



Transcriber's Agreement

Complete this agreement **only** if ACT has approved an examinee to use a transcriber, computer, braille, or speech-to-text software for the writing test, or if the examinee will dictate his or her multiple-choice responses and/or essay to a scribe. Scores will not be released until this form is received. Examinees approved for a transcriber or speech-to-text software must test individually in a separate room. Examinees using computers or braille may test as a group.

Test Date(s)

School Name

Test Coordinator Name

Examinee Name

Certification

I certify that I have read, understand, and agree to administer the test in accordance with the instructions. My signature below confirms that the grammar check was turned off on the software program for the computer used. In addition, my signature confirms that if the examinee was approved for a transcriber, the test was administered to one examinee individually in a separate room. I certify that I have transcribed the response to the answer document verbatim. I also certify that, if a computer was used, the essay was erased from the computer after the essay was printed, and that if the examinee used speech-to-text software, he or she tested individually in a separate room.

Signature

Date

Print Name and Title Below:

Name

Title