



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

Questions Regarding Test Centers

Q1: Can the schools opt for only one administration day? For example, Friday may be difficult for schools to conduct the tests since it is a school day.

A: Yes, this is handled during the test center establishment process, with test centers scheduling test sessions based on local demand and availability of their test centers. Students will only be able to register for open test sessions.

Q2: How long will proctors need to be onsite?

A: The shortest amount of time for a proctor to be onsite will be 5.5 hours, the most will be an all-day testing event. Test centers will choose how to hire their staff and which administrations they want covered.

Q3: What is the timeframe for providing for specific computer-based testing locations?

A: ACT will release computer-based testing locations on July 20, 2018, when registration opens. If you are establishing a test center, contact ACT as soon as possible, but know we are always making updates and additions to our test center listing.

Q4: 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. Please note that starting in September 2018, there will be no paper-based testing centers outside the United States. A test center can decide which computer-based test administrations they want to be open for during the test center establishment process.



Q5: For the current centers that do not have a computer lab, where can their students go to take the computer-based test?

A: Students will be able to choose which test center to go to when they register online to take The ACT test. The test centers are approved during the test center establishment process, of which we have already completed the first round. The list will be published when registration opens in July 2018. If a student is having trouble finding a test center, they should contact ACT using the following form: <https://www.act.org/content/act/en/contact-act.html>.

Q6: What type of staffing will be needed at the center?

A: Staffing will not significantly change from the current requirement. We do ask that a technical coordinator is on hand to help with computer set up and the downloading of the testing servers and applications.

Q7: Because there will be 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

Q8: Will there be any training sessions for the administration of the computer-based testing tests?

A: Yes. ACT has put together manuals and videos for sites to reference while preparing for computer-based testing (CBT). Training for technical staff will be covered by training videos, and should take between 30–60 minutes. We have also scheduled readiness testing, to walk administrators through the technical components for test delivery, and confirm sites are set up appropriately.

Q9: Will the expectation of 1 room supervisor to 25 students remain?

A: Yes, staffing will remain similar to what it is currently.

Test Site Specifications and Test Day Policies

Q10: Do we have to have castors on chairs and cushioned seats?

A: Seating will closely follow current ACT seating policies and procedures. Castors and cushioned seats may be used, but are **not** required.



Q11: Is a secure storage space for candidates a requirement?

A: No, this is not a requirement for computer-based testing delivery of the ACT test.

Q12: What configuration will be needed in the testing room? E.g., what distance apart will be 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.** Detailed requirements are available to test centers to reference, on the test center establishment website.

Q13: Are students bringing their own computers to take the test and what will the guidelines be?

A: No, students will not be allowed to use their own computers. To ensure the highest level of test security, the computers used for testing students must be secured and have their configurations closely controlled by the testing center. Each test center will provide computers for computer-based testing of the ACT. In the computer-based testing method, the ACT must be administered on a computer the test center owns and has administrative rights on. The student cannot have administrative rights to the device.

Q14: Will paper be allowed for students to work out math and science questions? If so, who will provide the paper?

A: Yes, scratch paper will be allowed in the form of erasable whiteboards, with one side blank, and one side with grid marks. Test centers will provide one whiteboard and one marker per examinee. Students may request additional whiteboard sheets at their test center, if needed.

Q15: Will admission tickets go paperless (i.e., required to be on their computer screens prior to logging in to the test)?

A: Admission tickets will not be generated at this time through the registration system. Students should plan on bringing approved photo identification to be allowed to test.

Q16: Under the computer-based testing model, will there be a change in Standby and Test Option change policy?

A: Beginning in September 2018, standby testing will no longer be offered at international test centers. With the onset of computer-based testing, students testing at international test centers will be able to see real-time capacity in the registration system. On-time registration deadlines will remain approximately the same as it has been. Late registration will now be available to all non-US testing areas, and that deadline will be one week prior to the test date.



Q17: Some USA examinations like GRE and TOEFL do not allow students to bring along or put on any type of watch on during testing time. Will this policy also apply to students on the computer-based testing model?

A: Students will be 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. The test center may also have additional procedures with which the examinee must comply.

Q18: Can students use their own calculators for the math test? If possible, what are their requirements and/or limitations?

A: Students will be allowed to use calculators that are acceptable under [ACT policies](#). Please note an onscreen calculator will not be provided or allowed for use during testing.

Q19: For ACT paper-based test, there is a 10–15 minutes break after test 2. Therefore, how many minutes (10 or 15) will be applied for the break of ACT computer-based test? Will the test system counted the break time on the screen automatically?

A: Breaks for the computer-based test will closely follow those for the paper-based test. There will be a 15-minute break after test 2 and a five-minute break after test 4 for those continuing onto the writing section. The system will count the break on the screen automatically and a student will not be allowed to advance to the next test until the break time has expired.

Q20: Should the computerized ACT test be started at the same time as the ACT paper-based test all students in all sessions?

A: Currently the reporting time for the morning session will be no later than 8:00 am and the afternoon session will be no later than 1:30 pm.

Questions Regarding Technology

Technology in Test Centers Unrelated to Computer Set Up

Q21: Is it a requirement to have DVD/CCTV surveillance and 30-day retention of recording?

A: Not all test centers will employ the use of DVD/CCTV surveillance. However, some institutions require it for many different security reasons. This invigilation process will be very similar to the one currently used. The CBT test administration manual will provide specific information regarding surveillance and recording policies.



Q22: Is a printer outside the testing area required?

A: Access to a printer is required. It is recommended the printer used be outside of the testing area to limit distractions to students.

Technology Related to Test Delivery & Administration

Q23: Is hard-wired a requirement?

A: Hard-wire connectivity is the current requirement. The ACT CBT is currently designed for delivery through a hard-wired network and WiFi is not currently supported. If a test administration partner wishes to use WiFi, ACT has additional network security requirements that the test administration partner will need to follow.

Q24: Does the test require connection to the internet during all of its duration, or lose access?

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

Q25: What will be the procedures if the internet speed is very slow, or if the internet cuts out entirely during the test? (e.g., can candidates be moved from the morning to the afternoon session, or from Friday to Saturday in such an eventuality?) Will answers already completed be lost if the internet cuts?

A: The test will be downloaded and delivered from a local machine using a local network, rather than an internet connection. The speed of the internet only impacts the time it takes to download the test. In the event of an internet outage, the test center should contact the technical support team for guidance. There will be exceptions in place (e.g. for power failures or evacuations) that may require reschedules and these will be reviewed on a case-by-case basis.

Q26: What type of IT resource(s) will test centers need to support computer-based testing?

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

Q27: Will there be a lockdown browser to ensure other windows cannot be opened during testing?

A: Yes, there will be a lockdown browser.



Q28: Is the test entirely browser-based, or is some other software necessary?

A: The test is browser-based, but test sites will have to 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.

Q29: What happens in case of power failure or shortage?

A: The system can be restarted and is designed to recover and continue from where the student left off. Information on technical and test day support will be provided in the Administration Manual and Technical Guide.

Q30: If the computer malfunctions, will the test taker be given extra time to login to another machine?

A: Yes, the timer will be paused in the event this occurs to allow sufficient time to log in to another computer.

Q31: Is the 19 inch monitor required? If so, that will determine whether or not laptops can be used as opposed to desktops. Are desktop computers required?

A: No, a 19-inch monitor is not required, nor are desktop computers. ACT is currently conducting research studies to determine the smallest screen size that can be used. At this time, the requirement is a 14-inch screen. With smaller screen sizes, ACT item content may not be readable, which would not allow students to perform their best. As technology continues to evolve, ACT continues to evaluate technical requirements and make adjustments that will allow the ACT to be administered as flexibly as possible across a variety of digital devices.

Q32: Will the answer be automatically saved during the test? If there is any technical/electronic problem, will the test be resumed on the specific session immediately without any answers lost?

A: Responses to test questions and the essay are saved as the test progresses. If a test is interrupted due to a technical/electronic problem, the test can be restarted and will resume without loss of answers to test questions and will continue with the amount of test time that was remaining.



Questions Regarding Accommodations

Q33: Will the ACT paper accommodations be sent earlier than they are now?

A: Applications for accommodations should be made in the same way as they are for the current testing process. All requests, including reconsideration requests, must be submitted by the late deadline for the preferred test date. Please note, however, that if an examinee is testing via paper-and-pencil and submits a request—or reconsideration request—during the late registration window, test materials may not arrive prior to the first day of testing. They will arrive in time for testing during the special testing window.

Q34: How will students with disabilities testing internationally, including in Canada, take the ACT with extended time?

A: Starting in September 2018, ACT will begin offering a computer-based version of the ACT test internationally, including in Canada. Students approved for 50% extended time in one session (timing code 6) or may take the computer-based ACT test, or may request paper-based testing.

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

Q35: How will students with disabilities choose between computer-based testing and paper and pencil testing?

A: During registration, the student will indicate a need for accommodations to access the ACT. After doing so, the student will be prompted to choose between a preference for a computer-based administration at a test center or a paper and pencil administration at his/her home school. If a student chooses a computer-based administration for timing code 6 (50% extended time), that student will schedule their test date and location themselves, within the registration system. If the student elects paper and pencil testing, scheduling will be done with their school, as is done currently.

Please note: the computer-based administration is only available to students who can test with 50% extended time in one session. All other accommodations will be delivered via paper and pencil.

Q36: How will students request accommodations for an International administration of the ACT?

Accommodations requests will continue to be 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.





General Questions Regarding Computer-Based Testing of the ACT Test

Q37: When are the practice/test prep/mock pilot tests available from ACT for the computer-based testing version for students to practice on and be comfortable with?

A: In May, 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. [Click here to try the practice tests.](#)

It is important to note that the only difference between the computer-based ACT and the paper version will be the administration format. The ACT test itself will not change.

As a result, test preparation materials such as *The Official ACT Prep Guide*, ACT® Online Prep, Preparing for the ACT (free online resource), 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 on computer or paper. In many locations, ACT also offers ACT® Academy™, a free online resource that offers personalized suggestions for practice exercises and resources based on the results of an online diagnostic.

Q38: Will Canada move to computer-based testing delivery of the ACT, or will they remain testing on paper?

A: Canada will move to computer-based testing. Any location that is not a US territory will deliver the ACT test via computer.

Security

Q39: Has there been any large-scale computer-based testing security issue in the US? Has ACT thought through how to address this risk?

A: As with paper tests, computer-based tests are subject to test security issues. ACT's test security professionals are aware of those threats and continually work to ensure secure administration of the ACT computer-based testing.

Q40: Will the international computer-based testing in 2018 be a CAT (computer adaptive test) based assessment?

A: No, the 2018 international test will not be CAT. The international assessments in 2018 will be computer-based, linear tests. Each student will see the same number of questions per subject as others.

Test Center Compensation

Q41: Will the payment model for computer-based testing change?

A: Specifics regarding compensation are currently being developed.



Q42: Will compensation continue to be the same, and increase by the number of sessions?

A: Specifics regarding compensation are currently being developed.

Student Experience

Q43: Will the test have timed sections or will students be able to move from one test to the next on their own?

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

Q44: 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 will be able to skip, review, or change answers within the same test section during the allotted time.

Q45: Will multiple-choice (No Writing) test scores be initially viewed on the screen under the online computer-based testing model on the testing day, rather than later through ACT Web account?

A: No. Scores for the multiple-choice section of the test will be available to students on the ACT student account two business days after the test.

Q46: When will the final result (Multiple-choice scores + writing scores) be released and how the students to 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 of their test. Writing scores will be posted online as soon as they are ready, we estimate our non-US audience will receive their writing scores two to three weeks after the test date. Scores are not officially reported until the writing scores have been added.

Q47: Many students travel across countries and cities taking the test and are worried about the unforeseeable failure of network and workstations at test centers. Will there be any immediate make-up computerized ACT test for them on the same test day or the day after so that they can arrange time for hotel booking or ticketing to home?

A: No, there will not be an immediate make-up computer-based test available. ACT will follow the same retest or reschedule policies that are currently used. It is for this reason that ACT will conduct readiness testing with every center before the September 2018 test date.