

North Carolina Department of Public Instruction

The ACT® Frequently Asked Questions (FAQ) 2019–20

The following FAQ has been developed by the North Carolina Department of Public Instruction (NCDPI) to assist school systems in the administration of the ACT. This information should be used in conjunction with other testing materials in the administration of the test, including all information from ACT.

- Students may find more information, including how to access their ACT scores, at <http://www.actstudent.org>.
- Student ACT scores do not belong to the NCDPI. Students can only access their ACT scores through ACT.

Test Window

1. What are the administration dates for the ACT assessment?

Schools participating in the ACT online assessment may conduct makeup testing at any time during either the initial or makeup online testing window.

Paper Testing	Date/Window
Initial test date—standard time	February 25, 2020
Initial testing window—accommodations and/or supports	Weekdays February 25–March 6, 2020
Makeup test date—standard time	March 17, 2020
Makeup testing window— accommodations and/or supports	Weekdays March 17–27, 2020

Online Testing	Date/Window
Initial testing window	February 25–27, 2020 March 3–5, 2020
Makeup testing window	March 17–19, 2020 March 24–26, 2020

Schools choosing to administer the assessment “mixed-mode” will be permitted to test students using both the paper/pencil dates and the online test dates provided by ACT.

Note: Schools are permitted to test standard time paper/pencil on February 25 and March 17 only. Standard time paper/pencil testing cannot occur on any other days.

2. What happens if a student is absent on the initial test day?

If a student is absent from paper/pencil testing on February 25, test coordinators (TCs) must reschedule the student to test on March 17. If the student misses paper/pencil testing on both February 25 and March 17, there is no additional makeup opportunity.

Students authorized to test with accommodations may test at any time during either the initial or makeup testing window.

Eligibility

3. Which students are required to take the ACT?

All public-school students who are enrolled in grade 11 for the first time according to PowerSchool are required to take the ACT. The only exceptions are:

- Students who have a significant cognitive disability and receive instruction using the Extended Content Standards in all assessed content areas (i.e., English Language Arts/Reading, Mathematics, and Science). These students take the Grade 11 NCEXTEND1 alternate assessment;
- Students who have a current Individualized Education Program (IEP) documenting participation in the Grade 11 College and Career Readiness Alternate Assessment (CCRAA);
- Students deemed medically fragile because of a significant medical emergency and/or condition and are unable to participate in testing (All medical exceptions must be approved by the NCDPI Division of Accountability Services.);
- Students who have been retained in grade 11 and previously took the ACT (students retained in grade 11 who do not have an ACT score from the previous year may take the ACT for the first time as a grade 11 repeater);
- Students who took the SAT or ACT before February 25, 2020, with scores that meet either the ACT or SAT college readiness benchmark standards.

4. Are students who are homebound/hospitalized, and still enrolled in the school system, eligible to take the ACT?

Yes. Homebound/hospitalized students can be administered the ACT at home or in a hospital/treatment setting. If a homebound/hospitalized student requires accommodations, schools must follow the same accommodations request process that is used for students attending school. Homebound/hospitalized students are counted in the NCDPI Accountability Model. Schools must coordinate with their district test coordinator (TC) and complete an NCDPI off-site testing form before conducting the assessment.

5. May students in nonpublic schools and home schools participate in the statewide administration of the ACT?

No. The statewide administration of the ACT is for North Carolina public school students only. As with any vendor assessment, the NCDPI does not function as a third-party for nonpublic or home school students.

6. If students have taken the ACT or SAT before February 25, 2020, and have scores that meet the benchmark standard(s) noted below, will they have to participate in the statewide ACT administration?

No. Students who have met the ACT or SAT benchmark prior to February 25, 2020, are not required to participate. However, it is the students' responsibility to notify the school that they do not wish to participate in the test administration.

Before submitting a request for exemption, students must have either ACT or SAT test scores that meet the following college readiness benchmarks:

- **ACT** college readiness benchmark scores include all of the following subtests:

Test	ACT Score
English	18
Mathematics	22
Reading	22
Science	23
Writing	7

- **SAT** college readiness benchmark scores include the following subtests:

Test	SAT Score
Evidence-Based Reading and Writing Scores	480
Mathematics	530

- 7. If students enrolled in grade 11 for the first time according to PowerSchool took the ACT through National testing and did not meet the college readiness benchmark scores, are they required to take the ACT again when it is offered at the school?**

Yes. If students took the ACT through National testing and did not meet the benchmarks, ACT will waive its normal 60-day retest restriction for State testing and students must test on one of the State test dates (initial or make-up). The state pays for only one ACT weekday in-school test administration.

- 8. May students retest during the state ACT testing window?**

Students may only take the ACT once through the state ACT testing program. If ACT authorizes a retest the school must seek approval to retest from the district TC or the Regional Accountability Coordinator (RAC) before administering the test a second time.

- 9. Does the 95 percent participation rule apply to the ACT test?**

Yes. The 95 percent participation rule for the state accountability program is in effect for the ACT assessment.

- 10. Are students eligible to test if they move to junior status after February 25, 2020?**

No. Students who are moved to junior status after February 25, 2020, are not eligible for the 2019–20 ACT test administration.

- 11. Are students who transfer into a school from another state between February 25 and March 17, 2020, eligible to take the ACT?**

Yes. Students who transfer into a school as a junior from another state between February 25 and March 17, 2020 are eligible to take the ACT.

- 12. What happens if juniors move to senior status or sophomores move to junior status after the set deadlines has passed for ordering the ACT materials?**

The NCDPI provides grade 11 enrollment numbers to ACT in early December. Between December 16, 2019 and January 10, 2020, school TCs will be asked to confirm grade 11 enrollment numbers in PearsonAccess^{next}™. School TCs should ensure student movement in or out of grade 11 has been accounted for before confirming grade 11 enrollment with ACT.

A standard overage of both nonsecure and secure materials will be sent to schools. Should a school require more than this standard overage, it may contact ACT for additional materials. The

ACT *Schedule of Events* includes additional order submission deadlines. ACT does not provide an overview of ACT-authorized accommodations materials.

Students who move into the grade 12 prior to February 25, 2020 are not eligible to take the ACT through state testing, even if they did not take the ACT as an 11th grader.

Test Planning

13. Are schools required to administer the ACT test online?

No. Schools may choose to administer the test in either the paper or the online format. Schools may choose to administer the assessment “mixed-mode,” which includes all available paper/pencil and online test dates. This decision should not be made district wide; instead, it should be a school-based decision. If a school intends to administer the test using mixed-mode, it must meet all of the test administration deadlines for both paper and online testing.

14. When can a school test if it is not scheduled to be in session (i.e., tracked out or on spring break) on February 25 or March 17?

If a school is not in session on February 25 or March 17, then the school TC should collaborate with the district TC to submit a *Calendar Conflict Request* form to the NCDPI Division of Accountability Services by the designated deadline. The NCDPI will review the requests and notify the district/school of the decision. Charter school TCs must submit their requests directly to the NCDPI Division of Accountability Services.

15. If a school is not in session on February 25 or March 17, does it still test students with accommodations during the accommodations window of February 25–28 and March 2–6, 2020?

Yes. Schools not in session on February 25 or March 17 should plan to administer accommodated tests during the initial accommodations window. If schools are closed through the entire accommodations test window, or if a student is absent during the entire initial accommodations window, schools should utilize the makeup accommodations window, March 17–20 and March 23–27.

16. What time must the ACT begin?

The ACT test must be administered as the first activity of the morning. Testing must begin by 10:30 a.m. at the latest, in all rooms on both the initial and makeup test dates. Testing begins when the room supervisor begins reading the Verbal Instructions. Timing for reading the Verbal Instructions will vary by room. Each room proceeds independently. If a student or testing room is unable to begin testing by 10:30 a.m., reschedule testing for makeup testing. Remember that all students testing in one room must be taking the same tests at the same time.

If you are unable to begin testing prior to 9:30, please complete an irregularity report, but continue testing.

The 10:30 a.m. start time does not apply to students taking ACT with accommodations and/or supports.

17. How much time should be scheduled for ACT testing?

For the standard administration (without accommodations and/or supports), schools must provide an uninterrupted period of four (4) and one-half (1/2) hours for either test format. Each student with ACT-authorized accommodations has an assigned timing code that identifies the timing guidelines authorized for that student.

Note: Additional time will be needed by testing staff to complete pre- and post-testing responsibilities.

18. What if all students finish a test section before the allowed time elapses?

Even if all students in the room finish a test before standard allowed time elapses, the full time for each test must be given. Students do not move on to the next section until time is called for the current section.

When administering the test with accommodations that include extra time, once all students in the testing room have completed testing, you may move on to the next section. In this situation, if all students are done testing, you do not need to wait for the full time to elapse.

Lunch and Breaks

19. Are any breaks allowed between the ACT standard time test sections?

The ACT requires schools to allow a break of 15 minutes at the end of Test 2. Testing must resume no later than 15 minutes after “STOP” is called on Test 2.

ACT will allow an optional break of up to 45 minutes between Test 4 and the writing test. It is a school decision whether to use this break. During all breaks, students must be constantly monitored and must not have conversations during the break or access electronic devices.

Staff and students may bring snacks and beverages into the test room, but they must consume them outside the test room during breaks only. The school should not attempt to preset a break schedule for all test rooms.

Sending Scores to Colleges

20. How many colleges may students send their ACT scores to when taking the ACT through the NCDPI, and is there a charge to have the score report sent to a college(s)?

There is no charge for students to have up to four colleges (or other reporting agencies) receive their score report. In order to send up to four reports at no charge, students must ensure college (or other reporting agencies) are accurately coded on their answer documents or in the online non-test section.

Students may not add or remove a college (or other reporting agency) to their answer document after the answer documents have been collected by the room supervisor on the day of testing.

21. Are students required to send their scores to a college(s) when taking the ACT through the NCDPI?

No. Students are not required to send their scores to any colleges (or reporting agencies) when taking the ACT through the NCDPI.

If students wish to send additional reports to other agencies or colleges after receiving their score, an Additional Score Report Request may be submitted. The cost is \$13.00 per report. This fee applies regardless if the student, for example, initially requested only two reports at the time of testing. The student is responsible for paying for any subsequent reports beyond those requested initially.

Students do not need to designate the NCDPI as a score recipient. The NCDPI will receive scores regardless of the agencies or colleges students designate.

Training

22. What type of training is required for ACT TCs, Room Supervisors (RSs), and proctors?

All school TCs are required to attend, face-to-face, North Carolina policy and procedure training with their district TC. District TCs are responsible for notifying the school TCs of the date and time of the training.

School TCs, RSs, and proctors are required to view recorded training sessions for the format (i.e., online or paper/pencil) that is offered at their site. ACT offers a variety of training tutorials. School TCs will need to determine which training tutorials best fit the needs of their test format. A schedule of the question and answer sessions is posted to the ACT *Schedule of Events*. The *Schedule of Events* and additional recorded training videos can be found at <http://www.act.org/stateanddistrict/northcarolina>.

Proctors

23. Are proctors required for the ACT administration?

Yes. Proctors may be required (in addition to the room supervisor) to meet staff-to-student ratios for both standard time testing and accommodations testing. One room supervisor is required per room; the chart below describes the minimum proctor requirements for standard time paper and online testing.

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

**Note: For online testing, ACT recommends having at least 2 staff members (one room supervisor and at least one proctor) in all testing rooms but having 1 proctor in rooms with 30 or fewer students is not required.*

For testing with accommodations, no proctor is required to assist the room supervisor if there are 20 or fewer students with the same timing code testing in the room. If more than 20 students with the same timing code are testing in the room, a proctor is required to assist for each additional 20 students.

24. May proctors be used in a situation where the number of students in an administration site does not dictate that one be present?

Yes. School districts may elect to have a proctor in the room if fewer than 30 students are testing.

Accommodations

25. What types of accommodations are available for the ACT?

Two accommodations options are available to students with disabilities for the ACT: (1) ACT-authorized accommodations and (2) Non-College Reportable (NCR) accommodations. The only one that must be requested and authorized by ACT are ACT-authorized accommodations.

26. What is the difference between ACT-authorized accommodations and non-college reportable (NCR) accommodations?

ACT-authorized accommodations result in ACT scores that are fully reportable to colleges, scholarships, and other entities. Schools must apply for ACT-authorized accommodations by January 10, 2020. Requests for ACT-authorized accommodations are examined on an individual, case-by-case basis. Depending on the diagnosis and/or history of the condition, the student may or may not be eligible for ACT-authorized accommodations. ACT recommends schools first apply

for ACT-authorized accommodations. If the student request is denied, then schools should consider NCR accommodations for the student.

NCR accommodations do not require ACT authorization and can be administered to students with an IEP, Section 504 Plan, English Learner (EL) Plan, or Transitory Impairment Documentation. The ACT scores obtained with the use of NCR accommodations are not college reportable but are counted in participation for state accountability purposes.

School TCs must place all orders for NCR accommodations materials in PearsonAccess^{next} during an ordering window that is separate from the ordering window for other test materials. For testing in the February 25 window, NCR accommodations materials must be ordered from January 20 to February 14, 2020. For testing in the March 17 window, NCR accommodations materials must be ordered from February 25 to March 4, 2020.

27. Do ELs qualify for ACT-authorized or non-college reportable (NCR) accommodations?

(Note: ACT refers to ACT-authorized accommodations for EL students as English Learner supports, or just “supports”)

ELs without a disability can apply for the following ACT-authorized supports:

- Additional time on the test (time-and-a-half).
- Use of an approved word-to-word bilingual glossary (containing no word definitions) from the *ACT-Approved Bilingual Word-to-Word Dictionaries* list (<https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf>)
- Test instructions provided in the student’s native language (including Spanish and a limited number of other languages).
- Testing in a non-distracting environment (i.e., in a separate room or small group).

Qualifying students who receive ACT-authorized EL supports will earn college-reportable ACT scores.

28. What does the student documentation need to include when requests are submitted in the Test Accessibility and Accommodations System (TAA)?

The requested accommodations must be appropriate and reasonable for the documented disability, so the documentation must show that:

- The student has a professionally diagnosed disability.
- The requested accommodations are reasonable and appropriate for the documented disability. This is demonstrated through the student’s IEP, Section 504 plan, English Learner Plan, or other official accommodations plan.
- A history of use of the accommodation. ACT Analysts are looking for a history that the accommodation has been implemented, and the student’s educational team has found it is needed to access curriculum and tests. If an accommodation is not listed on a student’s plan, or was recently added to a student’s plan, statements from teachers who have been using the requested accommodation for that student may be used to help substantiate the need for the accommodation.

The requested accommodation must also be closely aligned with the student’s use of the accommodations in a classroom setting.

29. Do students’ IEPs, Section 504 Plans, and EL Plans need to include accommodations for the 2019–20 administration of the ACT?

Accommodations for the ACT should be added to the students’ IEP, Section 504 Plan, or EL Plan when the annual review occurs.

Note: ACT has specific accommodations policies that may differ from those of the North Carolina state-developed assessments, and IEP teams, Section 504, and EL teams must take these policies into consideration when making accommodations decisions. Additionally, accommodations for the ACT must be requested via TAA by the deadline. Accommodations decisions for the test should be supported by classroom and testing accommodations documentation that already exists in the students' current IEP, Section 504, or EL Plan.

30. What is the process for notifying ACT about students' accommodation needs?

All requests for ACT-authorized accommodations must be submitted via TAA. The accommodation request window began on November 4, 2019, and all requests must be submitted by January 10, 2020. ACT recommends requests are submitted as early in the window as possible to ensure time to submit additional documentation, if necessary, for approval.

The school TC must request access to TAA, which can take up to five days; therefore, new school TCs who have not previously requested access to TAA should begin the login steps early in the ACT-authorized accommodations request window. Once access is approved by ACT, the school TC may approve access to TAA for the Test Accommodations Coordinator (TAC). Both the TC and TAC can submit requests for accommodations, along with supporting documentation for each student via TAA. The TC and TAC should schedule all accommodated testing for the school.

31. If a student is already authorized for an accommodation or support in TAA (from prior National testing), how do I make sure the student receives the accommodation and/or support for the State test date?

To indicate that a student with an already authorized accommodation will be testing through the State testing program, you will associate their file in TAA with the new test date. You do not need to submit a new request via the TAA system. To associate a new test date in TAA:

- Sign into your account
- Search for the student
- Go to the student's request history page
- Select State and District testing from the drop-down list
- Select your State's Initial Test Date from the choices provided
- Select the Assign Test Administration button

These steps are also in the TAA User Guide that is posted to the North Carolina ACT-hosted website (www.act.org/stateanddistrict/northcarolina).

32. If a student has never tested with accommodations or supports, what steps are needed to request ACT authorization?

If a student is not already in the TAA system, follow these steps (also found in the *TAA User Guide*) to submit a new request:

- Select "New Request" and enter the student's demographic information.
- Select the test date for your program.
- Indicate if the student is a student with a disability, an English learner, or both. For students with a disability, you will be asked what the diagnosed disability is. If you are unsure the meaning of a label, you can use the "i" in the blue dot to see an explanation. For EL students you will be asked their home language. If it is not on the list, type their home language in the other box.
- Include information on the student's accommodation plan, including how long it has been in place.
- Select the accommodations/supports being requested.

- Submit documentation to support the request. Each file must have a unique name and should include ONLY letters and numbers.
- Review and submit.

Note: Once you submit a request in TAA, you cannot add additional documentation until the review has been completed by an ACT Analyst.

33. Should students be notified about their ACT-authorized accommodations or non-college reportable (NCR) accommodations before test day?

Yes. It is important that students who are granted ACT-authorized accommodations or NCR accommodations are notified about the accommodations they will be provided before their test date so that they know what to expect on the day of the test. Notifying the students ahead of time gives school personnel the opportunity to address any student concerns before the actual test administration date. When a student is notified about the accommodation(s) before the test date, the student may state he or she does not want to use the accommodation(s), which allows the student, parent/guardian, the IEP team, Section 504 committee, or EL Plan team time to resolve the issue beforehand.

34. When students' accommodations are authorized by ACT, to what portions of the test do they apply?

Students with ACT-authorized accommodations will participate in all sections of the test using their accommodations. Some accommodations such as use of a word processor for paper-based testing apply only to the writing section.

35. May students receive the Test Administrator Reads Test Aloud accommodation for the English and reading portions of the ACT? If authorized for use by ACT, do students receive college reportable scores?

Yes. Students may have the English and reading portions of the ACT read aloud to them as an authorized accommodation, and the students' scores are college reportable. ACT's equivalent to North Carolina's Test Read Aloud accommodation is the Reader's Script, a pre-recorded audio USB, and online text-to-speech.

36. Does ACT still offer the read-aloud accommodation with a DVD?

No. ACT no longer offers a DVD for students requiring the read-aloud accommodation. Schools administering the pre-recorded audio accommodation will receive a USB.

37. Does ACT allow a group setting for the read-aloud accommodation if students wear headphones when using a pre-recorded audio USB?

Yes. Students who are approved to test with an oral presentation format may choose to test using a pre-recorded audio USB as a group if they have their own headphones, can control the progress of their own assessment, and are all working on the same test at the same time (e.g., when administering Test 1, English, all students in the room must be working on Test 1, English).

Students using a human reader for an oral presentation format must test individually.

38. What if a student's diagnosis and accommodations change before testing, but the paperwork has already been sent?

If both the student's diagnosis and plan changed after the initial submission deadline, additional documentation must be sent to ACT during the Late Accommodation Requests window. If ACT does not receive additional documentation by the deadline, no changes to the approved accommodation(s) can be made.

39. Sometimes students transfer into a new school before testing. What is the process for transferring students' accommodations from the former school to the new school?

ACT will transfer a student's accommodations from one school to the next if the sending and receiving schools are both in North Carolina. The new school must contact the ACT Accommodations Department, and ACT will release and transfer the accommodations. Transfers must be requested by the deadline on the *Schedule of Events*. Test materials must not be transported from one school to another by school personnel. Any test materials that were shipped to the former school for the transferred student should not be used by any other student and should be returned to ACT along with the other accommodations materials after the testing window.

40. What if a student breaks his/her arm or has another type of medical emergency after the deadline for submitting requests for accommodations has passed? Does he/she have to test with standard time?

If a student has a medical emergency that will likely have long-term effects and it is still within the late consideration window, a request for accommodations must be submitted via TAA. The late consideration form must be uploaded as supporting documentation with the student's request.

If a student has a medical emergency and the condition is *temporary* (i.e., broken arm) local arrangements or taking the test on the makeup date should be considered to provide access to the test. Review the *Administration Manual* for information about testing with local arrangements.

Students who experience medical emergencies after the late consideration window has closed may opt to take the assessment on the makeup test day instead of the initial test date if the student and parents/guardians feel that the second test date will better accommodate the student's medical needs.

41. What are local arrangements?

Local arrangement do not require ACT authorization. Local arrangements are typically environmental changes, such as specific seating, amplification for hearing, wheelchair access, and color overlays, etc. Schools that administer the ACT using local arrangements must fill out an ACT State Testing and District Testing Irregularity Report found in the back of the *Administration Manual*. Students who use local arrangements during the ACT will receive a college-reportable score.

Note: If administering the ACT with local arrangements, carefully review the Administration Manual to ensure you are meeting all requirements for ACT testing with local arrangements.

42. If a student is denied ACT-authorized accommodations, may he/she take the ACT in a room under standard time conditions for college reportable scores?

Yes. A student may choose to test in a standard time room using standard materials, which will result in college reportable scores. Parents should be informed of this option and be involved in the decision-making process prior to test day.

43. Can a student test over multiple days?

Yes, but only if multiple-day testing is supported by the student's plan and is authorized by ACT. When a student is permitted to test over multiple days, the ACT may be administered during regular school hours or before or after the student's school day. It's important to remember that each test must be completed in one testing session. A student cannot stop a test before completion and finish it the next day.

44. Are students with IEPs, Section 504 Plans, and EL Plans eligible to receive extended time on the ACT?

Yes, but only if the student is authorized for extended time by ACT. Students with ACT-authorized extended time will be assigned a specific timing code, and the school must adhere strictly to the assigned timing code in order for the student to receive college-reportable scores. Students using non-college reportable accommodations should use the same amount of extended time that is already documented in their IEP, Section 504 Plan, or EL Plan.

45. Are there any circumstances that permit students with different timing codes to test in the same room?

No. There are no circumstances that permit testing students with different timing codes in the same room. Only students with the same timing code are permitted to test in the same room.

46. Where can additional information on accommodations be found?

Additional information on accommodations may be found at www.act.org/stateanddistrict/northcarolina under Verification.

Medical Exceptions

47. May a request for a medical exception be submitted to the NCDPI for students required to take the ACT?

Yes. A medical exception must be submitted to and approved by the Division of Accountability Services in order for a student to receive a medical exception for the ACT.

Suspended Students

48. Can suspended students receiving instruction from the school system take the ACT?

Yes, although it is up to the school to determine if a suspended student can participate in the ACT.

English Learners

49. Are ELs in their first year in a school required to take the ACT?

EL students in their first year in a US school are required to take the ACT.

Foreign Exchange Students

50. Are foreign exchange students required to take the ACT?

Yes. Foreign exchange students included in membership are required to participate in the ACT administration.

Alternate Assessments

51. Are alternate assessments administered for the ACT?

Students who have significant cognitive disabilities and are receiving instruction using the North Carolina Extended Content Standards in all assessed content areas are not required to take the ACT. These students take the Grade 11 NCEXTEND1 alternate assessment.

Students who are following a course of study that, upon completion of high school, may not lead to admission into a college-level course of study resulting in a college degree are not required to take the ACT. These students take the grade 11 College and Career Readiness Alternate Assessment (CCRAA).

Note: ACT is not responsible for the administration of either the Grade 11 NCEXTEND1 or the CCRAA. Questions regarding the NCEXTEND1 and the CCRAA should be directed to the Regional Accountability Coordinators (RACs).

Occupational Course of Study Students

52. Are students following the Occupational Course of Study (OCS) pathway required to take the ACT?

Some students in OCS take the ACT, others who meet the CCRAA eligibility requirements and are enrolled in the OCS pathway take the CCRAA in place of the ACT

College Admission Application Fee Waiver

53. How will college admission application fee waivers (waivers allowing students to have a college-admission application processed free of charge) be handled in the fall?

ACT provides a Request for Waiver or Deferral of College Admission Application Fee form in the *ACT User Handbook for Educators*, which may be provided to the institution(s). The LEA must work with the student's college(s) of choice to determine if the process remains intact for the student participating in State testing because neither ACT nor the North Carolina Testing Program is involved in a college's decision to consider a waiver.

Ordering and Managing Materials

54. Is it possible to allow school districts to order, receive, and manage all ACT testing materials?

No. ACT ships directly to the person listed as the school TC in ACT's PearsonAccess^{next} system. District TCs are able to update school TCs, manage test material orders, and track test material orders in PearsonAccess^{next}. When completing the Manage Participation task, schools select the week they will receive their testing materials for the February 25, 2020, test date; schools will select either the week of January 27 or the week of February 3 to receive materials for the initial test date and window. To track additional orders of materials, district and school TCs can review the Orders and Shipment Tracking section of PearsonAccess^{next}. Tracking information will be available within 3 days of an order being approved by ACT.

Schools may not have ACT materials shipped with an expedited charge without approval from the NCDPI.

55. How will materials arrive from ACT?

ACT uses FedEx to transport all test materials. If a school is missing test materials, the school TC should call ACT. Schools will most likely receive more than one box of testing materials and should allow at least two days for delivery of all boxes before calling ACT.

ACT combines the nonsecure and secure materials into one shipment. School TCs are expected to count secure and nonsecure materials immediately upon arrival at the school and to order additional materials, if necessary. Schools will continue to retain nonsecure test materials through any additional test dates. It is likely that TCs will receive their secure standard time test materials in a separate shipment from the secure accommodations materials shipment.

Secure test materials needed for a makeup test date must be ordered and shipped separately, according to the *ACT Schedule of Events*.

Note: Detailed instructions on returning materials are included in the Test Coordinator Information Manual. All test booklets and secure materials must be returned after each test date. The ACT Schedule of Events contains additional information on pre-scheduled FedEx pickups.

This document was prepared by NCDPI in collaboration with ACT.
Please refer questions about NCDPI policy to your regional accountability coordinator (RAC).