Late Start

If you are able to begin the ACT® test administration **before 10:30 a.m.**, you may test as planned.

- Do not alter the sequence or timing of tests.
- Administer all breaks as outlined in the verbal instructions.
  - Do not shorten or skip any breaks to make up for the late start.
  - Do not lengthen the 15-minute break after Test 2 to accommodate lunch service.
- Submit an Irregularity Report that includes the reason for the late start.

If you will not be able to complete the tests in accordance with the outlined timing and break requirements, do not begin testing. Instead, follow the **Did Not Test** procedures.

Did Not Test

If your school is **unable to test** on the planned test date, complete the steps below.

Note: These steps should be completed at the school level, not the district level.

1. Indicate that you did not test in PearsonAccess^next.
   a. Select the **Setup** icon and choose **Organizations**. The Organizations screen appears.
   b. Select the drop-down list on the **Search** button and check the box next to **Show all results**.
   c. Check the box next to your organization.
   d. Select the drop-down list on the **Start** button and choose **Create / Edit Organizations**.
   e. When your organization screen opens, select the appropriate checkbox(es) to indicate whether you did not test any examinees with standard tests or accommodations tests (or both).
2. Return your test materials, following the "Collecting, Packing, and Returning Materials after Testing—If You Did Not Test" instructions in the *Test Coordinator Information Manual*. Secure test materials are specific to a test date and cannot be reused.

   Reminder: Answer documents and administration manuals can be reused. Do not send them back if you'll be doing makeup testing.

3. Order makeup testing materials (if you have another scheduled test date), following the "Makeup Orders" instructions in the *PearsonAccess^nextTM User Guide for the ACT Test*. See your *Schedule of Events* for administration dates to determine when ordering materials is applicable.