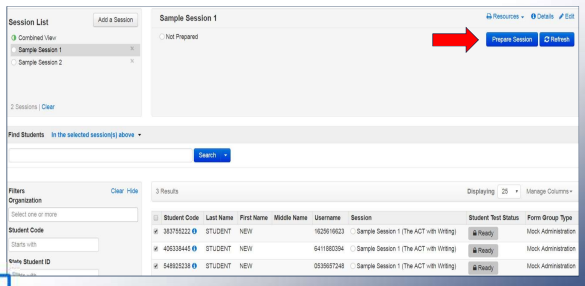
Prepare your Sessions



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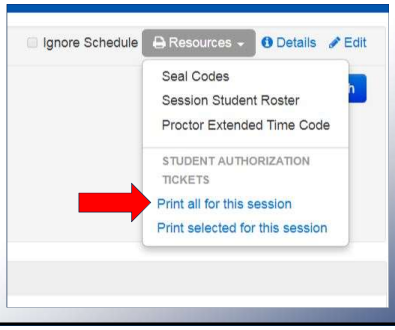
Print Authorization Tickets



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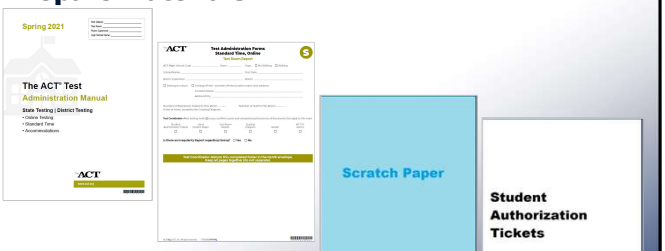
Prepare Materials



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What are the free test prep resources?

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Prepare Your Examinees

Prepare Your Examinees

Resources to complete this activity:

- Letter for Students (pdf)
- Information for Examinees
- Successfully Achieving College and Career Readiness for All Students:
  - Course Welcome
  - Why Take the ACT?
  - Understanding College and Career Readiness
  - Reviewing Curriculum and Instructional Systems
  - Preparing Students for the ACT
  - Analyzing and Using ACT Scores

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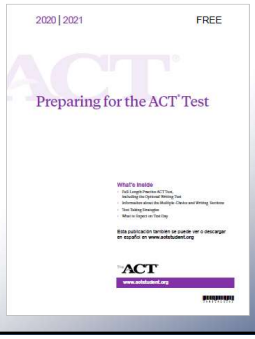
ACT Paper Practice Test



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What are my Test Day activities for paper testing?

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Sample Test Day Schedule

(Standard-time with writing testing)

7:30	7:45	8:00	8:15	12:30
Arrival of testing staff	Briefing session with school staff	Arrival, identification, and seating of examinees	Testing	Dismiss examinees

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Watch for and Document Irregularities

- Prohibited Behavior by Students
- Individual Irregularities
- Group Irregularities

Misadministrations can cause scores to be cancelled

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Test Room Report

The ACT

Test Administration Forms
Standard Time, Paper
Test Room Report

ACT High School Code ___ ___ ___ ___ State _____ Type: ☐ No Writing ☐ Writing

School Name _____ Test Date _____

Room Supervisor _____ Room _____

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

Location Name _____

Address/City _____

Number of Examinees Seated in This Room _____ Number of Staff in This Room _____

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

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

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

Room Supervisor Signature _____ Test Coordinator Initials _____

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

D. Multiple-Choice Test Booklets	# Used		# Unused		Total # Booklets
	___ ___ ___	+	___ ___ ___	=	___ ___ ___
					Must equal A above

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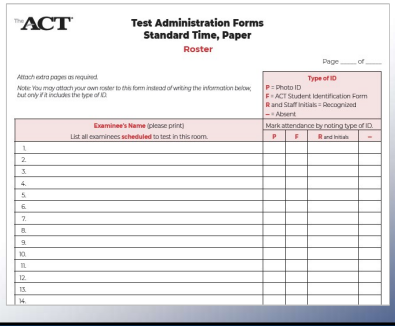
Roster



The ACT

Test Administration Forms
Standard Time, Paper
Roster

Page ____ of ____

Attach extra pages as required.

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

Type of ID
P = Photo ID
F = ACT Student Identification Form
R and Staff Initials = Recognized
– = Absent

Examinee's Name (please print) List all examinees **scheduled** to test in this room.	Mark attendance by noting type of ID. P	F	R and Initials	–
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

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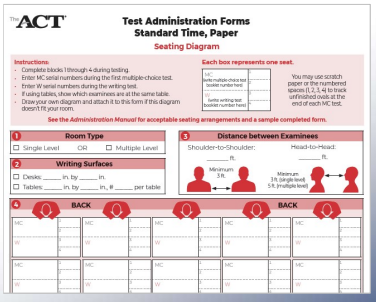
Seating Diagram - Paper



The ACT

Test Administration Forms
Standard Time, Paper
Seating Diagram

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

Each box represents one seat.

MC	
Write multiple-choice test booklet number here	
W	
Write writing test booklet number here	

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

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

1 Room Type
☐ Single Level OR ☐ Multiple Level

2 Writing Surfaces
☐ Desks: ____ in. by ____ in.
☐ Tables: ____ in. by ____ in., # ____ per table

3 Distance between Examinees
Shoulder-to-Shoulder: ____ ft.
Head-to-Head: ____ ft.
Minimum 3 ft.
Maximum 3 ft. (single level), 5 ft. (multiple level)

4 BACK **BACK**

MC		MC		MC		MC		MC	
W		W		W		W		W	
MC		MC		MC		MC		MC	
W		W		W		W		W	

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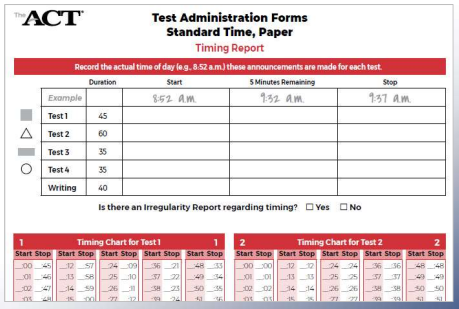
Timing Report - Paper



The ACT

Test Administration Forms
Standard Time, Paper
Timing Report

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

	Duration	Start	5 Minutes Remaining	Stop
Example		8:52 a.m.	9:32 a.m.	9:37 a.m.
Test 1	45			
Test 2	60			
Test 3	35			
Test 4	35			
Writing	40			

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

1 Timing Chart for Test 1 1

Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
00	45	12	57	24	09	36	21	48	33
01	46	13	58	25	10	37	22	49	34
02	47	14	59	26	11	38	23	50	35
03	48	15	00	27	12	39	24	51	36

2 Timing Chart for Test 2 2

Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
00	00	12	12	24	24	36	36	48	48
01	01	13	13	25	25	37	37	49	49
02	02	14	14	26	26	38	38	50	50
03	03	15	15	27	27	39	39	51	51

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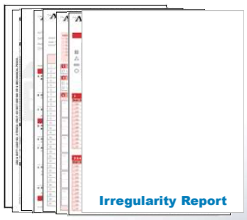
Test Day Activities

Collect Test room Documents



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What are my Test Day activities for Online Testing?

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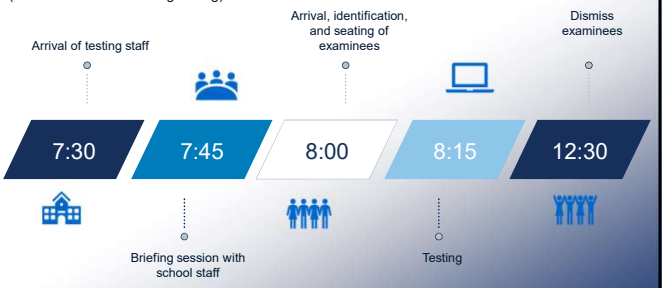
Sample Test Day Schedule

(Standard-time with writing testing)



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Test Day Activities
(During testing)

- Prepare and start sessions in PearsonAccessnext
- Distribute authorization tickets
- Retrieve Seal Codes
- Move around room as students are testing to monitor for/discourage prohibited behavior

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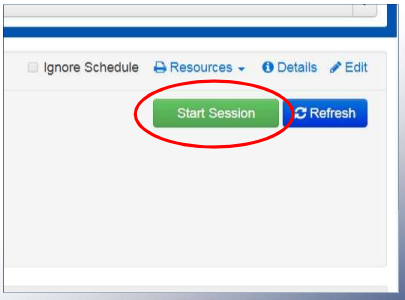
Start your Sessions



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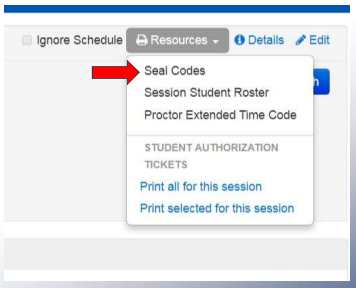
Provide Seal Codes - Online



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Monitoring Online Testing

Displaying 25 Man

	Student Test Status	Form Group Type	For
he ACT with	Exited	March 20 (Tuesday)	The (15
he ACT with	Resumed	March 20 (Tuesday)	The (15
he ACT with	Ready	March 20 (Tuesday)	The (15
he ACT with	Completed	March 20 (Tuesday)	The (15

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Seating Diagram - Online

The ACT

Test Administration Forms
Standard Time, Online
Test Room Report

ACT High School Code ___ State _____ Type: ☐ No Writing ☐ Writing

School Name _____ Test Date _____

Room Supervisor _____ Room _____

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:
Location Name _____
Address/City _____

Number of Examinees Seated in This Room _____ Number of Staff in This Room _____
If two or more, complete the Seating Diagram.

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

Student Authorization Tickets	Used Scratch Paper	Test Room Report	Seating Diagram	Roster	ACT ID Forms
☐	☐	☐	☐	☐	☐

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

Test Coordinator—Return this completed folder in the OLIVE envelope.
Keep all pages together (do not separate).

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Seating Diagram - Online

The ACT

Test Administration Forms
Standard Time, Online
Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where he or she is seated. Show the direction examinees are facing, any partitions&dividers, and walls.

See the Administration Manual for acceptable seating arrangements.

1 Seating Type
☐ Desks ☐ Tables ☐ Carrels
☐ Other _____

2 Partitions between Examinees
☐ Yes ☐ No

3 Distance between Examinees
Shoulder-to-Shoulder: _____ ft.
Head-to-Head: _____ ft.
Minimum 3 ft.
Minimum 5 ft. if no partitions

4 Diagram of Room Setup and Seating

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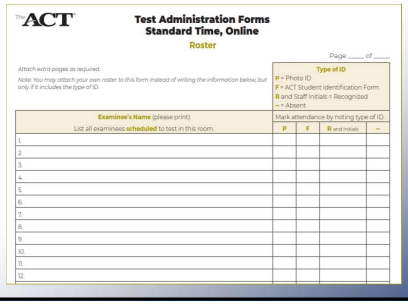
Seating Diagram - Online



The ACT

Test Administration Forms
Standard Time, Online
Roster

Page _____ of _____

Attach extra pages as required.

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

Type of ID
P = Photo ID
F = ACT Student Identification Form
R and Staff Initials = Recognized
– = Absent

Examinee's Name (please print) List all examinees **scheduled** to test in this room.	Mark attendance by noting type of ID			
	P	**F**	**R** and initials	**–**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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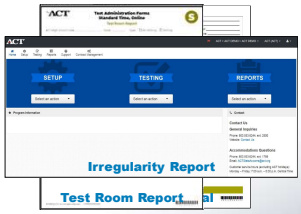
Test Day Activities

Collect Test room Documents (online testing)



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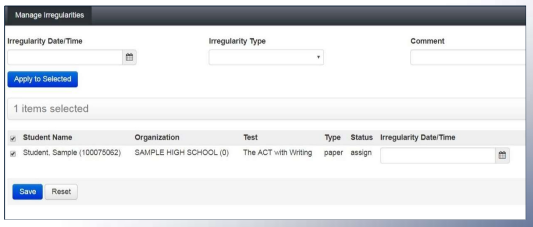
Test Day Activities

Irregularity Reports (online testing)



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Test Day Activities

If you did not test

Mark "Did Not Test" in PearsonAccess^next

Discard the unused Site Header

Place Processing Envelope in a box

Prepare materials for return

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What are my Post-test activities?

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Post-test Activities

(paper testing)

- Order Upcoming Test Window Materials
- Packing the Processing Envelope
- Packing the cartons
- Reporting Schedule

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Post-test Activities

Makeup testing

Determine student eligibility for makeup testing

Student:
- Was Absent on test window 1
- Arrived too late to begin testing
- Began but did not complete testing (must retake entire battery)

Yes

Student:
- Completed Testing
- Was dismissed for prohibited behavior

No

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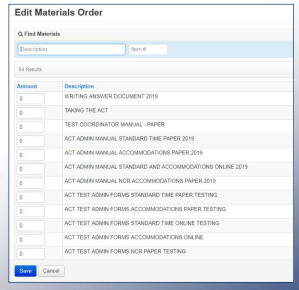
Post-test Activities

Makeup Testing Paper

Order Materials for Upcoming Administration in PearsonAccessnext



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Post-test Activities

Materials you will receive with testing kits

- New test booklets
- additional answer documents

Be sure to only use the new test booklets assigned to each specific test window

- 1 test date flyer
- 1 administration manual
- 1 copy of Test Administration Forms per 30 kits
- A Site Header
- Calculator policy
- Processing Envelope(s)

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Post-test Activities

Test Window 2 (Online Testing)

- Create a new test session
- Move examinees from original session to new session
- Close original session
- Print new student authorization ticket

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Purge Cached Test Content

t35t1n6

1. Go to a proctor caching computer.
2. Open the shortcut to ProtorCache
3. Select the tests tab.
4. Check the box next to the tests to purge.
5. Select the purge button.
6. Enter the proctor password in the popup window.
7. Repeat these steps on each proctor caching computer.

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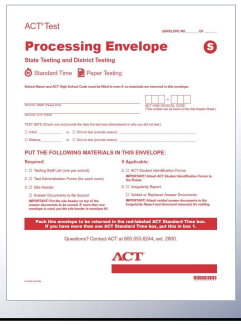
Packing the Processing Envelope

(Paper Testing)



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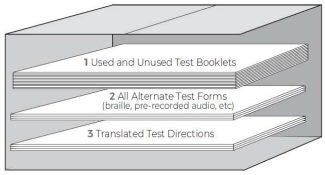
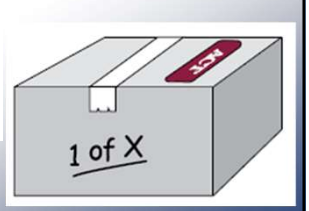
Packing the Cartons





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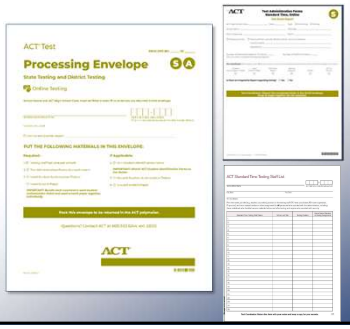
Packing the Processing Envelope

(Online Testing)



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Reporting Schedule

Document	Student Score Report	Student Online Scores	High School Checklist Report	High School Report	Student Score Labels	Student College Report	Online Reports Portal
Recipient	Student	Student	School	School	School	College	School, District, State
Timeline	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks
Description	Paper Report	Online account	List of Examinees	List of College Reportable Scores	Record Labels	College Reportable Scores	Dynamic Online Reporting

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ACT Contact information

Test Administration	Accommodations and Supports
800-553-6244 ext 2800	800-553-6244 ext 1788
ACTDistrictTesting@act.org	ACTStateAccoms@act.org

act.org/StateAndDistrict/DistrictTestEarlySpring

PTI0005SDTES-CJ3622

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