

North Carolina Department of Public Instruction

The ACT® Frequently Asked Questions (FAQ) Fall 2020: Make Up Test Administration

The following FAQ has been developed by the North Carolina Department of Public Instruction (NCDPI) to assist school systems in the administration of the Fall 2020 ACT makeup test. 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.myact.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 Fall 2020 Make Up ACT assessment?

Schools may utilize all three test date options listed below to complete Fall makeup testing.

Test Date Option # 1	
Initial test date—standard time	September 22, 2020
Initial testing window—accommodations and/or supports	Weekdays September 22, 2020 – October 2, 2020
Test Date Option # 2	
Makeup test date—standard time	October 6, 2020
Makeup testing window—accommodations and/or supports	Weekdays October 6, 2020 – October 12, 2020
Test Date Option # 3	
Emergency test date—standard time	October 20, 2020
Emergency testing window—accommodations and/or supports	Weekdays October 20, 2020 – October 26, 2020

Eligibility

2. Which students are required to take the fall makeup ACT?

All public-school students who were enrolled in grade 11 for the first time according to PowerSchool during the 2019-20 school year are required to take the makeup 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.);

3. 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. The offsite testing form can be found on the North Carolina ACT Web Page under Administration [here](#).

4. 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.

5. If students have taken the ACT or SAT before September 4, 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 September 4, 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

- 6. If students who were enrolled in grade 11 for the first time during the 2019–20 school year according to PowerSchool and took the ACT through National testing 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 (makeup). The state pays for only one ACT weekday in-school test administration.

- 7. May students retest during the state ACT makeup 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. If you are unsure about student retesting eligibility, please contact your RAC.

- 8. Are students who transferred into a school from another state after February 25, 2020, eligible to take the ACT?**

No. Students who transferred into a school as a junior or a senior from another state after February 25, 2020 are not eligible to take the ACT during the Fall ACT 2020 Test Administration.

Test Planning

- 9. Can schools administer the ACT test online?**

No. Online testing is not available for the Fall 2020 ACT administration. All schools will need to order paper test materials.

10. What time must the ACT begin?

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.

11. 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 testing. 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.

12. 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, after 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

13. 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

14. 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.

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.

Once a student's answer document is submitted to ACT for scoring, scores will be shared with the agencies as indicated on the answer document. There is not a way to prohibit score distribution once answer documents are submitted for scoring.

15. 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 scores, 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

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

All school TCs are required to attend, either a face-to-face or virtual, 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 paper/pencil format. ACT offers a variety of training tutorials. School TCs will need to determine which training tutorials best fits the needs of their school. ACT's recorded training webinars include question and answer sessions at the end of each webinar. A schedule of the training webinars provided by ACT 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

17. 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 testing.

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

*Note: Test Coordinators should adhere to the proctor requirements as specified by ACT, as ACT is the authoritative source.

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.

18. 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

19. 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 accommodations that must be requested and authorized by ACT are ACT-authorized accommodations. ACT-authorized accommodations from Spring 2020 will stand for the Fall 2020 test administration. Test Coordinators need not reapply. For new accommodation or reconsideration requests, Test Coordinators should submit requests in TAA.

20. 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 August 14, 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 September 22 to October 2 window, NCR accommodations materials must be ordered from August 31, 2020 to September 11, 2020.
- For testing in the October 6-12 window, NCR accommodations materials must be ordered from September 22, 2020 to September 25, 2020.
- For testing in the October 20-26 window, NCR accommodations materials must be ordered from October 6, 2020 to October 9, 2020.

21. 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.

22. Do students' IEPs, Section 504 Plans, and EL Plans need to include accommodations for the Fall 2020 makeup 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; 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 Plan, or EL Plan.

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

All requests for ACT-authorized accommodations must be submitted via TAA.

- **Spring 2020: ACT-authorized accommodations**

ACT-authorized accommodations from Spring 2020 will stand for the Fall 2020 test administration and do not need to be resubmitted. To indicate that a student with an already authorized accommodation will be testing through the State testing program during the Fall 2020 administration, you will associate their file in TAA with the new test date. 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).

- **Fall 2020: Submitting New Requests or Reconsiderations**

To submit new accommodation or reconsideration requests, requests must be submitted via TAA. The reconsideration accommodation request window began on May 4, 2020, and all requests must be submitted by August 14, 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.

24. 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).

25. 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 for the label of the diagnosed disability. 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: The accommodation request window began on May 4, 2020, and all requests must be submitted by August 14, 2020. Once you submit a request in TAA, you cannot add additional documentation until the review has been completed by an ACT Analyst.

26. 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 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 object to the use of the

accommodation(s). In such cases, the student, parent/guardian, the IEP team, Section 504 Plan committee, or EL Plan team, has time to resolve the issue beforehand.

27. 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 the use of a word processor for paper-based testing, apply only to the writing section.

28. 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 jump drive.

29. 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 jump drive.

30. 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 jump drive 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.

31. May a student receive the *Student-Marks-Answers-in-Book* accommodation on the ACT?

Note: In TAA this accommodation is labeled as *Mark answers in test booklet (No Scantron)*

Students may receive the ***Student-Marks-Answers-in-Book*** accommodation if authorized by ACT and the accommodation is selected in TAA. The student is responsible for marking answers in the test book. The School Test Coordinator is responsible for transcribing the student's answers onto the student's answer document.

32. What happens if a School Test Coordinator returns materials to ACT for scoring without transcribing the answers for a student with ACT-authorized *Student-Marks-Answers-in-Book* accommodation?

- (1) Students authorized by ACT to use the *Student-Marks-Answers-in-Book* accommodation and who are designated as such in TAA:
 - Beginning in the 2020-21 school year, per ACT policy, ACT must transcribe the student's answers from the test book and proceed with scoring. Answer documents transcribed by ACT in this case will result in college reportable scores.

33. What happens if a student (who is not ACT-authorized for the *Student-Marks-Answers-in-Book* accommodation), marks answers in the test book and the school returns the test book and the student's blank answer document for scoring to ACT?

- ACT considers the accommodation a locally approved accommodation.
- ACT will not transcribe student answers from the test book.
- Student answers in the test book are scored as Non College Reportable (NCR).

34. 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.

35. 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.

36. What if a student breaks an arm or has another type of medical emergency after the deadline for submitting requests for accommodations has passed? Does the student 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 *Fall 2020 The ACT Test Administration Manual, Standard Time, Paper Testing* for information about testing with local arrangements.

If students experience medical emergencies after the late consideration window has closed, test coordinators should reach out to their Regional Accountability Coordinator (RAC) to discuss if any additional test date options are available that will better accommodate the student's medical needs.

37. What are local arrangements?

Local arrangements 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 *Fall 2020 The ACT Test Administration Manual, Standard Time, Paper Testing*. 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 *Fall 2020 The ACT Test Administration Manual, Standard Time, Paper Testing* to ensure you are meeting all requirements for ACT testing with local arrangements.

38. If a student is denied ACT-authorized accommodations, may the student 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.

39. 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 subject test must be completed in one testing session. A student cannot stop a subject test before completion and finish it the next day.

40. 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.

41. 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.

42. 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

43. 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.

• **Spring 2020: Medical Exceptions Previously Submitted**

- Requests submitted by July 6, 2020 for Spring ACT administrations will be reviewed and applied to 2019–20 accountability data.
- Spring ACT medical exceptions will carry over to the September 22, 2020 (initial), October 6, 2020 (makeup) or October 20, 2020 (emergency) date.
- If a medical exception was approved in the Spring, but is no longer needed, then the student should have the opportunity to take the test.

• **Fall 2020**

- Any newly identified medical situations requiring a medical exception for the September 22, October 6, or October 20 ACT date should be:
 - submitted online
 - designated as "2020 Fall" in NCTest Admin
 - designated "ACT" in NCTest Admin

Suspended Students

44. 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

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

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

46. 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.

Foreign Exchange Students

47. 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

48. 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 (RAC)s.

Occupational Course of Study Students

49. 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.

Ordering and Managing Materials

50. 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 their test date. For the September 22, 2020 test date; schools will select the week of September 7 to receive materials for the initial test date and window. For the October 6, 2020, test date; schools will select the week of September 28 to receive materials for the makeup test date and window. For the October 20, 2020, test date; schools will select the week of October 12 to receive materials for the emergency test date. 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.

51. 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 test 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.

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 Fall 2020 ACT Schedule of Events contains additional information on pre-scheduled FedEx pickups.

This document was prepared by the NCDPI in collaboration with ACT. Please refer questions about the NCDPI policies to your RAC.