The ACT International Computer-Based Test FAQs for Test Coordinators and Sites

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Test Center

Q1: Can test centers opt for only one administration day? For example, Friday may be difficult for schools to conduct the tests because it is a school day.
A: Yes. This is handled during the test center establishment process, where test centers schedule test sessions based on local demand and availability of their test centers.

Q2: How long do proctors need to be on site?
A: The shortest amount of time for a proctor to be onsite is 5.5 hours, for one test session. There are options for two sessions in one day, a morning session and afternoon session, each 5.5 hours long. The morning testing session is 8:00 a.m.—12:30 p.m. local time. The afternoon testing session is 1:30 p.m.—6:00 p.m. local time. Test Center staff will need to arrive approximately 30 minutes or more before the testing session begins. Test centers choose how to hire staff and which administrations they want covered.

Q3: If a test center is not ready to administer the computer-based testing version of the ACT test, can they start doing so later in the test cycle?
A: Yes. A test center can decide which computer-based test administrations they want to be open for during the test center establishment process. Test centers that are not ready for online testing when the test cycle begins can begin testing later in a test cycle once the test center becomes ready.

Q4: What type of staffing is needed at the test center?
A: We require that a test coordinator (for coordinating test site operations) and a technical coordinator (for computer setup and the downloading of the testing servers and applications) be available. For more information on required staffing, see ACT Test Administration Manual for International Testing.
**Q5:** Because there are four sessions per test window, two on Friday and two on Saturday, will the same test coordinator be able to work all four sessions?

**A:** Yes. Test Coordinators can work all four sessions if they choose.

**Training**

**Q6:** Will there be any training sessions for the administration of the tests?

**A:** Yes. ACT provides manuals and videos for sites to reference while preparing for testing. Training for technical staff is covered by training videos, and should take 30 to 60 minutes to complete. We have also scheduled readiness testing to walk administrators through the technical components for test delivery and confirm sites are set up appropriately.

**Q7:** What is the required ratio of room supervisors to examinees?

**A:** One room supervisor is required for every 30 examinees. For more information on staffing requirements, see *ACT Test Administration Manual for International Testing.*

**Test Site Specifications and Test Day Policies**

**Q8:** Do we have to have castors on chairs and cushioned seats?

**A:** No. Castors and cushioned seats may be used, but are not required. Seating requirements follow current *ACT Facility and Seating Requirements.*

**Q9:** Is a secure storage space for examinees a requirement?

**A:** No. This is not a requirement.

**Q10:** What configuration is needed in the testing room? For example, what distance apart are the computers, and how can they be arranged?

**A:** Seating arrangements must minimize any possibility of prohibited behavior. In all cases, it is critical that examinees cannot see each other’s screens. Seating requirements follow current *ACT Facility and Seating Requirements.*

**Q11:** Do examinees bring their own computers to take the test?

**A:** No. Examinees are not allowed to use their own computers. To ensure the highest level of test security, the computers used for testing examinees must be secured and have their configurations closely controlled by the testing center. In the computer-based testing format, the ACT test must be administered on a computer the test center owns and has administrative rights. Examinees cannot have administrative rights to the device.
Q12: Is scratch paper allowed for examinees to work out math and science questions? If so, who will provide the paper?

A: Erasable whiteboards (with one blank side and one side with grid marks) are provided to examinees to use for scratch work. Test centers provide one whiteboard and one marker per examinee.

Q13: What is the policy for standby testing?

A: Standby testing is not offered at international test centers.

Q14: Some US examinations like GRE and TOEFL do not permit examinees to bring along or wear on any type of watch during testing time. Does this policy apply to the international ACT?

A: Examinees are allowed to wear watches that are acceptable under the ACT Terms and Conditions. Any watch with recording, camera, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band) is prohibited. During testing, examinees will be required to take off their watches and place them on the desk. The test center may also have additional procedures with which the examinees must comply.

Q15: Can students use their own calculators for the math test? If permitted, what are their requirements and/or limitations?

A: Students are permitted to use calculators that are acceptable under the ACT Calculator Policy. Please note onscreen calculators will not be provided or allowed for use during testing.

Q16: How long are the breaks for the computer-based test? Will the test system time the break on the screen automatically?

A: There is a 15-minute break after test 2 and a five-minute break after test 4 (for those continuing on to the Writing section). The system times the break on the screen automatically; examinees are prevented from advancing to the next test until the break time has expired.

Q17: What time of day should the ACT test be started?

A: For the morning session, all examinees should be checked in and ready to test no later than 8:00 a.m., and for the afternoon session no later than 1:30 p.m.

Technology

Q18: Is it a requirement to have surveillance and 30-day retention of recording?

A: Not all test centers use video surveillance. However, some institutions require it for many different security reasons. The ACT Test Administration Manual for International Testing provides specific information regarding surveillance and recording policies.

Q19: Is a printer outside the testing area required?

A: Access to a printer is required. It is recommended the printer be outside of the testing area to limit distractions to examinees.
Q20: Is hardwire connectivity a requirement?

A: Yes. Hardwire connectivity is the current requirement for most sites.

WiFi is supported for sites testing fewer than 30 examinees. If a test administration partner wishes to use WiFi, ACT has additional network security requirements that the test administration partner needs to follow.

Q21: Does the test require connection to the internet during all of its duration?

A: Testing sites connect to the internet to download the test content before the test, and to send responses back after the administration. ACT uses a system that enables testing to continue during internet disruptions as long as local network connectivity is not impacted.

Q22: What type of IT resources do test centers need to support computer-based testing?

A: Technical staff is required for readiness/preparedness checking prior to and on test day. Readiness testing for test sites prior to the test date depends on how many workstations need to be set up, so resource needs can vary. Once the readiness test is complete, the download of the test is automated and should take only a few minutes in the morning for the technical staff to complete.

Q23: Will there be a lockdown browser to ensure other windows cannot be opened during testing?

A: Yes. A lockdown browser is used for computer-based testing.

Q24: Is the test entirely browser-based, or is other software necessary?

A: The test is browser based, test sites must download software for the secure browser. Technical staff should read the requirements carefully to ensure the correct software and version numbers of each are installed on exam workstations. For details, see the ACT International technical requirements.

Q25: What happens in case of power shortage or failure?

A: The system can be restarted and is designed to recover and continue from where the examinee left off. Information on technical and test day support is provided in the following publications:

- ACT Test Administration Manual for International Testing
- ACT Technical Guide for International Testing

Q26: If the computer malfunctions, is an examinee given time to log into another machine?

A: Yes, the timer is paused in the event this occurs to allow the examinee time to log in to another computer.

Q27: Is a 19-inch monitor required? Are desktop computers required?

A: No. A 19-inch monitor is not required, nor are desktop computers. The minimum requirement is a 14-inch screen.
Q28: Are answers automatically saved during the test?
A: Responses to test questions and the essay are saved as the test progresses. If a test is interrupted due to a technical problem, the test can be restarted; resumed without loss of answers to test questions; and the timer continues with the amount of test time that was remaining.

Accommodations

Q29: When are ACT paper accommodations sent?
A: Yes. All requests, including reconsideration requests, must be submitted by the late deadline for the preferred test date.

Note: If an examinee is testing in the paper format and submits a request—or reconsideration request—during the late registration window, test materials might not arrive prior to the first day of testing. They will arrive in time for testing during the special testing window.

Q30: How will students with disabilities testing internationally—including in Canada—take the ACT with extended time?
A: Students approved for one-and-one-half extended time in one session (timing code 6) can take the computer-based ACT test.

Eligible students who require multiple-day testing or other accommodations not available via computer-based testing may take the ACT test.

Q31: How will students with disabilities choose between computer-based testing and paper testing?
A: During registration, the student indicates a need for accommodations to access the ACT test. Examinees who need to test with one-and-one-half extended time in one session and on the computer in a single administration will be directed to schedule a test date and location in the registration system. Students requiring other accommodations will test via paper administration.

Q32: How will students request accommodations for an international administration of the ACT?
A: Accommodations requests are submitted by school officials via the Test Accessibility and Accommodations system (TAA). All requests, including requests for reconsideration, must be submitted via TAA by the late registration deadline.

Computer-Based Testing

Q33: What kind of test prep is available for students to practice on and become comfortable with?
A: ACT released timed and untimed practice tests in the computer-based format so that international students can have some experience taking a computer-based test. For practice tests, see Computer-based practice tests.

It is very important to note that the only difference between the computer-based ACT and the paper version is the administration format.
As a result, test preparation materials such as The Official ACT Prep Guide, ACT® Online Prep, Preparing for the ACT, and officially licensed preparation programs—like the ACT Student Journey—offered by official ACT partners will continue to provide students with exceptional information and practice that will help them prepare for the ACT regardless of whether they take it via computer or paper.

**Q34:** Will the computer-based test be a CAT (computer adaptive test) based assessment?

**A:** No. The international assessments are computer-based, linear tests. Each examinee sees the same number of questions per subject as others.

**Student Experience**

**Q35:** If students finish a test before time expires, can they move onto the next test on their own?

**A:** The same subject sections are included in the computer-based ACT test, and all sections are timed. Students are not able to advance to the next section until the allotted time has expired for the section they are currently testing in.

**Q36:** Are students able to skip questions or go back to previous questions (within the same test section) to review or change answers?

**A:** Yes. Students can skip, review, or change answers within the same test section during the allotted time.

**Q37:** Are multiple-choice test scores available for viewing on test day, rather than later through ACT web account?

**A:** No. Scores for the multiple-choice section of the test are available to examinees on their ACT student account approximately two business days after the test.

**Q38:** When will the final results from the entire exam be released, and how do students view their results?

**A:** Scores for the multiple-choice section of the test may be available to students on their ACT student account two business days after taking the test. Writing scores are posted online as soon as they are ready. We estimate examinees will receive writing scores two to three weeks after the test date. Scores are not officially reported until the writing scores have been added.