

2017



The ACT Test[®] Administration Manual

State and District Testing



Online Testing

The **ACT**[®]

www.act.org

How to Contact ACT

For questions regarding test administration, additional materials, report forms, and security of test materials:

Address

ACT State and District Testing
 301 ACT Drive
 PO Box 168
 Iowa City, IA 52243-4071

Hours of Operation

Use the table below to determine when ACT staff are available.

If you are calling on ...	Then the hours are ...
Monday – Friday	7:00 a.m. – 5:00 p.m.
1 st day of the testing window	6:00 a.m. – 6:00 p.m.

Note: All hours of operation are central time.

Phone and Email

Use the table below to determine how to contact ACT for general or technical inquiries and test day assistance.

If you are calling about ...	Then call ...	Or fax ...	Or email ...
General and technical inquiries or standard time	800.553.6244, ext. 2800	319.339.3039	www.act.org/stateanddistrict/contactus
Accommodations	800.553.6244, ext. 1788	319.337.1285	ACTStateAccoms@act.org

Note: Toll-free numbers are for test staff. Do not give the number to examinees or parents.

State Codes

When calling the toll-free number, you will be asked to provide a 2-digit code from the list below.

Alabama	01	Kentucky	18	North Dakota	35
Alaska	02	Louisiana	19	Ohio	36
Arizona	03	Maine	20	Oklahoma	37
Arkansas	04	Maryland	21	Oregon	38
California	05	Massachusetts	22	Pennsylvania	39
Colorado	06	Michigan	23	Rhode Island	40
Connecticut	07	Minnesota	24	South Carolina	41
Delaware	08	Mississippi	25	South Dakota	42
D.C.	09	Missouri	26	Tennessee	43
Florida	10	Montana	27	Texas	44
Georgia	11	Nebraska	28	Utah	45
Hawaii	12	Nevada	29	Vermont	46
Idaho	13	New Hampshire	30	Virginia	47
Illinois	14	New Jersey	31	Washington	48
Indiana	15	New Mexico	32	West Virginia	49
Iowa	16	New York	33	Wisconsin	50
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Introduction

Introduction

As a test administrator, you play a critical role in ensuring the standardized administration of the ACT[®] test, popularly known as the “A-C-T.” This manual details ACT’s required testing procedures. These procedures are designed to ensure that students are given a fair opportunity to demonstrate the skills and knowledge they have acquired in English, mathematics, reading, science, and writing to this point in their academic careers. Please be sure to study this manual carefully. If you have questions regarding any of these procedures, do not hesitate to contact ACT Test Administration. Contact information is provided on the inside front cover.

This Manual

The ACT Test Administration Manual State and District Online Testing (this document) must be used to administer the ACT test for State and District Testing in an online format for both standard time and ACT-approved accommodations. Every staff member is required to read it before test day.

This manual provides test administration policies and instructions for before, during, and after testing, including verbal instructions that are read to examinees and instructions for test room activities performed in PearsonAccess^{nextTM}. Additional PearsonAccess^{next} procedures are found in *Using PearsonAccess^{next} for the ACT*, a document that you download from the ACT-hosted website for your testing program.

The manuals and supplements provided by ACT are proprietary information and are copyrighted by ACT. They are to be used only for administering the ACT and not copied or shared for any other purpose.

I: ACT State and District Testing Policies and Procedures

Testing Policies and Procedures

In this Section

In this section, you will find standard ACT guidelines on:

- purpose
- confidentiality
- investigations
- equal treatment
- fair testing practices
- safety
- retest restrictions

Purpose

For the ACT[®] test to successfully measure examinees' academic skills, it must be uniformly administered. As a person giving the ACT, you therefore assume important professional responsibilities.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test sites. If you have any questions that are not addressed in the manuals, be sure to call ACT for instructions. Following ACT policies and procedures helps you create a fair testing environment.

Confidentiality

Information about examinees is confidential, including their names. To ensure confidentiality, you and your test staff may not copy documents containing individually identifiable information, or use such information for any purpose other than administering the tests. Questions concerning attendance or test day procedures from parents or examinees can be answered within the normal confines of examinee confidentiality policies at your school. However, all forms and all information contained in the manuals are the property of ACT and must not be shared with any person who is not part of the test staff. Requests for copies of test date documentation (e.g., irregularity reports, test administration forms) from any source other than ACT or the designated state education agency are to be referred directly to ACT or the state agency.

Investigations

In cases of suspected or documented irregularities, all test staff must cooperate fully with ACT and the state education agency or district assessment office in subsequent investigations and respond to requests from ACT or the state agency in a timely manner.

In cases where an examinee disputes an ACT decision or communication regarding the administration, the examinee or his or her representatives may contact you directly and request information. Questions concerning attendance or test-day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your school. (See also Confidentiality.)

Equal Treatment

All staff are required to administer and supervise the ACT in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, guides to the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code.

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation in accordance with your school's policies. Contact security personnel at your school or local law enforcement if you need assistance. Do not put yourself or others at risk. Document the details of the incident on an irregularity report.

Retest Restrictions

Examinees may take the ACT no more than 12 times total. ACT has waived its normal 60-day retest restriction for State and District testing. Examinees may test on **one** of the State and District test dates **AND** on any ACT National Test Date. Examinees wishing to test more than once should check their options at www.actstudent.org.

Observers

In this Section

In this section, you will find guidelines on:

- Unauthorized observers and media
- Authorized observers and how to identify them

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, members of the school board, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph test rooms or preliminary activities. They must stay away from the test site until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT Media Relations (800.553.6244, ext. 1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is answered uniformly.

Authorized Observers

An observer authorized by ACT or from your state education agency or district assessment office may visit your test site any day within the scheduled testing window. Such a visit is normally not announced in advance.

How to Identify an Observer

If an observer arrives, take the following steps *before allowing access to the testing area or test materials*.

Step	Action
1.	<p>Check credentials. An observer must have one of the following:</p> <ul style="list-style-type: none"> • a state education agency ID with photo • a district assessment office ID with photo • a photo ID <i>and</i> state education agency ID (without photo) • a photo ID <i>and</i> district assessment office ID (without photo) • an authorization letter from ACT and employer ID with photo • an authorization letter from ACT <i>and</i> photo ID <i>and</i> employer ID (without photo) e.g., business card showing company affiliation
2.	<p>Did the observer provide necessary credentials?</p> <ul style="list-style-type: none"> • If <i>yes</i>, allow the observer access to the testing area and test materials, and give the observer your full cooperation. • If <i>no</i>, deny the observer access to the testing area and test materials.
3.	<p>Submit an irregularity report that includes:</p> <ul style="list-style-type: none"> • the observer's name, • agency/company, and • whether or not the observer was admitted. <p><i>Note: Submit it as a group irregularity report for the entire test site.</i></p>

If you have concerns, call ACT at the phone number listed inside the front cover of this manual.

Test Facilities

In this Section

In this section, you will find guidelines on:

- accessibility principles
- facility selection
- test room selection
- quiet test sessions
- workstation surfaces
- room setup
- seating arrangements

Principles of Accessibility

Under the Americans with Disabilities Act, ACT tests must be offered in locations accessible to persons with disabilities. If this is not possible, alternative arrangements must be made for these persons.

Selecting Facilities

Select facilities that:

- allow test staff to control access to the testing areas
- have a phone that staff and examinees can use on test day

You may also want to have:

- a room to use as test day headquarters
- security personnel

Selecting Test Rooms

Select test rooms that:

- can be reserved to allow time for the entire test session, plus any potential delays
- can be rearranged, if needed, to meet testing requirements
- are quiet and as free as possible from potential distractions
- have good lighting, temperature, and ventilation
- provide convenient access to restrooms
- have computers with high speed internet access
- have access to a printer
- have their own supervisor computer for administrative monitoring

Quiet Test Sessions

Take the following actions to ensure quiet test sessions:

- Obtain the cooperation of building administrators in turning off audible signals that normally sound at the beginning and end of classes.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

Workstation Surfaces

Workstations must provide enough space for:

- examinees to work comfortably
- the use of scratch paper and/or calculators

Lapboards balanced on examinees' legs are not allowed. If laptops are used, they must be placed on tables or desks.

Room Setup

Each room's setup must provide a fair and secure testing environment:

- Test staff must be able to freely circulate around the room to reach each examinee.
- Test topic information on walls or boards, such as charts, strategy maps, or other aids, must be covered. (Geographical maps and periodic tables do not need to be covered.)
- The room supervisor must be able to monitor the examinees from a central location in the room.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. *In all cases, it is critical that examinees cannot see each other's screens.* The table below contains additional requirements.

If the room has ...	Then workstations ...
no carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • must face the same direction • must be spaced so examinees are at least three feet apart (side-to-side measured shoulder-to-shoulder) and at least five feet apart (front-to-back measured head-to-head) • must <i>not</i> face the wall or each other • must be set up so that examinees in one row cannot see the screens of any computers in front of them
carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • do not need to face the same direction • may face the wall or each other if there is adequate privacy between examinees
a U-shaped seating configuration	<ul style="list-style-type: none"> • must face the wall and not each other

Seating Arrangement Examples

Acceptable

Seating Arrangement Examples

"min." = minimum "ft." = feet

↔ Indicates distance between examinees.

Side-to-side distances are measured from shoulder-to-shoulder.

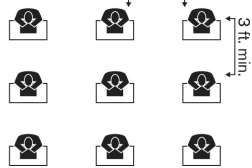
Front-to-back distances are measured from head-to-head.



Examinee Spacing

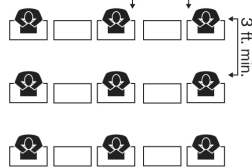
Level Seating with Movable Desks

3 ft. min. plus room to circulate



Level Seating with Stationary Desks

3 ft. min.

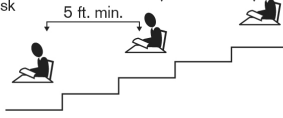


Left-Handed Examinees



Extra Right-Handed Desk

5 ft. min.

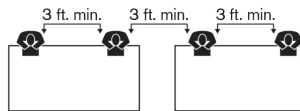


Multiple-Level Seating

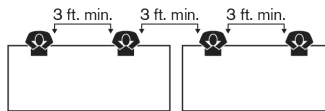
Left-Handed Examinees at Right-Handed Desks

Table Spacing

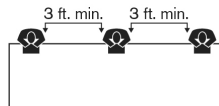
6-Foot Tables



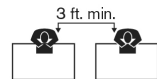
8-Foot Tables



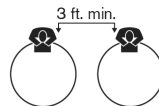
Tables More Than 9 Feet



Tables under 6 Feet

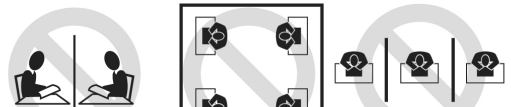


Round Tables Any Size



Unacceptable

Seating Arrangement Examples



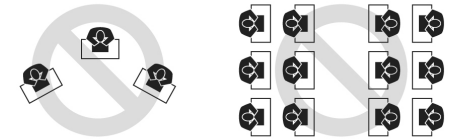
Examinees Facing the Wall or Each Other

Dividers, Study Carrels, and Partitions



Examinees Too Close Together/ Inadequate Aisle Space

Desk Surface Too Small



Examinees Facing Different Directions

Examinees Not in Straight Rows and Columns Directly in Line with Each Other

Online Testing Workstation Spacing

Acceptable

Online Testing Seating Arrangement Examples

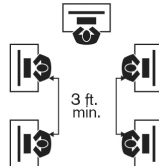
Without Dividers, Study Carrels, or Partitions



With Dividers, Study Carrels, or Partitions



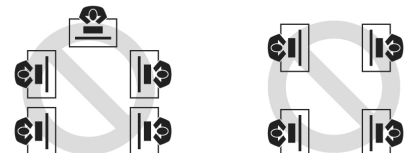
U-Shaped Seating



Unacceptable

Online Testing Seating Arrangement Examples

Examinees Facing Each Other



Test Staff: Roles & Responsibilities

In this Section

In this section, you will find information on:

- staff roles
- number of proctors required
- test coordinator responsibilities
- technical coordinator responsibilities
- room supervisor responsibilities
- proctor responsibilities
- roving proctor responsibilities

Staff Roles

You will find references to the roles below throughout this manual.

Test Coordinator: The test coordinator has overall responsibility for coordinating test site operations, including storing materials and setting up test rooms. He or she provides the continuity and administrative uniformity necessary to ensure that the examinees are tested under standardized conditions and ensures the security of the examinations.

Technical Coordinator: The technical coordinator installs and configures testing system software, and helps the test coordinator set up computers for testing. The person in this role must be available on test day to assist and troubleshoot any technical issues that may arise.

Room Supervisors: Each room must have a room supervisor who is responsible for all testing activities within that room. The room supervisor must be present for the entire sitting.

Proctors: Proctors assist room supervisors with test activities in the test room.

Number of Proctors Required

Use the tables below to determine the minimum number of proctors required in a test room, based on the number of examinees in the room.

Standard Time Room	
Examinees	Proctors
1-25	1
26-50	2
51-100	3
101-150	4
151-200	5

Accommodations Room	
Examinees	Proctors
1-10	1
11-20	2
21-30	3
more than 30	one additional proctor for every additional 10 examinees

Test Coordinator Responsibilities

The test coordinator is responsible for the tasks listed below.

Note: If a back-up test coordinator is assigned, he or she assumes the same responsibilities.

Function	Tasks
Assign and Train Room Supervisors and Proctors	<ul style="list-style-type: none"> Select a sufficient number of qualified staff to serve as room supervisors and proctors. Create user accounts in PearsonAccess^{next}. Conduct a local training session for all test staff before the test dates, including a review of the manuals, forms, supplements, and PearsonAccess^{next}.
Coordinate Testing Activities	<ul style="list-style-type: none"> Plan seating arrangements for each room. Create a roster of examinees scheduled to test in each room. Work with technical coordinator to ensure all site readiness checks are completed. Provide Pretest Instructions for Online Testing to examinees. Create test sessions and assign examinees in PearsonAccess^{next}. Prepare all computers for testing. Print and distribute student authorization tickets to room supervisors.
Maintain Security	<ul style="list-style-type: none"> Ensure that the tests are administered in strict compliance with all policies and procedures as documented in the manuals and in any supplements. Ensure all test staff remain attentive to testing responsibilities throughout the entire administration.
Ensure Complete Documentation	<ul style="list-style-type: none"> Provide a timely response to requests from ACT when additional information is needed regarding your school or examinees. Read and comply with all policies and procedures in the manuals and any supplemental information provided. Ensure room supervisors complete all required documentation during the administration. Verify and return all required documentation after testing. Oversee the documentation of all irregularities and consult directly with ACT and the appropriate agency regarding actions to be taken.

Technical Coordinator Responsibilities

Technical coordinators are responsible for the tasks listed below.

- Ensure the school's computers and infrastructure meet online testing requirements.
- Install ProctorCache software on the proctor cache computer.
- Create the TestNav configuration in PearsonAccess^{next}.
- Help the test coordinator and other staff set up for test day (includes examinee and administrative computers and test rooms).
- Troubleshoot technical issues staff or examinees may have on test day.

Room Supervisor Responsibilities

Room supervisors are responsible for the tasks listed below.

- Identify and admit examinees to rooms.
- Distribute student authorization tickets.
- Help examinees log in to TestNav.
- Help examinees enter seal codes to start individual tests.
- Use PearsonAccess^{next} to start, manage, and stop the test sessions in their assigned test room.
- Monitor testing progress.
- Monitor for prohibited behavior.
- Ensure examinees log out of TestNav prior to dismissal.
- Collect and account for all authorization tickets/scratch paper before dismissing examinees.
- Complete required test room documentation.
- Document irregularities.
- Return all test materials to the test coordinator.

In addition, Timing Code 6 room supervisors must:

- Time the tests.
- Make the verbal time announcements.
- Record each examinee's test times on the Timing Code 6 Examinee Progression Report.

Proctor Responsibilities

Proctors are responsible for the tasks listed below.

- Help room supervisors identify and admit examinees.
- Help room supervisors distribute and collect student authorization tickets and scratch paper.
- Help examinees log in to TestNav.
- Help examinees enter seal codes to start individual tests.
- Monitor testing progress.
- Monitor for prohibited behavior.
- Report any irregularities to the room supervisor immediately.
- Accompany examinees to the restroom if more than one leaves the room.
- Ensure examinees log out of TestNav prior to dismissal.

Roving Proctor Responsibilities

Schools that use multiple rooms, floors, or buildings are encouraged to appoint one or more roving proctors to assist the test coordinator. A roving proctor may be used to:

- Assist with check-in and/or directing examinees to test rooms and seats.
- Assist the test coordinator with preparing the test materials for test rooms.
- Monitor hallways; escort examinees.
- Give room supervisors a break during testing.
- Keep the hallways quiet.
- Assist with preparing test materials for return to ACT.

Test Staff: Policies

In this Section

In this section, you will find policies on:

- replacing the test coordinator
- eligible and non-eligible test staff
- athletic coaches
- relatives
- test preparation
- staff compensation

Replacing the Test Coordinator

If the test coordinator is not able to supervise the administration, he or she must notify their district official to update the test coordinator information in PearsonAccess^{next}. ACT uses this information for communications and shipments.

Eligible Test Staff

Members of the staff must be people of integrity and have a direct relationship with your school. Room supervisors and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, and paraprofessionals.

All test staff must:

- comply with ACT policies and procedures
- administer and supervise the ACT in a nondiscriminatory manner and in accordance with all applicable laws

Non-eligible Test Staff

High school students, volunteers, and lower-division undergraduates may not work as test staff. Anyone who intends to take the ACT within the next 12 months must not administer the tests in any capacity.

Athletic Coaches

ACT has provided assurances to the NCAA that scores achieved through State and District testing are comparable to scores achieved through National testing and Special testing. Scores are used in determining Division I and Division II NCAA Initial-Eligibility.

To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:

- may *not* have access to secure accommodations test materials before or after testing
- may serve as a room supervisor, but may *not* supervise one-on-one testing for a student athlete

The policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.

Relatives Testing

To avoid the appearance of a conflict of interest and to protect you and your relatives or wards from allegations of impropriety, you may not serve as test coordinator for the ACT State and District testing administration or have access to secure test materials, if any relative or ward will be testing at any

Test Staff: Policies

school in your state during the State and District testing administration. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

Because test coordinators have access to secure test materials, for any test date (initial or makeup) a relative or ward will be testing at any school in your state, that individual must delegate all supervisory responsibilities—including the receipt and return of test materials—to a qualified colleague.

If an examinee is testing at a school where a relative or guardian is serving as a *room supervisor* or *proctor*, that examinee may not be assigned to test in a room where his or her relative or guardian is working. The relative or guardian may not have access to that examinee's test materials.

Scores for an examinee will be automatically cancelled if that examinee:

- tested on the same test date on which a relative or guardian served as a test coordinator or substitute test coordinator at **any** school in your state or had access to secure test materials, or
- tested in a room in which a relative or guardian served as a room supervisor or proctor or had access to that examinee's answer document or test materials.

Test Preparation

Due to a potential conflict of interest, those involved in ACT test preparation activities at any time during the current testing year (September 1 through August 31) may not serve as test staff. ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

Staff Compensation

ACT does not compensate test staff for administering State and District testing.

Test Materials

In this Section

In this section, you will find information on:

- materials ACT sends you for online testing
- receipt and check-in of materials shipments
- security of test materials
- secure storage
- district shipping

Materials You Receive from ACT

ACT ships you the following materials for online testing.

- *The ACT Test Administration Manual State and District Online Testing* (this manual)
- *Calculator Policy*
- *Pretest Instructions for Online Testing*
- *Taking the ACT State and District Testing*
- *Administration Supplement State Use Questions*, if applicable
- test administration forms
- blue scratch paper
- envelopes and polymailers to return the online testing materials to ACT
- No Phones poster

How to Receive and Check-in a Shipment

Within 24 hours of receiving materials from ACT, the test coordinator must take the following steps.

Step	Action
1	Examine the carton(s) for signs of tampering.
2	Open the carton(s).
3	Check the contents to be sure you have all the items on the packing list. <i>Note: If the contents don't match the packing list, contact ACT immediately.</i>

Security of Test Materials

The test coordinator is responsible for the security of all test materials and must protect them from damage, theft, or loss; and from conditions that could allow unauthorized access.

Secure test materials for online testing include the following items.

- *Pretest Instructions for Online Testing*
- student authorization tickets
- used scratch paper

Secure Storage

When not in use, secure materials must be locked inside a safe, vault, closet, or immobile cabinet to which only the test coordinator, back-up test coordinator, and possibly a few specifically authorized individuals have access.

District Shipping

This manual is written for school staff with the understanding that test materials will be shipped directly to the school, directly back to ACT, and will not be transported without written approval from ACT. However, if your testing program includes district shipping, all shipments to and from ACT will first pass through a district official. You may need to adjust receiving and return instructions accordingly.

Online Testing

In this Section

In this section, you will find information on:

- online testing
- technical requirements
- PearsonAccess^{next} and TestNav
- the online testing process
- student authorization tickets and login security
- seal codes

Online Testing

With the online format, examinees submit their pretest and responses via an online method. The online format is available to examinees testing with standard time or with eligible ACT-approved accommodations.

Note: Examinees testing with ACT-approved accommodations involving alternate test formats (e.g., braille, audio DVD), or those testing with non-college reportable accommodations, if applicable to your contract, test on paper.

Technical Requirements

All requirements for an online administration are addressed on the Technical Requirements and Technical Guide webpage at <http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/act-online-testing.html>.

PearsonAccess^{next} and TestNav

PearsonAccess^{next} is the web application used by test staff (i.e., test coordinators, room supervisors) to manage online testing and start and monitor tests. It is located at <https://testadmin.act.org>.

TestNavTM is the test delivery engine used by examinees to take the tests. It is located at <https://tn.actonline.act.org>.

Overview of the Online Process

The table below provides an overview of roles and responsibilities for online testing.

Stage	Who	Does what
Before test day	Test coordinator	<ul style="list-style-type: none"> • create user accounts in PearsonAccess^{next} • create test sessions and assign examinees in PearsonAccess^{next} • print student authorization tickets in PearsonAccess^{next} and store them in a secure location • rerun applicable system checks the week before test day on all computers to ensure each computer meets all requirements • precache test content two days prior to testing • prepare the test sessions in PearsonAccess^{next} the day before test day <p><i>Note: The technical coordinator is expected to assist with the system checks and setting up proctor caching.</i></p>
	Examinee	<ul style="list-style-type: none"> • complete pretest information online

Online Testing

Stage	Who	Does what
On test day	Test coordinator	<ul style="list-style-type: none">start the test sessions in PearsonAccess^{next}distribute student authorization tickets and scratch paper to room supervisorsassist staff with questions/issues; contact ACT if necessary <p><i>Note: The technical coordinator is expected to assist with system issues.</i></p>
	Room supervisor	<p>Before testing:</p> <ul style="list-style-type: none">prepare computers for testingunlock the test session in PearsonAccess^{next} <p>During testing:</p> <ul style="list-style-type: none">retrieve seal codes in PearsonAccess^{next}distribute student authorization tickets and scratch paper to examineesmonitor examinee progress in PearsonAccess^{next}document irregularities in PearsonAccess^{next}ensure that all examinees submit their tests in TestNav <p>After testing:</p> <ul style="list-style-type: none">lock and stop the test session in PearsonAccess^{next}

Student Authorization Tickets

The student authorization ticket is a printout that contains the examinee's individually assigned username and password to access the test. The test coordinator prints the tickets in PearsonAccess^{next} before test day.

Login Security

To ensure the confidentiality of examinees, their results, and exam content:

- Keep your staff login details confidential. Don't share them.
- Keep student authorization tickets secure.
- Do not allow examinees to look at or have access to another examinee's ticket.
- Do not allow examinees to remove a ticket or its content from the test room by any means, or have access to one outside of the test sitting.
- Collect all used and unused student authorization tickets from examinees before dismissal and return them to ACT.

Seal Codes

Seal codes are numeric codes examinees must enter at the beginning of each test to begin that particular section. Seal codes are unique to each test session and ensure standardized progress through the tests by all examinees in the room. The room supervisor retrieves the seal codes in PearsonAccess^{next} during testing.

II: Test Accommodations

Local Arrangements

In this Section

In this section, you will find information on:

- standard time with local arrangements
- testing examinees with hearing impairments

Standard Time with Local Arrangements

You may provide test accommodations for online testing without review and approval by ACT if ALL of the following conditions are met.

- The examinee must test in one sitting with **standard time**.
- The examinee must not receive additional breaks.
- The examinee must use the same computer configuration as other examinees.
- The accommodations must be consistent with the examinee's plan on file at the school.
- Accommodations must not disrupt testing, or provide an advantage to the examinee over other examinees.

Examples of test accommodations that can be made without ACT approval are:

- Assigned seating (e.g., at the front of the room to hear verbal instructions, at a table instead of a desk).
- Testing in a quiet environment (e.g., small group or individual room).
- Wheelchair access.
- Food, drink, or access to medication, for examinees with medical needs. These examinees should test separately to avoid disturbing other examinees.
- A written copy of the Verbal Instructions or a sign language interpreter for the Verbal Instructions. (The sign language interpreter must not be a relative. Test items may not be provided.)

If you provide local arrangements, please submit an irregularity report.

Examinees with Hearing Impairments

Examinees with hearing impairments may be able to test with standard time, but they may require the assistance of an interpreter for spoken instructions or they may need to be seated near the front of the room so that the directions can be understood.

The following arrangements do not require approval from ACT:

- Seat an examinee using an interpreter at the front of the room. The interpreter, who must not be a relative, will sign all spoken instructions. The interpreter may also translate any questions from the examinee to test staff and sign the responses to those questions. However, the interpreter may not translate or sign the test questions, or answer any test questions for the examinee. The interpreter is expected to stay in the room throughout the administration.
- Assign an examinee who can lip-read to a seat with a clear view of the room supervisor. Make sure all instructions (both from this manual and any other spoken message) are given in sight of the examinee.

ACT-Approved Accommodations

In this Section

In this section, you will find information on:

- ACT-approved accommodations for online testing
- ACT authorization of timing guidelines
- the timing codes and their guidelines
- the TAA PIN report
- testing over multiple days
- testing more than one examinee at a time

ACT-Approved Accommodations for Online Testing

Examinees may take the ACT test in the online format with accommodations specifically authorized in advance by ACT. ACT-approved accommodations for online testing include:

- additional or stop-the-clock breaks with standard time (all tests in a single sitting)
- extended time to complete each test (single sitting or multiple days)
- testing over multiple days (at least one test per sitting)
- text-to-speech

Note: For accommodations that require alternate test formats or a reader, examinees must test via paper.

ACT Authorization

Based on the diagnosis and documentation provided for each examinee, ACT will authorize timing guidelines. The timing guidelines for each test correspond to a particular timing code assigned to each examinee. The timing guidelines have been established based on analyses of time used by examinees with various disabilities. These timing guidelines indicate the maximum time likely to be used by examinees with various disabilities. More than 90 percent of examinees finish well **before** the maximum time allowed.

Timing Codes and Guidelines

Each examinee with ACT-approved accommodations has an assigned timing code that identifies the timing guidelines authorized for that examinee and determines which Verbal Instructions must be read to that examinee. Find each examinee's timing code on the TAA PIN Report.

The timing codes, associated guidelines, and test times are shown in this table.

Timing Code	Timing Guideline	Time (minutes) per test				Writing Test
		Test 1	Test 2	Test 3	Test 4	
1	Standard time for all tests, single sitting	45	60	35	35	40
2	Double time over multiple days	90	120	70	70	80
3	Triple time over multiple days	135	180	105	105	120
5	Standard time over multiple days OR standard time with authorized stop-the-clock breaks in a single sitting*	45	60	35	35	40
<i>* Each examinee authorized for stop-the-clock breaks must test individually in a separate sitting.</i>						
7	Time-and-a-half over multiple days	70	90	55	55	60
8	Standard time for multiple-choice tests plus double time for writing test, single sitting	45	60	35	35	80
6	Time-and-a-half (single sitting, self-paced)	Time allowed to complete tests and take breaks				
		The ACT (no writing) 5 hours		The ACT with writing 6 hours		

Notes:

- For timing codes 1, 6, 8, and any with stop-the-clock-breaks, all tests must be completed in a single sitting.
- For timing codes 2, 3, 5, and 7, testing may occur over multiple days.

The TAA PIN Report

All examinees approved to take the ACT (no writing) or ACT with writing with accommodations are listed on the TAA PIN report in PearsonAccess^{next}. It lists each examinee’s test option, test format, approved accommodation, and timing code. After examinees have been assigned to test sessions, it also lists each examinee’s assigned session. Use the report to set up test sessions and assign examinees appropriately.

Testing Over Multiple Days

If ACT authorizes testing over multiple days (timing codes 2, 3, 5, and 7), examinees can complete their test session in multiple sittings within the testing window instead of having to complete all tests in a single sitting.

The test session is started in PearsonAccess^{next} and remains open over multiple days. Examinees log in and log out of TestNav each sitting. The test session is not stopped in PearsonAccess^{next} until all examinees assigned to that test session have completed the last test.

ACT-Approved Accommodations

Once a test is started (the seal code is entered), it must be completed in the same sitting. Examinees may not return to a test after being dismissed from that test. For example, Test 1 cannot begin on one day and continue on another day, or begin in the morning and continue after lunch. Tests will not be scored or scores will be cancelled if this policy is violated.

Notes:

- *The days do not need to be consecutive.*
- *Typically, examinees take one test per sitting; however, more than one test may be taken in a sitting.*
- *Tests must be completed in the correct sequence. See Scheduling.*

Testing More than One Examinee at a Time

ACT encourages group administrations for examinees approved for similar accommodations and **authorized for the same timing code**. Follow these policies to determine if examinees may test in a group or must test separately.

- Examinees approved for stop-the-clock breaks must test individually, each in a separate room.
- Examinees approved by ACT to use a talking calculator must test individually in a separate room.
- Timing code 6 is the only timing code that authorizes examinees to pace themselves from one test to the next. For all other timing codes, all examinees in the room must be working on the same test at the same time (e.g., when administering the English test, all examinees must be working on the English test).

III: Preparing for Test Day

Scheduling

In this Section

In this section, you will find information on:

- the definition of a sitting
- the testing window
- the time of day to test
- the test options
- the sequence of the tests
- rescheduling

Definition of a Sitting

A sitting is a single test period, from the time examinees are seated in the test room to the time they are dismissed from testing.

Examinees testing with standard time complete all tests in a single sitting. Examinees testing over multiple days may complete one test in one sitting and the next test in another sitting, with one or more sittings per day.

Testing Window

The ACT tests must be administered and completed only during the testing window authorized for your state or district. See your *Schedule of Events*. Tests administered outside the window will not be scored.

The online format is available on eleven test dates within the two week testing window. Examinees can be scheduled to test on any of the available dates.

Time of Day

Use this table to determine the time of day to schedule testing.

If testing with ...	Testing may begin...
standard time	no later than 9:00 a.m. <i>Note: If a room starts later than 9:00 a.m., document the time and reason on an irregularity report.</i>
ACT-approved accommodations	any time of day

Notes:

- *Verbal Instructions may begin as soon as all examinees have been identified and seated.*
- *Absolutely no one may be admitted to the test room after student authorization tickets have been distributed. If this policy is violated, scores for the examinees admitted late will be cancelled.*

Scheduling

Test Options

Examinees take either the ACT (no writing) or the ACT with writing, according to your testing program. The two options are described in this table.

ACT (no writing)	ACT with writing
Four multiple-choice tests in English, mathematics, reading and science	Four multiple-choice tests in English, mathematics, reading and science, plus a fifth test in writing (an essay written in English)

Sequence of Tests

The ACT tests are delivered in the following order.

1. English
2. mathematics
3. reading
4. science
5. writing (if applicable)

If other tests (e.g., ACT WorkKeys[®] assessments, state-developed tests) will be administered as part of a multiple day State and District testing program, all the ACT tests must be completed **first**, before beginning the other tests. Tests administered out of sequence will not be scored.

Rescheduling

Examinees who miss a scheduled test session or sitting can test on another date within the testing window. See Makeup Testing.

Emergency Rescheduling

If an emergency on test day (e.g., fire, tornado, snow) forces the termination of testing or the closing of school, the test coordinator must notify ACT as soon as possible. Protect the security of the test materials, and be especially careful if testing is underway. Call ACT immediately at 800.553.6244, ext. 2800, to explain your situation. Decisions regarding rescheduling will be made on a case-by-case basis.

Preparing Test Sessions

In this Section

In this section, you will find information on:

- the definition of a test session
- creating test sessions
- separate sessions
- assigning examinees to test sessions
- preparing test sessions

Definition of a Test Session

A test session in PearsonAccess^{next} is a single test event for the assigned examinees to complete all sections of the ACT test.

For single day administrations, a test session occurs in one sitting. For examinees approved by ACT to complete the test over multiple days, a test session spans multiple sittings.

Creating Test Sessions

The test coordinator must create the test sessions and assign examinees to them in PearsonAccess^{next}. Use the following information to complete the fields.

- **Session Name:** Name the sessions so they can be easily identified (e.g., “timing code 2 with writing,” “standard time no writing”).
- **Organization:** If your organization is not already selected; select it from the dropdown.
- **Test Assigned:** Select the test being administered: “The ACT” or “The ACT with writing.”
- **Form Group Type:** Select the form group that matches the day of the week and date when that session will be administered.

*Note: When creating test sessions for text-to-speech accommodations, select the **Text-to-Speech** form group type instead of a day/date form group type.*

- **Scheduled Start Date:** Select the date of this session; this must match the date of the Form Group Type. If the session is for examinees testing with accommodations over multiple days, select the first date examinees will test.
- **Scheduled Start Time:** Leave this as is, with the default of 1:00 AM.

Separate Test Sessions

All the examinees in a test room (in a sitting) test as a group. They must receive the same verbal instructions, work on the same test, and take breaks at the same time. The only exception is timing code 6 where examinees pace themselves through each test. Assign examinees to separate test sessions accordingly. Tests will not be scored or scores will be cancelled if this policy is violated.

For example, the following may **not** test together in the same room (same sitting):

- standard time and any timing code, including timing code 1
- different timing codes
- different accommodations
- those who must test individually, including stop-the-clock breaks
- online format and paper format

Assigning Examinees to Test Sessions

In PearsonAccess^{next}, assign each examinee to a test session according to this table.

If examinees will test ...	Assign ...
as a group	everyone in the group to the same test session
individually (one-on-one)	each examinee to his or her own test session

Notes:

- *Assign examinees testing over multiple days to a single test session. That one test session will span multiple days (multiple sittings).*
- *Use the TAA PIN report to correctly assign examinees testing with accommodations. After assigning examinees to test sessions, run the TAA PIN report again to view the assigned sessions and to confirm that examinees are appropriately grouped.*

Preparing Test Sessions

The day before test day, the **test coordinator** prepares the test sessions in PearsonAccess^{next}. This task assigns seal codes and prepares the session in the system so it can be started. This is performed once for each test session.

Note: For multiple day testing, this is performed the day before the first sitting.

Preparing Materials

In this Section

In this section, you will find information on:

- materials needed for each test room
- materials provided by your school
- the *Administration Supplement State Use Questions*
- printing student authorization tickets
- preparing test administration forms
- scratch paper
- timepieces

Materials Needed for Each Test Room

Room supervisors must have the following materials in the test room on test day.

- administration manual (this manual)
- *Calculator Policy*
- *Administration Supplement State Use Questions*, if applicable
- prepared test administration forms folder
- student authorization tickets
- scratch paper
- pencils to lend for scratch work
- a pencil sharpener
- two reliable timepieces (required for timing code 6, recommended for all other rooms)

Materials Provided by Your School

The school is responsible for providing the following items for each test room:

- pencils with erasers to lend to examinees who do not bring them (for scratch work)
- a pencil sharpener
- reliable timepieces
- signs, cards, or other materials used in admissions procedures
- calculators (if your school chooses to provide them to examinees)

Administration Supplement

If your state uses an *Administration Supplement State Use Questions*, review it before test day to determine when state use questions should be answered and by whom (e.g., examinee on test day, or school official after test day).

Print Student Authorization Tickets

In PearsonAccess^{next}, the test coordinator is to print one ticket for each examinee prior to test day and keep them secure. On test day, provide room supervisors with the tickets for their assigned examinees.

If testing over multiple days, the student authorization ticket is collected each day and handed back to the same examinee at the next test sitting. If used as scratch paper, it can't be reused; print a new one for the examinee.

Prepare Test Administration Forms

Prepare one test administration forms folder for each test session.

- Test Room Report—complete the test site and room information.
- Roster—list all the examinees scheduled for that test session.

Note: For multiple day testing, prepare one folder for the test session, not one for each sitting in that test session. See additional instructions on the accommodations folder.

See also, Required Test Room Documentation.

Scratch Paper

Use the following table to determine what scratch paper is allowed.

If testing ...	Allowed scratch paper is ...
in a single sitting	<ul style="list-style-type: none">• the student authorization ticket, and• ACT blue scratch paper, as needed
over multiple days (timing codes 2, 3, 5, and 7)	<ul style="list-style-type: none">• ACT blue scratch paper <i>only</i>

Notes:

- *Examinees are to write their name and the date on each sheet.*
- *Scratch paper cannot be reused; provide a fresh sheet each day.*
- *Used scratch paper is to be collected and kept secure.*
- *All scratch paper, used and unused, is returned to ACT.*

Timepieces

Timing code 6 is timed by the room supervisor, not by the computer. Two reliable timepieces must be used, one being a watch or clock that shows the actual time of day. The second timepiece can be a watch, stopwatch, interval timer, or accurate wall clock. It is recommended that one be an interval timer or stopwatch. Do not use a cell phone as one of the timepieces.

Standard time and all timing codes other than timing code 6 are timed by the computer. However, we recommend that these test rooms have at least one reliable timepiece to manually time an examinee's test, if necessary. See Irregularities.

Preparing Staff

In this Section

In this section, you will find information on:

- user accounts
- the purpose of training staff
- staff training requirements
- what to cover during the training session

User Accounts

Before test day, the test coordinator must create user accounts in PearsonAccess^{next} for the technical coordinator and all room supervisors so they can access PearsonAccess^{next}.

On test day, room supervisors perform tasks in PearsonAccess^{next} to administer the tests.

Purpose of Training Staff

For standardized testing to occur successfully, staff members must understand their responsibilities. It is critical that the same procedures be followed at every school.

Training Requirements

The test coordinator is required to hold a training session before test day for all staff, both new and experienced, to prepare them for test day activities. All test staff must attend this session, so everyone has a common understanding of what is to take place on test day.

Each test staff member is to be provided with a complete copy of the administration manual before the training session. It is especially important that all room supervisors read the entire administration manual and understand the policies, procedures, Verbal Instructions, and required forms. Call ACT if you need additional manuals to train staff.

What to Cover during Training

The test coordinator is expected to cover a number of topics during the training session. All training sessions must occur before test day.

Testing System

- A. Train room supervisors in the tasks they will need to perform in PearsonAccess^{next}.
- B. Train room supervisors and proctors in the general functionality of TestNav so they can assist examinees. Have them watch the Examinee Tutorial for TestNav.

Security of Test Materials

- A. Emphasize that security is of the utmost concern. Test materials or examinees must *never* be left unattended by staff members.
- B. Describe how the test coordinator will distribute materials to the room supervisors, and how room supervisors are to distribute materials inside the test rooms.
- C. Emphasize that room supervisors are to count student authorization tickets when they receive them from the test coordinator, and again before examinees are dismissed.

Preparing Staff

- D. Emphasize that no unauthorized persons are allowed in the test rooms. This includes friends, relatives, state, district, or school board representatives, and members of the media.

Room Preparation

- A. Demonstrate proper seating arrangements and test room preparation. Discuss specific seating arrangements and inappropriate posted materials.
- B. Discuss any items that will be supplied by the school (e.g., pencils, timepieces, calculators) and how they will be distributed and returned.

Test Day

1. Emphasize that cell phones and other electronic devices must be powered off and cannot be accessed at any time, including during breaks, and that the examinee **MUST** be dismissed if this is violated.
2. Review ID requirements.
3. Review a roster of examinees; explain the information on it, and how to mark it on test day.
4. Examinees must not be allowed to select their own seats. Direct each examinee to a **specific, assigned seat** and pay particular attention to separating known friends or relatives.
5. No one may be admitted to the test room after student authorization tickets have been distributed. Discuss how to handle late arrivals in accordance with school policy.
6. Discuss when and where staff members are to report on test day.
7. Staff members are encouraged to wear soft-soled shoes. They should avoid crinkly clothing, noisy jewelry, coins in pockets, perfumes, or other items that may distract examinees.
8. Information concerning potential examinee dress and behavior issues should be discussed. These might include school rules regarding the wearing of hats, the location of restrooms, and smoking restrictions.
9. Testing begins when the room supervisor begins reading the Verbal Instructions.
10. Verbal Instructions must be read to examinees verbatim from this manual.
11. To protect the security of the tests, student authorization tickets may not be distributed prior to admitting examinees and only as directed in the Verbal Instructions.
12. Staff members must not read (other than this manual), grade papers, use a computer, cell phone, recording or media device, talk casually with other staff, or do anything not related to administering the tests. They must not eat or drink in the test room.
13. Conversations must be quiet and kept to a minimum. Even whispered conversations can be distracting to examinees.
14. Discuss how permitted calculators will be distributed to examinees before testing begins (if applicable).
15. Review permitted and prohibited calculators. Stress that examinees using a prohibited calculator must be dismissed.
16. During testing, staff members are to walk quietly around the room to check that examinees are working on the correct test, respond to illness, and discourage prohibited behavior. Advise staff not to pause near an examinee long enough to be a distraction.
17. Discuss what actions to take if staff members observe prohibited behavior. Review plans for dismissing examinees (e.g., where they are to be sent, how to maintain vigilance in the test room, documenting actions taken).
18. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or in the case of an emergency. Discuss potential individual irregularities and actions to take. Review how to complete and submit irregularity reports using PearsonAccess^{next}.
19. Review how to handle multiple day test sessions, including how to end and begin each sitting, and what materials can and cannot be reused.

After the Test

- A. Room supervisors must verify the count of student authorization tickets and scratch paper, and then return them to the test coordinator **immediately** after testing.
- B. The number of student authorization tickets must match the number of examinees tested in each room. All scratch paper must be collected and accounted for.

Preparing Examinees

In this Section

In this section, you will find information on:

- what examinees should know about test day
- what examinees should bring to the test session
- the *Pretest Instructions for Online Testing*
- the purpose of the pretest information
- completing pretest information for online testing
- the reporting high school code

What Examinees Should Know

Before test day, provide additional information to the examinees about their test session. This may include the following:

- where to report for testing (e.g., a particular wing of the school)
- if testing off-site, details about the site (e.g., name of facility, transportation)
- other helpful information (e.g., where they will take a break)

What Examinees Should Bring

Instruct examinees to bring the following items to their test session:

- acceptable identification
- pencils for doing scratch work
- an approved calculator (check www.actstudent.org or call 800.498.6481 for a recorded message about the current ACT calculator policy)

See also, *Allowed and Prohibited Items*.

Pretest Instructions for Online Testing

The *Pretest Instructions for Online Testing* contains instructions for the examinees to complete their pretest information online. Each examinee has a personal set of instructions with a unique student code. These must be kept secure.

Pretest Information

Examinees testing online complete their pretest information online. They have until four days after the test window to complete their pretest information.

By completing the pretest information, examinees can send their scores, at no charge, to four colleges or scholarship agencies of their choice. The college and scholarship agency codes are found in the *Taking the ACT State and District Testing* booklet.

Note: If you have any examinees testing via the paper format, refer to the appropriate administration manual for paper testing to have the examinees complete the pretest information on their answer folders before test day. Examinees testing via paper cannot complete any portion of the pretest information on or after test day.

How to Complete the Pretest Information for Online Testing

Take the following steps to have examinees complete the pretest information online.

Step	Action									
1	<p>Use the following table to determine your first step.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If your school will ...</th> <th style="text-align: center;">Then ...</th> <th style="text-align: center;">And then ...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Hold an in-school session for all examinees testing online</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Allow at least an hour for the session. Do not conduct sessions on test day before testing. </td> <td style="padding: 5px; vertical-align: top;">Go to step 2.</td> </tr> <tr> <td style="padding: 5px;">Ask each examinee testing online to complete the pretest information on their own time</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Tell them to allow at least an hour for the session. Refer them to the deadline to submit information printed on their <i>Pretest Instructions for Online Testing</i>. </td> <td style="padding: 5px; vertical-align: top;">Go to step 2.</td> </tr> </tbody> </table>	If your school will ...	Then ...	And then ...	Hold an in-school session for all examinees testing online	<ul style="list-style-type: none"> Allow at least an hour for the session. Do not conduct sessions on test day before testing. 	Go to step 2.	Ask each examinee testing online to complete the pretest information on their own time	<ul style="list-style-type: none"> Tell them to allow at least an hour for the session. Refer them to the deadline to submit information printed on their <i>Pretest Instructions for Online Testing</i>. 	Go to step 2.
If your school will ...	Then ...	And then ...								
Hold an in-school session for all examinees testing online	<ul style="list-style-type: none"> Allow at least an hour for the session. Do not conduct sessions on test day before testing. 	Go to step 2.								
Ask each examinee testing online to complete the pretest information on their own time	<ul style="list-style-type: none"> Tell them to allow at least an hour for the session. Refer them to the deadline to submit information printed on their <i>Pretest Instructions for Online Testing</i>. 	Go to step 2.								
2	<p>Distribute the following to each examinee testing online:</p> <ul style="list-style-type: none"> their personal copy of the <i>Pretest Instructions for Online Testing</i> one copy of the <i>Taking the ACT State and District Testing</i> booklet <p><i>Note: Once the examinee has completed the pretest information, he or she may destroy the form. The examinee is to keep the Taking the ACT booklet.</i></p>									

Reporting High School Code

If examinees test at your school but attend a *different home high school*, **test staff** enters the reporting ACT high school code to correctly report scores for these examinees. Enter this in PearsonAccess^{next} before testing or within 48 hours after the examinee tests.

The examinee's results will be reported to your school unless another ACT high school code is entered.

Note: If you are unsure of the correct home high school for an examinee, contact your district office. To find high school codes, go to <http://www.actstudent.org/regist/lookups>.

IV: Test Day Activities

Setting Up

In this Section

In this section, you will find information on:

- the overall test day process
- the staff briefing session
- starting the test sessions
- setting up computers
- the timing code 8 password

Test Day Process Overview

The table below provides an overview of test day activities.

Stage	Who	Does what
All day	Technical coordinator	<ul style="list-style-type: none"> • assist with technical issues
Before admitting examinees	Test coordinator	<ul style="list-style-type: none"> • start test sessions in PearsonAccess^{next} • conduct staff briefing session • distribute test materials to room supervisors • put up signs directing examinees to test rooms • put up posters provided by ACT • verify that test rooms and computers are prepared • make cell phone and electronic device policy announcements to examinees
	Room supervisor	<ul style="list-style-type: none"> • prepare the room for testing (proctors may assist) • prepare the room's computers for testing • unlock the test session in PearsonAccess^{next}
Admitting examinees to the test room	Room supervisor	<ul style="list-style-type: none"> • verify examinees' ID • direct examinees to assigned seats (proctors may assist) • mark the roster
During testing	Room supervisor	<ul style="list-style-type: none"> • read Verbal Instructions • time the tests, if applicable • distribute student authorization tickets to examinees • retrieve seal codes in PearsonAccess^{next} • complete the test room documentation • monitor the test session • distribute scratch paper, if needed (proctors may assist) • record irregularities in PearsonAccess^{next}
	Proctors	<ul style="list-style-type: none"> • monitor halls • assist the room supervisor • assist the test coordinator, as needed

Stage	Who	Does what
After testing	Room supervisor	<ul style="list-style-type: none"> collect and account for all student authorization tickets and scratch paper dismiss examinees lock the test session if testing over multiple days stop the test session in PearsonAccess^{next} (when completed) close TestNav and PearsonAccess^{next} return all test materials to the test coordinator
	Test coordinator	<ul style="list-style-type: none"> account for all test materials and secure them review irregularities and test administration forms schedule makeup testing, if needed complete the Testing Staff Lists return materials to ACT after all online testing is completed

Staff Briefing Session

A staff briefing session is required on test day morning, even with experienced staff. The briefing session should be used to:

- make sure all staff are present and make any necessary adjustments to staff assignments
- make sure everyone understands their responsibilities and answer questions in a group setting so everyone has the same information
- distribute test materials to room supervisors

Start Test Sessions

The morning of test day, the **test coordinator** starts that day's test sessions in PearsonAccess^{next}. This is performed once for each test session to activate it. This must be done before room supervisors can unlock their sessions.

Note: For multiple day testing, this is performed on the day of the first sitting.

How to Set up Computers

To set up computers, **room supervisors** take the following steps in the test room before admitting examinees.

Step	Action								
1	At the administrative computer, open an approved browser and launch PearsonAccess ^{next} at https://testadmin.act.org/ .								
2	Use this table to determine the next step. <table border="1" data-bbox="418 1598 1482 1848"> <thead> <tr> <th>If examinees are using ...</th> <th>On the testing computer ...</th> </tr> </thead> <tbody> <tr> <td>Computers with browser-based TestNav</td> <td>Open an approved browser and launch TestNav at https://tn.actonline.act.org/.</td> </tr> <tr> <td>Computers with installable TestNav</td> <td>Launch the TestNav application</td> </tr> <tr> <td>Chromebooks</td> <td>Launch the TestNav application</td> </tr> </tbody> </table>	If examinees are using ...	On the testing computer ...	Computers with browser-based TestNav	Open an approved browser and launch TestNav at https://tn.actonline.act.org/ .	Computers with installable TestNav	Launch the TestNav application	Chromebooks	Launch the TestNav application
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Computers with browser-based TestNav	Open an approved browser and launch TestNav at https://tn.actonline.act.org/ .								
Computers with installable TestNav	Launch the TestNav application								
Chromebooks	Launch the TestNav application								

Timing Code 8 Password

For timing code 8, examinees are to have 80 minutes (double time) for the writing test. However, the writing test's timer in timing code 8 expires after 40 minutes. The room supervisor must then extend the time for each examinee so they receive the full time allowed.

On test day, the **test coordinator** is to contact ACT to obtain a password and then provide it to the room supervisor. If you have more than one test session administering timing code 8, you will need a password for each session. Passwords must be kept secure.

Admitting Examinees

In this Section

In this section, you will find information on:

- check-in locations
- announcing the cell phone and electronic device policy
- acceptable identification
- unacceptable identification
- verifying identification and admitting examinees
- late arrivals
- absent examinees

Check-in Locations

Examinees must be identified and checked in at the test room even if checked previously at a central checkpoint. The marked roster must reflect the examinees actually present in the test room, not simply those who were assigned to the room. This prevents an examinee from switching places after check-in and testing as someone else.

Examinee Announcement about Cell Phones and Electronic Devices

Every test day, make announcements about the prohibited use of cell phones and electronic devices as many times as necessary before examinees go to their test rooms to be checked in.

Get the attention of examinees and make the following announcement:

No one may handle or access a cell phone or electronic device during testing or during break time. This includes smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities. All electronic devices must be powered off and stored out of sight until you are dismissed after testing concludes.

If you have a cell phone or electronic device and can store it in a car, locker, or somewhere outside of the test room before check-in begins, please do so at this time.

If you do not have the time or option to store the device outside of the test room, power it off now and store it away in a backpack, purse, pocket, or other area where it will be out of sight.

If you access your device, or if a device activates at any time during testing or break, you will be dismissed and your test will not be scored.

Remember, the device **MUST** be powered off. Turning the phone to silent or airplane mode is not acceptable. Any noise or vibration that comes from a device is grounds for dismissal. If you are seen handling the device after it has been powered off, you will be dismissed.

Acceptable Identification

These general principles apply to all forms of ID:

- Identification issued or verified by a relative is not allowed.
- All identification must be original; photocopies or reproductions are not allowed.
- Stamped, computer generated, or reproduced signatures are not allowed.

Note: If you cannot make a positive identification with the ID presented or if you suspect the ID has been forged or tampered with in any way, the ID is not acceptable.

The table below outlines the only acceptable types of identification and their related roster notations.

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	<p>Must include ALL of the following:</p> <ul style="list-style-type: none"> • current (valid) • issued by city/state/federal government agency or school <p>Note: School ID must be in hard plastic card format only. Paper or electronic formats are NOT acceptable.</p> <ul style="list-style-type: none"> • examinee’s first and last names • photo is clearly recognizable as the examinee <p><i>Note: The examinee’s signature is not required.</i></p> <p><i>Examples: driver’s license, passport, school ID, state ID</i></p>
F	ACT Student Identification Form	<p>Examinee MUST present the ACT Student Identification Form if they do not have a current official photo ID as described above. ALL items must be completed and include:</p> <ul style="list-style-type: none"> • individually completed in English—and signed in ink—by official of the examinee’s school or notary public (official or notary may not be a relative) • recent, recognizable, individual (not group), photo of the examinee attached to form • school or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo • examinee’s first and last names • examinee’s date of birth, gender, school name and location • signed by the examinee, in ink, in the presence of the school official or notary • signed by the examinee on test day, in the presence of test staff <p><i>Note: Student ID Forms must be collected and returned to ACT.</i></p>
R Plus Staff Initials	Staff Recognition	<ul style="list-style-type: none"> • examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a school faculty member (who may not be a relative) • that faculty member’s initials must be printed legibly beside the examinee’s name on the roster (without staff initials, personal recognition is invalid) • if all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member along with his or her initials (e.g., “all examinees in this room were recognized by _____”)

Examples of Unacceptable Identification

Examples of unacceptable identification include the following:

- birth certificate
- ChildFind ID card
- credit, charge, bank, or check cashing cards, even with a photo
- diploma
- family portrait or graduation picture, even if the name is imprinted on the photo
- fishing or hunting license
- ID issued by an employer
- ID letter or form that is not an official ACT identification form
- learner's driving permit, temporary or replacement driver's license, if it does not include a photograph
- organization membership card
- passport or other photo so old that the person presenting it cannot be identified
- personal recognition by anyone not employed by your school or not a member of test staff
- photo ID of parents
- photo with examinee's name embossed or printed on it by a photographer
- photocopies or reproductions
- photos issued by a business for promotional purposes (e.g., amusement parks)
- police report of a stolen wallet or purse
- printed, stamped, or photocopied signatures
- published photo, including yearbook or newspaper
- report card
- Social Security card
- telephone calls to the school to identify the examinee
- traffic ticket, even with a physical description and signature
- transcript, even with photo
- web page with photo

How to Verify Identification and Admit Examinees

Control who enters and leaves the test room at all times. Do not allow examinees to enter the test room until the room is properly prepared, the test materials are secure in a location where examinees cannot have access to them, and the room supervisor is ready to admit examinees.

Seating examinees alphabetically is acceptable or you may want to direct the first examinee to the extreme left side of the room, the second examinee to the middle of the room, the third to the right side, and so on. Separate friends and relatives or examinees that arrive together. Proctors can direct examinees by standing beside the seat.

The room supervisor must take the following steps to verify identification and admit examinees to the test room.

Step	Action
1.	Verify that the ID is an acceptable form of ID.
2.	Verify that the photo and name on the ID matches the examinee.

Admitting Examinees

Step	Action						
3.	Use the following table to determine your next step. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">If the ID is...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Not acceptable and examinee is not recognized by staff</td> <td> <ol style="list-style-type: none"> a. Do not admit the examinee. b. Submit an irregularity report. c. Determine if the examinee is eligible for makeup testing. </td> </tr> <tr> <td>Acceptable or examinee is recognized by staff</td> <td> <ol style="list-style-type: none"> a. Document the type of ID by writing the appropriate notation on the roster next to the examinee's name. Use one of these notations: <ul style="list-style-type: none"> • P = photo ID • F = ACT Student Identification Form • R plus staff initials = personal recognition by staff (must include staff's initials) b. If it's an ACT Student Identification Form, have the examinee sign in your presence, then collect it. c. Proceed to the next step. </td> </tr> </tbody> </table>	If the ID is...	Then ...	Not acceptable and examinee is not recognized by staff	<ol style="list-style-type: none"> a. Do not admit the examinee. b. Submit an irregularity report. c. Determine if the examinee is eligible for makeup testing. 	Acceptable or examinee is recognized by staff	<ol style="list-style-type: none"> a. Document the type of ID by writing the appropriate notation on the roster next to the examinee's name. Use one of these notations: <ul style="list-style-type: none"> • P = photo ID • F = ACT Student Identification Form • R plus staff initials = personal recognition by staff (must include staff's initials) b. If it's an ACT Student Identification Form, have the examinee sign in your presence, then collect it. c. Proceed to the next step.
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4.	Direct the examinee to his or her seat in the test room. <i>Note: Never allow examinees to choose their own seats.</i>						
5.	Instruct the examinee to wait quietly until testing begins.						

Late Arrivals

If an examinee can present acceptable ID or be personally recognized before the student authorization tickets are distributed in the test room, admit the examinee and submit an irregularity report.

Important! Absolutely no one may be admitted to the test room after student authorization tickets have been distributed. If this policy is violated, scores for the examinees admitted late will be cancelled.

Absent Examinees

If an examinee is not admitted to his or her assigned test session (e.g., no-show, late, no acceptable ID), use this table to determine what to do.

If the examinee is to test ...	Then ...
In a single sitting	<ol style="list-style-type: none"> a. Record the absence from that test session by drawing a line (—) next to the examinee's name on the roster. Do not leave the roster blank. b. Schedule the examinee for makeup testing. <p><i>Note: If absent from the makeup session, mark the examinee absent on that roster as well, and schedule another makeup session, if possible.</i></p>
Over multiple days	<ol style="list-style-type: none"> a. Do not mark the roster yet for that examinee. b. Schedule the examinee for makeup testing. c. The first time the examinee is admitted, mark the roster with type of ID. See How to Verify Identification and Admit Examinees. <p><i>Note: If the examinee is absent for all sittings in the test session, draw a line (—) next to the examinee's name on the roster to record the absence. Do not leave the roster blank.</i></p>

Note: If an examinee is absent for all test sessions (never logged in to TestNav), refer to your administration supplement, if applicable, for any requirements about examinees who don't test. An irregularity report is not needed.

Allowed and Prohibited Items

In this section

In this section, you will find information on:

- cell phones and electronic devices
- prohibited items
- examinee timepieces
- calculators

Cell Phones and Electronic Devices

From the time examinees are admitted to the test room until their dismissal, they may not access cell phones or other electronic devices suspected to have recording, internet, or communication capabilities. All devices must be powered off and stored out of sight.

If an examinee accesses a device at any time, or if a device activates after being stored away, the examinee must be dismissed.

We ask you to:

- Be extra vigilant in your monitoring of prohibited behavior during testing and during the break.
- Strongly enforce the dismissal of any examinee who engages in prohibited behavior.
- Prominently display the prohibited device posters at central locations.

Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them.

Prohibited Items in the Test Room

Examinees are not permitted to use or access the following items at any time while in the test room:

- textbooks, foreign language or other dictionaries, unauthorized scratch paper, reading material, notes, or any unapproved testing aids
- tobacco in any form
- food or beverages, including water

Staff may not do the following in the test room:

- eat or drink, including water, unless approved by ACT for medical reasons
- use tobacco
- use cell phones (must be turned off or “silent”), recording or media devices

Notes:

- *Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them.*
- *Snacks and beverages may be brought into the test room but consumed only outside the test room, during the break.*

Examinee Timepieces

Examinees may have a personal timepiece such as a watch, timer, or stopwatch, provided it is not:

- On the desk
- A distraction to others
- A prohibited device

Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials. Follow these guidelines regarding calculators:

- All problems on the mathematics test can be solved without a calculator.
- A permitted calculator may be used on the ACT mathematics test only.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to the computer or device being used for testing.
- A current Calculator Policy was provided in your materials shipment.
 - Each room supervisor must be given a copy of this policy.
 - Post it for examinees to see (at check-in stations, test rooms, etc.).
 - It may be read to examinees as a general announcement before testing begins.

Note: Talking calculators must be approved in advance by ACT. Examinees with talking calculators must test individually in a separate room.

Examinee responsibilities:

- Ensure any calculator brought on test day is permitted.
- Check **www.actstudent.org** or call **800.498.6481** for a recorded message about the current ACT calculator policy.

Staff responsibilities:

- Check for prohibited calculators *during the mathematics test*.
- Check periodically to make sure examinees did not switch calculators after the first check.
- If an examinee uses a prohibited calculator, dismiss him or her. See Irregularities.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

V: Irregularities

Irregularities

In this Section

In this section, you will find information on:

- the definition of an irregularity
- the irregularity report
- submitting irregularity reports for an individual or a group
- prohibited behaviors and how to handle them
- handling an emergency evacuation
- handling disturbances and distractions
- handling test item challenges
- handling examinees who leave temporarily or are late from break
- handling examinees who leave and do not return
- handling examinees who log out during testing
- manually marking an examinee's test complete
- stopping/interrupting a test
- resuming an interrupted test

Definition of an Irregularity

An irregularity is something out of the ordinary or of particular note that occurs in the course of a test administration, affecting one or more examinees, the test materials, the facility/equipment, or the staff.

The Irregularity Report

The **irregularity report** is an online task to document irregularities. Use it to report all testing irregularities for online testing. Test coordinators and room supervisors submit irregularity reports in PearsonAccess^{next}.

How to Submit an Irregularity Report for an Individual Examinee

Take the following steps in PearsonAccess^{next} to submit an irregularity report for an individual examinee (i.e., the irregularity affects a single examinee only).

Step	Action
1	Select the Testing icon.
2	Select Student Tests . The <i>Student Tests</i> screen appears.
3	Type in the last name of the examinee affected by this irregularity and then select Search .
4	In the table, check the box next to the examinee.
5	In the Select Tasks menu, select Manage Irregularities and then select Start . The <i>Manage Irregularities</i> screen appears displaying the selected examinee.

Step	Action
6	<p>Next to the examinee (not at the top of the page), enter Irregularity Date/Time, Irregularity Type, and Comments. All three fields are required—you must enter comments.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be sure Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon popups. You reach the clock popup via the small clock icon at the bottom of the calendar popup.</i> • <i>The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement “Additional details on file” in the comments field, and keep a full written account of the irregularity in your files for 12 months.</i>
7	If another irregularity affected <i>only</i> this examinee, select the “+” icon at the right of the screen to add a new entry line for this examinee and then repeat step 6 in the new line.
8	When finished entering irregularities for this examinee, select Save and then select Exit Tasks .

How to Submit an Irregularity Report for a Group

Take the following steps in PearsonAccess^{next} to submit an irregularity report for a group (i.e., the irregularity affects more than one examinee).

Step	Action
1	Select the Testing icon.
2	<p>Select Student Tests.</p> <p>The <i>Student Tests</i> screen appears.</p>
3	<p>In the Search menu, check the box next to Show all results.</p> <p>A table appears displaying all examinees.</p>
4	<p>In the table, check the box next to each of the examinees affected by the irregularity.</p> <p><i>Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.</i></p>
5	<p>In the Select Tasks menu, select Manage Irregularities and then select Start.</p> <p>The <i>Manage Irregularities</i> screen appears, displaying the selected examinees.</p>
6	Check the box next to each of the selected examinees (do not skip this step).
7	<p>At the top of the screen (not next to the examinees), enter Irregularity Date/Time, Irregularity Type and Comments.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Be sure Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon popups. You reach the clock popup via the small clock icon at the bottom of the calendar popup.</i> • <i>The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement “Additional details on file” in the comments field, and keep a full written account of the irregularity in your files for 12 months.</i>

Irregularities

Step	Action										
8	Select Apply to Selected . The information entered in step 7 is now applied to each selected examinee.										
9	If another irregularity affects the <i>same</i> group of examinees, do the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Uncheck the boxes next to each examinee.</td> </tr> <tr> <td>b.</td> <td>Select the “+” icon to the right of each examinee to add another entry line to each examinee.</td> </tr> <tr> <td>c.</td> <td>Check the box next to the new line for each examinee. <i>Note: The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.</i></td> </tr> <tr> <td>d.</td> <td>Repeat steps 7–8.</td> </tr> </tbody> </table>	Step	Action	a.	Uncheck the boxes next to each examinee.	b.	Select the “+” icon to the right of each examinee to add another entry line to each examinee.	c.	Check the box next to the new line for each examinee. <i>Note: The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.</i>	d.	Repeat steps 7–8.
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d.	Repeat steps 7–8.										
10	When finished entering irregularities for this group of examinees, select Save and then select Exit Tasks .										

Examples of Irregularities

The table below provides examples of issues that may arise during online testing.

Category	Example
Environment	<ul style="list-style-type: none"> • Disturbance / interruption / comfort – noise, climate, control issues. • Power outage – power outage either intermittently or during entire session. • Weather – severe weather caused interruption of testing. • Emergency evaluation – any issues (fire, weather, security) that may cause evacuation of testing center.
Technical	<ul style="list-style-type: none"> • Freezing – computer locked up. • Launching test – difficulties launching test session. • Network or server error – network interruptions, server issues. • Hardware or device problem – equipment not functioning correctly.
Examinee	<ul style="list-style-type: none"> • Cell phone or device – examinee’s device activated or was handled • Admission mistake – examinee was admitted but should not have been; e.g., no ID, late. • Denied admission – examinee did not have acceptable ID, was late, or was ineligible for the assigned test session. • Complaint – examinee requests a complaint be filed. • Item challenge – examinee is challenging an item on the test. • Illness– examinee became ill during test and could not finish test. • Time loss – examinee lost testing time, e.g., left room during testing, returned late after break. • Timing overage or shortage – examinee was given too much or too little time on a manually timed test. • Prohibited behavior – staff suspects or is certain that the examinee engaged in prohibited behavior. • Accommodation – examinee tested with an accommodation that was not approved by ACT or was not an allowed local arrangement.

Category	Example
Security	<ul style="list-style-type: none"> Media/unauthorized observer – media or observer gained access without confirmed ACT authorization. Materials – unauthorized access to or missing secure materials, before, during or after testing. Seal code – examinee had unauthorized access to seal code before time for that test. Surrogate – someone other than the examinee completed any part of the examinee's pre-test and/or tests. <p><i>Note: Call ACT in addition to submitting an irregularity report for all security-related irregularities.</i></p>
Staff	<ul style="list-style-type: none"> Test procedures – staff member read test directions out of order / incorrectly. Late – staff member was late to test sessions. No show – staff member did not arrive to administer test. Irregular staff behavior – staff acted in irregular manner.

Prohibited Behaviors

The following behaviors are prohibited. Examinees must be dismissed and their test manually ended (Marked Complete) if they are found:

- Filling in or altering responses or continuing to write the essay after time has been called on that test section. This means that they cannot make any changes to a test section outside of the designated time for that section, even to fix an accidental keystroke.
- Looking ahead to another test section.
- Looking at another person's computer screen, student authorization ticket, or scratch paper.
- Giving or receiving assistance by any means.
- Discussing or sharing test content or answers during the test administration, during breaks, or after the test.
- Using a prohibited calculator.
- Using a calculator on any test section other than mathematics.
- Sharing a calculator with another person.
- Using a watch with recording, internet, or communication capabilities.
- Using any electronic device at any time during testing or during break other than an approved calculator or watch. All other electronic devices, including cell phones and wearable devices, must be turned off and placed out of reach from the time they are admitted to test until they are dismissed after testing concludes.
- Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way.
- Using notes, dictionaries, or other aids.
- Using scratch paper that was not provided to them by testing staff during the administration.
- Not following instructions or abiding by the rules of the test site.
- Exhibiting confrontational, threatening, or unruly behavior; or violating any laws. If ACT suspects an examinee is engaging in criminal activities, such activities will be reported to law enforcement agencies.
- Allowing an alarm to sound in the test room or creating any other disturbance.

All items brought into the test site, such as hats, purses, backpacks, cell phones, calculators, and other electronic devices may be searched at the discretion of ACT and its testing staff. ACT and its testing staff may confiscate and retain for a reasonable period of time any item suspected of having been used, or being capable of being used, in violation of these prohibited behaviors. ACT may also provide such items to and permit searches by third parties in connection with an investigation

Irregularities

conducted by ACT or others. ACT and its testing staff shall not be responsible for lost, stolen, or damaged items brought to a test site.

Important! The decision to cancel scores due to prohibited behavior is at ACT's sole discretion and cannot be appealed or reversed.

How to Handle Prohibited Behavior

Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.

You do not need to observe prohibited behavior if you are **certain** it occurred. If you are certain, prohibited behavior does not need to be verified by another staff member. Take action based on your own observation.

Take the following steps if prohibited behavior occurs.

Step	Action
1	Take action immediately or no later than the end of the current timed test. <i>Note: Minimize disruption to other examinees.</i>
2	Inform the examinee that: <ul style="list-style-type: none">• you observed or are certain of the prohibited behavior; and• he or she is being dismissed because of the behavior; and• no tests for that examinee will be scored.
3	Direct the examinee to log out of TestNav. <i>Note: Staff must log the examinee out of TestNav if the examinee does not do so.</i>
4	Collect the examinee's student authorization ticket and scratch paper.
5	If you believe an electronic device was used to store or exchange information, or to make an image of the test, collect the device from the examinee and call ACT immediately. ACT will determine if the device is to be retained and sent to ACT or returned to the examinee. Do not return the device to the examinee without ACT approval.
6	Dismiss the examinee.
7	Submit a detailed irregularity report that includes: <ul style="list-style-type: none">• The time of the incident and the name(s) of the examinee(s).• The test section the examinee was working on at the time.• The test room.• The details of what you observed and any actions you took.• The statements you and the examinee(s) made.• The name(s) of the staff who observed or were certain of the prohibited behavior. <i>Note: The irregularity report must clearly indicate whether or not the examinee was informed that his or her tests will not be scored.</i>

Notes:

- If the behavior occurs, **regardless of perceived intent**, the examinee must be dismissed.
- If you suspect but are not certain prohibited behavior occurred, document your suspicions on the irregularity report and continue close observation, but do not dismiss the examinee or manually end the test unless you are certain.

Emergency Evacuation

In the event of an emergency evacuation, your first concern must be for the safety of examinees and test staff. If an emergency occurs, and ***if time permits and it is safe to do so***, take the following steps before you evacuate.

Step	Action
1.	Direct examinees to immediately log out of TestNav (on Windows, pressing Ctrl-Alt-Delete is the quickest method—it will force an automatic logout).
2.	On the administrative computer, lock the test session in PearsonAccess ^{next} .
3.	Make note of the time.
4.	Collect authorization tickets and scratch paper.
5.	Lock the test room.

Disturbances and Distractions

If a disturbance, distraction, or technical issue occurs that affects examinees' concentration and it cannot be stopped, contact the test coordinator immediately for further instructions. Do not leave the test room unattended; utilize your proctors to contact the test coordinator while you remain in the room.

If testing in the room must be stopped temporarily, **lock** the test session in PearsonAccess^{next}.

Submit an irregularity report for all disturbances and distractions, however minor (including examinee illness).

Test Item Challenges

If an examinee challenges typographical errors or ambiguities in particular test items, instruct the examinee to choose an answer based on the information available.

Submit an irregularity report that includes the test section and the test item, and an explanation of the examinee's question. ACT will respond to concerns about individual test items.

Examinees Who Leave and Return or are Late from Break

Use the table below to decide how to proceed with examinees who become ill during testing, leave during a test, or return late from break.

If an examinee ...	Then ...	And if the examinee returns <i>during the same test</i> ...	And if the next test starts before the examinee returns ...
Becomes ill after testing has begun	<ul style="list-style-type: none"> • Allow examinee to leave. • Make note of the time examinee leaves. • Collect examinee's student authorization ticket and scratch paper. • Leave TestNav running on the examinee's computer (the examinee does not log out). 	<ul style="list-style-type: none"> • Make note of the time examinee returns. • Allow examinee to continue testing in the current section, if time remains. • Return the student authorization ticket and scratch paper to the examinee. • Submit an irregularity report. <p><i>Lost time cannot be made up.</i></p> <p><i>Note: If the examinee logged out of TestNav, follow the instructions for How to Resume an Interrupted Test and make sure the examinee stops testing at the original stop time.</i></p>	<ul style="list-style-type: none"> • Start a timer (e.g., 45 minutes for English) when you announce the seal code for the next section. • When the examinee returns, provide the seal code and allow him or her to continue testing. • Return the student authorization ticket and scratch paper to the examinee. • Make sure the examinee stops testing and submits the test at the correct stop time.
Requests to go to the restroom	<p>Follow the same instructions as above.</p> <p><i>Note: If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. If no proctor is available, only one examinee may leave the room at a time. Do not leave a test room unsupervised at any time, even if only one examinee is testing.</i></p>	<p>Follow the same instructions as above.</p> <p><i>Note: The absence need not be recorded on the irregularity report.</i></p>	<ul style="list-style-type: none"> • Make note of the amount of time the examinee lost. • Submit an irregularity report. <p>Lost time cannot be made up.</p> <p><i>Note: If the examinee does not return at all, follow the instructions for Examinees Who Leave and Don't Return.</i></p>
Returns late from the break	Refer to the Verbal Instructions.	N/A	

Examinees Who Leave and Don't Return

If an examinee leaves the room during testing or at the break and does not return to continue testing (e.g., illness), take the following steps.

Step	Action
1.	Log the examinee out of TestNav.
2.	Submit an irregularity report.
3.	Determine eligibility for makeup testing.

Exited Status: Examinees Who Log Out of TestNav

If an examinee logs out of TestNav for any reason during testing, his or her status in PearsonAccess^{next} is **Exited**. An irregularity report is required whenever this occurs.

There are two exceptions for which an irregularity report is *not* submitted:

- The examinee logs out for an *authorized* stop-the-clock break.
- Examinees in a multiple day session log out *after submitting their test* at the end of each sitting.

Marking an Examinee's Test Complete

When examinees submit the last test, their status in PearsonAccess^{next} is **Completed**. If an examinee does not finish testing (e.g., dismissal, illness), the examinee's test must be manually **Marked Complete** in PearsonAccess^{next}. See PearsonAccess^{next}: Test Room Procedures.

Note: If an examinee did not log in to TestNav (e.g., absent, denied admission), do not mark the test complete. Instead, remove the examinee's name from the session in PearsonAccess^{next}.

How to Stop/Interrupt a Test

If an examinee needs to leave and will not return before testing concludes, or if a sitting must be interrupted (e.g., illness, prohibited behavior, emergency evacuation, disruption), take the following steps to stop the examinee's test.

Step	Action
1	Direct the examinee to log out of TestNav. To do so, the examinee can: <ul style="list-style-type: none"> • press Ctrl-Alt-Delete (on Windows); or • select Sign out of TestNav from the user dropdown at the top of the examinee's screen <p>The examinee is logged out and the timer on the examinee's test is stopped. On the administrative computer, the examinee's status is Exited.</p>
2	Make note of the time testing stops.
3	If stopping the test for all examinees, lock the test in PearsonAccess ^{next} .
4	Submit an irregularity report, including the time testing stopped.

Note: To exit testing at the end of a multiple day sitting, see Managing the Test Session.

How to Resume an Interrupted Test

If a sitting was interrupted and examinees were logged out of TestNav (e.g., evacuation, technical issue), testing can be resumed from where the examinees left off and they will not lose time.

Take the following steps to resume testing for the affected examinees.

Irregularities

Step	Action
1	In PearsonAccess ^{next} , unlock the test session.
2	In PearsonAccess ^{next} , resume the interrupted test for each examinee.
3	If necessary, start TestNav on each examinee's computer.
4	Redistribute the student authorization tickets and scratch paper. Make sure each examinee receives his or her own materials.
5	Direct the examinees to log in and resume testing.
6	Submit an irregularity report. You must include the time testing resumed and stopped.

Notes:

- *An interrupted test may resume only in the same sitting. If it resumes in another sitting, tests will not be scored or scores will be cancelled. If an emergency prevents resuming in the same sitting, contact ACT.*
- *If the timer did not stop (examinee did not log out) and time in a test section was lost, contact ACT for instructions before resuming.*
- *To resume testing at the beginning of a multiple day sitting, see Managing the Test Session.*

VI: Administering the Tests

Managing the Test Session

In this section

In this section, you will find information for the room supervisor on:

- tasks for managing the test session in the test room
- when to start
- providing seal codes to examinees
- breaks between tests
- handling questions
- exiting and resuming a multiple day session

Managing the Test Session in the Test Room

The room supervisor performs these tasks in PearsonAccess^{next} to run the test session on test day:

Stage	Task in PearsonAccess ^{next}	Function
During Testing (every sitting, if a multiple day session)	Unlock the test session	Allows examinees to log in to TestNav. <i>Note: If testing over multiple days, the session must be unlocked and resumed at the beginning of each sitting.</i>
	Resume each examinee	If an examinee logs out of TestNav, Resume allows the examinee to log back in.
	Retrieve seal codes	Displays the seal codes.
	View examinee progress	Indicates the status of each examinee.
	Lock the test session	Prevents examinees from logging in to TestNav. <i>Note: If testing over multiple days, the session must be locked at the end of each sitting.</i>
After the test session concludes (last sitting, if a multiple day session)	Stop the test session	Concludes the test session. It cannot be restarted. You do this only once.

When to Start

Verbal Instructions may begin as soon as all examinees have been identified and seated.

- Standard time rooms must begin no later than 9:00 a.m. If Verbal Instructions in a standard time room begin later than 9:00 a.m., document the time and reason on an irregularity report.
- The requirement to begin by 9:00 a.m. does not apply to testing with ACT-approved accommodations.

Providing Seal Codes to Examinees

Retrieve seal codes in PearsonAccess^{next} during testing when directed to do so in the Verbal Instructions.

Verbally provide the seal code for each test to examinees. Announce it only when directed to do so in the Verbal Instructions.

- **Provide only the seal code for the test that is about to begin.** Do not provide codes for other tests or write them on the board.
- If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.

Breaks between Tests

Breaks are scheduled between tests for specified lengths of time, as directed in the Verbal Instructions for each timing code.

- Be mindful of security during breaks. Monitor or secure student authorization tickets and scratch paper. Watch for examinees trying to access cell phones or electronic devices.
- Allow breaks only as scheduled.
- Don't add extra breaks or extend the length of a scheduled break (e.g., lunch).
- Don't eliminate or cut short a scheduled break. Examinees must be allowed to take the scheduled break and have the full time allowed for it if they want it.

Notes:

- *An examinee may use the restroom during testing but the lost time cannot be made up. See Irregularities.*
- *Logging out of TestNav during a test stops the examinee's timer. Only examinees authorized to have stop-the-clock breaks are allowed to stop the timer during a test.*

Questions/Guessing

Do not answer questions regarding individual test items or how to use a calculator. If examinees ask about guessing, inform them that they will not be penalized for guessing.

How to Exit Testing for a Multiple Day Sitting

For timing codes approved to test over multiple days, the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting.

To exit testing at the end of a multiple day sitting, take the following steps.

Step	Action
1.	Make sure all examinees have submitted the test they were working on and are now on the screen for the next test (where they will continue in the next sitting).
2.	Direct the examinee(s) to log out of TestNav. To do so, the examinee can: <ul style="list-style-type: none"> • press Ctrl-Alt-Delete (on Windows); or • select Sign out of TestNav from the user dropdown at the top of the examinee's screen The examinee is logged out. On the administrative computer, the examinee's status is Exited .
3.	In PearsonAccess ^{next} , lock the test session.

How to Resume Testing for a Multiple Day Sitting

To resume testing at the beginning of a multiple day sitting, take the following steps.

Step	Action
1.	In PearsonAccess ^{next} , unlock the test session.
2.	In PearsonAccess ^{next} , resume the interrupted test for each examinee.
3.	Start TestNav on each examinee's computer.
4.	When examinees are seated, redistribute the student authorization tickets. Make sure each examinee receives his or her own. <i>Note: If the examinee used the student authorization ticket as scratch paper, give him or her a new ticket.</i>
5.	Give examinees a fresh sheet of blue scratch paper and have them write their name and today's date at the top.
6.	Direct the examinee(s) to log in. The examinees will see the screen for the next test (where they left off).
7.	Continue testing with the next test.

PearsonAccess^{next}: Test Room Procedures

In this section

In this section, you will find instructions for PearsonAccess^{next} on how to:

- retrieve seal codes
- unlock/lock the test session
- view examinee progress in the test session
- resume an interrupted test
- stop a completed test session
- mark an examinee’s test complete

How to Retrieve Seal Codes

Take the following steps in PearsonAccess^{next} to retrieve seal codes.

Step	Action
1	Select the Testing icon.
2	Select the Students in Sessions title. The <i>Students in Sessions</i> screen appears.
3	Select Add a Session and begin typing the session name. Sessions will appear in a list.
4	In the Session List , select the session to work with.
5	In the Resources menu, select Seal Codes . The <i>Seal Codes</i> window appears.
6	Repeat steps 3-4 to retrieve seal codes for other test sessions if necessary.

How to Unlock/Lock a Test Session

Before examinees can log in to the test session in TestNav, the test session must be unlocked. Take the following steps to unlock a test session.

Step	Action
1	Select the Testing icon.
2	Select Sessions . The <i>Sessions</i> screen appears.
3	Open the dropdown menu on the Search button, and check the box next to Show all results . A list of test sessions appears.
4	Check the box next to the session you will be administering today.
5	In the Tasks pane, select Show Students in Sessions & Control Sessions in the dropdown menu. The <i>Students in Sessions</i> screen appears.
6	Verify that the Student Test Status is Ready but locked according to the illustration below.



Step	Action
7	<p>Slide the button to the right to unlock the test. Allow a minute or two for the system to process this activity.</p> <p>The Student Test Status changes from Ready with a padlock to Ready (no padlock).</p> <p><i>Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating it is locked.</i></p>
8	<p>Leave PearsonAccess^{next} running during the test session. Do not log out or turn the computer off.</p>
9	<p>To lock the test session, slide the button to the left.</p> <p>The Student Test Status changes from Ready (no padlock) to Ready with a padlock.</p>

How to View Examinee Progress in a Session

Take the following steps in PearsonAccess^{next} to view an examinee's progress during testing.

Step	Action
1	In the Testing menu, select Sessions . The <i>Sessions</i> screen appears.
2	Open the dropdown menu on the Search button, and check the box next to Show all results . A list of test sessions appears.
3	In the table, check the box next to each session you want to view.
4	In the Select Tasks menu, select Show Students in Sessions & Control Sessions . The <i>Students in Sessions</i> screen appears.
5	In the Session List, select the session you want to work with. That session's information appears.
6	Search to find the examinee(s) whose status you want to view. The list of examinees appears.

7	<p>Examinee status is shown in the Student Test Status column of the list of examinees.</p> <p>The table below describes the possible status conditions.</p>	
	Status	Description
	Ready	The examinee has not yet started the test.
	Active	<p>The examinee has logged in and started the test.</p> <p><i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed Uploaded.</i></p>
	Exited	<p>The examinee has exited TestNav but has not submitted test responses for the current test section.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <i>The examinee cannot resume testing in the session unless his or her status is changed to Resumed or Resumed Uploaded.</i> <i>If the examinee will not resume testing for any reason, or if the examinee will be scheduled for a makeup session, his or her status must be changed to Marked Complete.</i>
	Resumed or Resumed Uploaded	The examinee has been authorized to resume the test, but has not yet logged in.
	Completed	The test has been submitted by the examinee through TestNav.
Marked Complete	The examinee has exited TestNav and <i>will not resume testing</i> . Examinees are marked complete by the room supervisor or test coordinator in PearsonAccess ^{next} . See How to Mark an Examinee's Test Complete.	
8	<p>Select an examinee's status while viewing the list to view more detailed information about that examinee's test and item progress.</p>	

How to Resume an Interrupted Test

If examinees were logged out of TestNav during a test session, take the following steps in PearsonAccess^{next} to resume testing in that session for the affected examinees.

Notes:

- The test session must be unlocked before proceeding.*
- Only examinees in Exited or Active status can be resumed.*
- If beginning another sitting for a multiple day session, see Managing the Test Session before proceeding.*

Step	Action
1	In the Testing menu, select Sessions . The <i>Sessions</i> screen appears.
2	Open the dropdown menu on the Search button, and check the box next to Show all results . A list of test sessions appears.
3	Check the box next to the sessions you want to view.

Step	Action						
4	In the Select Tasks menu, select Show Students in Sessions & Control Sessions . The <i>Students in Sessions</i> screen appears.						
5	In the Session List , select the appropriate session.						
6	Find the examinee(s) whose test you want to resume.						
7	Use the table below to decide your next step. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">If you have ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>a small number of examinees to resume</td> <td>Select the arrow next to each examinee’s status and select Resume.</td> </tr> <tr> <td>multiple examinees to resume at the same time</td> <td> <ol style="list-style-type: none"> 1. Check the box next to the examinees whose status is to be updated. 2. In the Tasks pane, select Resume Student Tests in the dropdown menu. Then select the Start button. The <i>Resume Student Tests</i> screen appears. 3. Check the box next to the examinees’ names to confirm the selection. Then select Resume. </td> </tr> </tbody> </table>	If you have ...	Then ...	a small number of examinees to resume	Select the arrow next to each examinee’s status and select Resume .	multiple examinees to resume at the same time	<ol style="list-style-type: none"> 1. Check the box next to the examinees whose status is to be updated. 2. In the Tasks pane, select Resume Student Tests in the dropdown menu. Then select the Start button. The <i>Resume Student Tests</i> screen appears. 3. Check the box next to the examinees’ names to confirm the selection. Then select Resume.
If you have ...	Then ...						
a small number of examinees to resume	Select the arrow next to each examinee’s status and select Resume .						
multiple examinees to resume at the same time	<ol style="list-style-type: none"> 1. Check the box next to the examinees whose status is to be updated. 2. In the Tasks pane, select Resume Student Tests in the dropdown menu. Then select the Start button. The <i>Resume Student Tests</i> screen appears. 3. Check the box next to the examinees’ names to confirm the selection. Then select Resume. 						
8	If necessary, start TestNav on each examinee’s computer.						

How to Stop a Test Session

Take the following steps in PearsonAccess^{next} to stop the test session after all examinees have completed the last test.

Step	Action						
1	On the <i>Students in Sessions</i> screen, verify that all examinees in the session have a “Student Test Status” of Completed or Marked Complete . If not, use this table to determine the steps to take before proceeding. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">If the examinee ...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>did not begin testing (e.g. absent, not admitted)</td> <td>The test coordinator must remove the examinee’s name from the test session.</td> </tr> <tr> <td>did not finish testing and will not resume (e.g., dismissed, illness)</td> <td>Mark the examinee’s test complete.</td> </tr> </tbody> </table>	If the examinee ...	Then...	did not begin testing (e.g. absent, not admitted)	The test coordinator must remove the examinee’s name from the test session.	did not finish testing and will not resume (e.g., dismissed, illness)	Mark the examinee’s test complete.
If the examinee ...	Then...						
did not begin testing (e.g. absent, not admitted)	The test coordinator must remove the examinee’s name from the test session.						
did not finish testing and will not resume (e.g., dismissed, illness)	Mark the examinee’s test complete.						
2	Select the Stop Session button. The session is stopped. The button becomes a Restart button.						

How to Mark an Examinee’s Test Complete

When an examinee submits the last test, the examinee’s status is automatically updated to **Completed** in PearsonAccess^{next}. If an examinee does not finish testing (e.g., dismissal, illness), the room supervisor must manually mark the examinee’s test complete.

PearsonAccessnext: Test Room Procedures

Take the following steps in PearsonAccess^{next} to mark an examinee's test complete.

Step	Action
1	On the <i>Students in Sessions</i> screen, check the box next to each student to be marked as completed.
2	In the Tasks pane, select Mark Student Tests Complete . Then select the Start button. The <i>Mark Student Tests Complete</i> screen appears.
3	Again, check the box next to each student to be marked as completed.
4	Enter a reason in the Reason field. Then select the Mark Complete button. A <i>Success - changes saved</i> message appears.
5	When finished, select the Exit Tasks button to return to the <i>Students in Sessions</i> screen. The "Student Test Status" for those students is <i>Marked Complete</i> .

Monitoring the Test Room

In this section

In this section you will find information for the room supervisor on:

- attentiveness
- monitoring the test room
- checking for prohibited behaviors
- cell phones or electronic devices
- giving or receiving assistance
- removing test materials
- using notes or aids

Attentiveness

All staff must remain attentive to their test responsibilities throughout the entire administration. In the test room, staff may not engage in any activity that is not directly related to the administration, including reading (except the manuals or supplemental policy information), grading papers, or talking casually with other staff.

Monitoring the Test Room

Follow these policies for monitoring a test room.

- A member of testing staff must be physically present in the room at all times to monitor the examinee(s). Monitoring through glass partitions or via security cameras is not allowed. The examinee(s) cannot be left unattended, even briefly.
- The room supervisor must be in the room for the entire session, except when relieved by a proctor for a short break.
- One room supervisor cannot supervise multiple rooms at the same time.

Note: A room supervisor is the person responsible for administering the test in one test room. A test coordinator who supervises a test room is the room supervisor for that room.

Checking for Prohibited Behavior

Follow these guidelines to check for prohibited behavior.

- Throughout testing, walk quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document prohibited behavior and any actions you take on the irregularity report.
- If you dismiss an examinee, follow *exactly* the procedures in “How to Handle Prohibited Behavior.”

Cell Phones or Electronic Devices

All cell phones, media players, and any other electronic devices must be powered off and stored away. Pay special attention to pockets, backpacks, and purses to be sure that devices are securely out of sight. Watch for hands in pockets and the use of earbuds or headphones. If an examinee accesses a device at any time during testing or during a break, the examinee must be dismissed. Additionally, if a device activates or makes any noise during testing or during a break, the examinee must be dismissed.

Giving or Receiving Assistance

Make sure examinees are keeping their eyes on their own work and not communicating with others. Watch for tapping or other signaling, displays on a calculator screen, written notes, texting out of sight (hand in pocket with phone), and earbuds or other devices, as well as verbal communication. If you suspect communication is taking place, but are uncertain, continue to observe closely. If you are certain, dismiss the examinee(s). In all cases, document carefully which examinees are involved.

Removing Test Materials

Watch for note-taking, phone use, cameras, recording devices, not turning in scratch paper or student authorization tickets, taking another examinee's scratch paper or student authorization ticket, etc. Whenever possible, recover the material from the examinee. Call ACT Test Administration before allowing the examinee to leave the test site. Document completely on the irregularity report.

Using Notes or Aids

Make sure all personal belongings are inaccessible and that examinees have nothing on their desks except student authorization ticket, scratch paper, pencils, and eraser. Calculators must be turned off and put away when examinees are not working on the mathematics test. Watch for notes in an examinee's purse or book bag and inside a calculator cover, for notes or codes written on unlikely items such as erasers or clothing, and for headphones, earplugs, dictionaries, language translators, etc. Document any incident carefully on the irregularity report and attach the notes or aid in question whenever possible.

Required Test Room Documentation

In this section

In this section you will find information on:

- the test administration forms
- the test room report
- the roster
- the seating diagram
- the timing code 6 examinee progression report
- returning materials to the test coordinator after testing

Test Administration Forms

The test administration forms are on a large folded sheet (folder), separate from the administration manual.

- One folder is required for each test session (each test room).
- There is one version for standard time and one for accommodations.
- Do not separate the pages. Use and submit it as a single folder.
- You do **not** need to keep copies of the completed folders.

Each folder contains the following forms.

The folder for ...	Contains ...	To be completed by the ...
Standard time online	Test Room Report	Test coordinator and room supervisor
	Roster	Test coordinator and room supervisor
	Seating Diagram	Room supervisor
Accommodations online	Test Room Report	Test coordinator and room supervisor
	Roster	Test coordinator and room supervisor
	Seating Diagram	Room supervisor
	Timing Code 6 Examinee Progression Report	Room supervisor in timing code 6 rooms

Test Room Report

The test coordinator prepares a Test Room Report for every test room to identify the test room and provide required information.

Note: The room supervisor completes the number of examinees seated in the room after check-in, which may differ from the number assigned.

Roster

The test coordinator prepares the Roster by listing all examinees assigned to the test session. The room supervisor marks it as examinees are admitted to the test room to document attendance and type of ID accepted for each examinee. Every name must be marked.

Note: If testing over multiple days, mark the type of ID on the first day the examinee is admitted.

Seating Diagram

The room supervisor completes the Seating Diagram during testing to document the test room layout, type of seating, and location of each examinee.

Note: If there is only one examinee in the room, the Seating Diagram is not required.

Timing Code 6 Examinee Progression Report

Room supervisors administering timing code 6 are required to complete the Timing Code 6 Examinee Progression Report. It documents each examinee's *actual* testing times for each test.

Returning Materials to the Test Coordinator

Immediately after testing concludes for the day, return **all** test materials to the test coordinator, including:

- completed test administration forms folder
- ACT Student Identification Forms, if any
- student authorization tickets and scratch paper, bundled for each examinee
- manuals and other materials
- unused student authorization tickets and scratch paper

*Note: The room supervisor must **personally** return all materials and completed forms immediately after testing. Examinees may **not** assist with the transportation of test materials.*

VII: Verbal Instructions

All Timing Codes Begin Here

Important! All Timing Codes Begin Here

Verbal Instructions for ALL timing codes begin here. **Do not skip ahead.**

In this section

In this section, you will find information for the room supervisor on:

- using the Verbal Instructions
- beginning the Verbal Instructions for ALL timing codes

Checklist – Before you Begin

Before beginning testing, be sure:

- the test session is prepared, started, and unlocked in PearsonAccess^{next}
- the examinee computers are on the TestNav login screen
- you retrieved seal codes from PearsonAccess^{next} or you know how to do so
- you have the prepared roster for your room (on the test administration forms folder)
- you have student authorization tickets for all examinees listed on the roster
- you have the *Calculator Policy*
- you have the *Administration Supplement State Use Questions*, if applicable
- you have a supply of scratch paper and pencils
- you have accurate and reliable timepieces
- you have the timing code 8 password (timing code 8 rooms only)

Using the Verbal Instructions

When reading the Verbal Instructions, be sure to:

- Read aloud the instructions in the shaded boxes, loudly and clearly, exactly as written. Do not depart from the text.
- Do not read aloud text in (parentheses).
- Pause after each series of dots (...) and wait for examinees to finish the task before proceeding. Look at the examinees to be sure they are following instructions.
- Perform all tasks only when directed to do so.

Important! Practice reading the Verbal Instructions for your room before test day.

How to Begin Testing

For all timing codes, take the following steps to begin testing.

1. When all examinees have been admitted and seated, greet them and, if you wish, introduce yourself and your proctors.

All Timing Codes Begin Here

2. At this time, you may make announcements regarding:
 - Cell phones and electronic devices: All devices must be powered off and stored away at all times. If an examinee handles or accesses a device, or if a device activates, the examinee must be dismissed and his or her test will not be scored.
 - Calculators: Read to the examinees the current list of Prohibited Calculators (and Calculators Permitted with Modification) from the notice ACT sends to all test coordinators before test day. This list should be distributed to all room supervisors.
 - Hats: Some hats may obstruct your view of examinees' eyes and may allow examinees to conceal prohibited behavior, such as using a cell phone, earpiece, or other electronic device. Not all hats may hinder your ability to monitor examinees, and examinees may wear hats or other head coverings due to religious convictions or medical reasons. The announcement to remove hats is left to your discretion.
 - Institutional requirements: You may dismiss an examinee who purposefully disregards a posted regulation of your site or school policy and Mark Complete their online test. Some schools, for example, do not allow smoking on school grounds. Explain to the examinee the reason for the dismissal and document in full on the irregularity report.
 - Nervous noise: Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
 - Restrooms: Describe the location of restrooms and drinking fountains available during the break.
3. If you are providing calculators to examinees and they are not yet distributed, distribute them now.
4. Read aloud the appropriate instructions from this table.

If administering ...	Say ...
the ACT (no writing)	You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science.
the ACT with writing	You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science, followed by a writing test, for which you will complete an essay written in English.

5. Then say:

All items brought into the test site may be searched. Items suspected of being used to engage in misconduct may be confiscated and retained.

Devices such as cell phones and smart watches are prohibited. You may not handle or access these devices, even if they are powered off, until you are dismissed from all testing for the day. Please ensure that all electronic devices are powered off and stored away.

6. From this point forward, if you see an examinee with a phone or electronic device, or if a device activates or makes any noise, the examinee MUST be dismissed. Look around the room again to check for any devices, then say:

Please clear your desk of everything except pencils. Place all personal items under your seat. You will not be able to access them during testing or during breaks. A-C-T and this test site are not responsible for the loss of any personal items. If you brought a calculator, put it under your seat now; you may use it only during the mathematics test. Please keep the aisles clear....

Note: A device that ACT approved for an examinee's accommodation (as noted on the TAA PIN report) is not prohibited.

7. Wait for examinees to clear their desks, and then say:

A complete list of the prohibited behaviors was provided in *Taking the ACT—State and District Testing*. Please be reminded of the following:

- You may not access an electronic device at any time during testing or during breaks. All devices must be powered off and placed out of sight from the time you are admitted to the test room until you are dismissed.
- You may not fill in or alter a response, or continue writing, after time has been called on that test section. This includes fixing stray keystrokes.
- You may not look at any section of the test outside of the designated time for that test section.
- You may not give or receive assistance by any means. This includes looking at another person's computer, student authorization ticket, or scratch paper.
- You are not allowed to use notes, dictionaries, or other aids.
- You may use only the scratch paper that A-C-T has authorized or provided to you.
- You may not allow an alarm to sound in the test room or create any other disturbance. If you are wearing a watch with an alarm or have any other alarm device, you must be sure it is turned off.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss the test questions or responses at any time, including during the break.
- Finally, eating, drinking, and the use of tobacco or reading materials are not permitted in the test room.

If you are observed or suspected of engaging in prohibited behavior, you will be dismissed and your answer document will not be scored. Do you have any questions about prohibited behavior?

8. Address any questions, then say:

We will walk around the room during testing to monitor activities. If you have a question during testing, raise your hand.

All Timing Codes Begin Here

9. Address any questions, then continue by saying:

We will now hand you your **student authorization ticket**. This ticket is unique and is to be used only by you to log in to the testing system. Do not share your ticket with anyone.

When you receive it, check to be sure your name is printed on it. If it's not your name, raise your hand.

10. Walk around the room and hand each examinee his or her student authorization ticket. Use personal recognition or check ID to be certain examinees receive their own personal tickets.

- If the wrong name is on the ticket, or the examinee has no ticket, contact the test coordinator immediately. Do not allow an examinee to use someone else's ticket.
- If it's the correct name but simply misspelled, allow the examinee to continue. Submit an irregularity report.

Note: Keep unused tickets secure so no one has access to them.

11. When all examinees have their tickets, continue by saying:

Enter your username and password to sign in. The username and password are composed of letters and numbers. Be sure to distinguish between zero and the letter "O" and between the number one and the letter "I." If you need assistance, please raise your hand.

After you sign in, you should be on the Welcome screen. Check that your first initial and last name are on the screen. If it's not your name on the screen, raise your hand.

Read the information on the screen, but do NOT click any buttons. Look up at me when you have finished reading...

12. Walk around the room and check examinees' screens.

- If the wrong name is on the screen, do not allow the examinee to continue. Contact the test coordinator immediately—ACT must be contacted.
- If it's the correct initial and last name but the last name is simply misspelled, allow the examinee to continue. Submit an irregularity report.

13. When you are certain all examinees are logged in (examinee status will be "Ready") and have read the information on the Welcome screen, continue by saying:

You will now complete a short section where you will enter your contact information and agree to the Examinee Statement.

This section must be completed before you can begin the tests. It is not timed and does not affect your test scores.

Are there any questions?

14. Address any questions, then continue by saying:

On the Welcome screen, select the **Start Test Now** button. You should see a Pretest Information screen....

Read the information on the screen, select the **Start Section** button, and begin. When you get to the School Use Only - State Questions screen, stop, and wait for further instructions....

15. When everyone is on the School Use Only - State Questions screen, refer to your *Administration Supplement State Use Questions*. Use the table below to determine your next step.

Note: If your state does not use an administration supplement, inform examinees they will not complete the state questions, then skip to the next step.

If the state questions are to be completed by ...	Then ...
Examinees	<ul style="list-style-type: none"> a. Read the state use questions to the examinees, from the administration supplement. b. When the examinees have finished the state questions, proceed to the next step.
Staff	<ul style="list-style-type: none"> a. Inform examinees they will not complete the state questions. b. Proceed to the next step.

16. Continue by saying:

Move on to the next screen; you may need to submit or save to do so.

Read and agree to the Examinee Statement, then submit the section.

You should then see the English test screen. Read the directions for the English section and wait for further instructions.

17. Use the following table to determine your next step.

For ...	Proceed to ...
Standard Time	Verbal Instructions: Standard Time / Timing Code 1 (page 68)
Timing Code 1	Verbal Instructions: Standard Time / Timing Code 1 (page 68)
Timing Code 2	Verbal Instructions: Timing Code 2 (page 77)
Timing Code 3	Verbal Instructions: Timing Code 3 (page 87)
Timing Code 5	Verbal Instructions: Timing Code 5 (page 97)
Timing Code 6	Verbal Instructions: Timing Code 6 (page 108)
Timing Code 7	Verbal Instructions: Timing Code 7 (page 115)
Timing Code 8	Verbal Instructions: Timing Code 8 (page 125)

Standard Time / Timing Code 1

Standard Time in a Single Sitting

In this section

This section **continues** the Verbal Instructions for test rooms administering:

- **standard time, OR**
- **timing code 1**

All tests must be completed in a **single sitting**.

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

How to Administer the English Test – Standard Time/Timing Code 1

Take the following steps to administer the English test.

1. When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When five minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions? ...

2. Address any questions, then continue by saying:

Listen carefully. You may use your student authorization ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. Continue by saying:

You will have 45 minutes to work on the English test. When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand and we will assist you.

4. On your administrative computer, look up the seal code for **English**.
5. When you have the seal code for **English**, continue by saying:

You have 45 minutes to work on this test. The seal code for English is _____ . Enter it and begin.

6. During the English test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Complete your Seating Diagram.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
7. When time has expired, proceed to *How to Administer the Mathematics Test*.

How to Administer the Mathematics Test – Standard Time/Timing Code 1

Take the following steps to administer the mathematics test.

1. When you are certain that all examinees are on the mathematics test screen, continue by saying:

You should be on the screen that says “Mathematics.” Read the section directions and look up when you have finished....

2. When everyone is ready, continue by saying:

All problems on the mathematics test can be solved without a calculator. However you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

3. When everyone is ready, continue by saying:

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Remember, you can use your authorization ticket as scratch paper. If you need more scratch paper during testing, raise your hand. Write your name and today's date at the top of each sheet of scratch paper. Are there any questions? ...

4. Address any questions, then continue by saying:

You will have 60 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering the seal code, raise your hand.

5. On your administrative computer, look up the seal code for **mathematics**.

6. When you have the seal code for **mathematics**, continue by saying:

You have 60 minutes to work on this test. The seal code for mathematics is _____ . Enter it and begin.

7. During the mathematics test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Refer to the Calculator Policy and check all calculators periodically through the test.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

8. When time has expired, proceed to *How to Administer the Break*.

How to Administer the Break – Standard Time/Timing Code 1

Take the following steps to administer the break.

1. When you are certain that all examinees are on the Reading test screen, continue by saying:

Put your calculator away. You will not be permitted to use it for the remaining tests. You will now have a 15-minute break.

Testing will resume promptly at _____ (*Say the time 15 minutes from now*).

If you return late, you will not be allowed to make up lost time.

Remember, you may not access phones or other electronic devices during the break. If you do, you will be dismissed. You may not eat or drink anything in the test room.

Leave your ticket and scratch paper on your desk. Leave the reading test screen up on your computer. Do not log out or attempt to access any other application.

When you come back, be sure to return to the same computer.

Please be quiet in the halls. You are now dismissed for break.

2. During the break, do the following:
 - Ensure that no authorization tickets or scratch paper are taken out of the room by examinees.
 - Ensure that no examinees have mistakenly logged out of TestNav (status will show as “Exited”). If they have, resume the examinee’s test in PearsonAccess^{next}. See PearsonAccess^{next}: Test Room Procedures.
 - If any examinees remain in the room during break, and as examinees return, monitor them closely.
 - As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.

3. **At the end of 15 minutes**, say:

We are ready to resume testing. Remember, if you are wearing a watch with an alarm or have any other alarm device, it must remain turned off. If you have a cell phone or other electronic device, it must remain powered off and stored out of sight until you are dismissed from all testing for the day.

Clear your desk of everything except your pencils, student authorization ticket, and scratch paper....

Notes:

- *Resume testing **no later than 15 minutes** after the mathematics test ends. Do not delay the start of the next test waiting for examinees who return late.*
 - *If examinees return late, they may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum. See Irregularities.*
 - *If an examinee does not return from break, see Irregularities.*
4. Proceed to *How to Administer the Reading Test*.

How to Administer the Reading Test – Standard Time/Timing Code 1

Take the following steps to administer the reading test.

1. When you are certain that all examinees are on the Reading test screen, continue by saying:

You should be on the screen that says “Reading.” Read the section directions and look up when you have finished....

2. When everyone is ready, continue by saying:

You will have 35 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

3. On your administrative computer, look up the seal code for **reading**.

4. When you have the seal code for **reading**, continue by saying:

You have 35 minutes to work on this test. The seal code for reading is _____ . Enter it and begin.

5. During the reading test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
6. When time has expired, proceed to *How to Administer the Science Test*.

How to Administer the Science Test – Standard Time/Timing Code 1

Take the following steps to administer the science test.

1. When you are certain that all examinees are on the Science test screen, say:

You should be on the screen that says “Science.” Read the section directions and look up when you have finished...

2. Read the appropriate instruction from this table:

If administering ...	Say:
The ACT (no writing)	You will have 35 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.
The ACT with writing	You will have 35 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

3. Continue by saying:

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

4. On your administrative computer, look up the seal code for **science**.
5. When you have the seal code for **science**, continue by saying:

You have 35 minutes to work on this test. The seal code for science is _____ . Enter it and begin.

6. During the science test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

7. When time has expired, use the table below to determine the next step.

If administering ...	Then ...
the ACT (no writing)	Proceed to How to End the Last Test and Dismiss Examinees.
the ACT with writing	Proceed to How to Administer the Writing Test.

How to Administer the Writing Test – Standard Time/Timing Code 1

Take the following steps to administer the writing test.

1. When you are certain that all examinees are on the Writing test screen, continue by saying:

We will continue testing shortly. You may use the next five minutes to relax, but you may not leave the room.

Remember, you may not access phones or other electronic devices until you are dismissed, and you may not eat or drink anything in the test room.

Notes:

- *Examinees must remain in the room during the short five-minute break. If an examinee needs to use the restroom during this time, make it clear that if they are not back before you resume testing, the lost time cannot be made up.*
- **Resume testing after five minutes.**

2. **At the end of five minutes**, continue by saying:

We are ready to resume testing. You should be on the screen that says “Writing.” Read the section directions and look up when you have finished...

You will have 40 minutes to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

3. On your administrative computer, look up the seal code for **writing**.

4. When you have the seal code for **writing**, continue by saying:

You have 40 minutes to work on this test. The seal code for writing is _____ . Enter it and begin.

5. During the writing test, do the following:
- Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer.
6. When time has expired, proceed to How to End the Last Test and Dismiss Examinees.

How to End the Last Test and Dismiss Examinees – Standard Time/Timing Code 1

Take the following steps to end the last test and dismiss examinees.

1. When examinees submit the last test, they are automatically logged out of TestNav (examinee test status will be “Completed”). Check, with the help of proctors, to make sure that each examinee’s screen says “Sign out complete.”

Notes:

- *The last test for the ACT (no writing) is the science test. The last test for the ACT with writing is the writing test.*
- *All examinees must be logged out of TestNav before examinees can be dismissed.*

2. When you are certain that all examinees are logged out of TestNav, continue by saying:

Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

3. Walk around the room and collect the student authorization tickets and scratch paper from each examinee. Do not allow examinees to handle the tickets or scratch paper of other examinees.

Keep each examinee’s scratch paper and student authorization ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.

Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed.

Standard Time / Timing Code 1

5. After all tickets and scratch paper have been collected, use the following table to determine what to say.

If administering ...	Say:
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

6. Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

Timing Code 2

Double Time over Multiple Days

In this section

This section **continues** the Verbal Instructions for **timing code 2—double time over multiple days**.

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

Multiple Days

Follow these guidelines for examinees authorized to test over multiple days.

- Each test must be completed in one sitting, without stopping the clock.
- If you choose to administer more than one test per sitting, you may allow examinees a break between tests.
- See Managing the Test Session for how to exit and resume testing between sittings.

How to Administer the English Test – Timing Code 2

Take the following steps to administer the English test.

1. When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When five minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions? ...

2. Address any questions, then continue by saying:

Listen carefully. We will now give you a sheet of scratch paper. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. Do not use your student authorization ticket as scratch paper. I will collect your ticket and all scratch paper before you are dismissed.

Timing Code 2

3. Give each examinee a sheet of blue scratch paper, then say:

You will have 90 minutes to work on the English test. When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand and we will assist you.

4. On your administrative computer, look up the seal code for **English**.

5. When you have the seal code for **English**, say:

You have 90 minutes to work on this test. The seal code for English is _____ . Enter it and begin.

6. During the English test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Complete your Seating Diagram.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

7. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Mathematics Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<p>a. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited."</p> <p>b. Collect all student authorization tickets and scratch paper.</p> <p>c. Inform examinees of the date and time for the next test and say:</p> <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> <p>d. Dismiss examinees.</p> <p>e. Lock the test session in PearsonAccess^{next}.</p>

How to Administer the Mathematics Test – Timing Code 2

Take the following steps to administer the mathematics test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the mathematics test screen, continue by saying:

You should be on the screen that says “Mathematics.” Read the section directions and look up when you have finished....

4. When everyone is ready, continue by saying:

All problems on the mathematics test can be solved without a calculator. However you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

Timing Code 2

5. When everyone is ready, continue by saying:

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Are there any questions? ...

6. Address any questions, then continue by saying:

You will have 2 hours—that's 120 minutes—to work on the mathematics test.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering the seal code, raise your hand.

7. On your administrative computer, look up the seal code for **mathematics**.

8. When you have the seal code for **mathematics**, say:

You have 2 hours to work on this test. The seal code for mathematics is _____ . Enter it and begin.

9. During the mathematics test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Refer to the Calculator Policy and check all calculators periodically through the test.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

10. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Reading Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” Collect all student authorization tickets and scratch paper. Inform examinees of the date and time for the next test and say: <p style="background-color: #cccccc; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> Dismiss examinees. Lock the test session in PearsonAccess^{next}.

How to Administer the Reading Test – Timing Code 2

Take the following steps to administer the reading test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Reading test screen, continue by saying:

You should be on the screen that says “Reading.” Read the section directions and look up when you have finished....

Timing Code 2

4. When everyone is ready, continue by saying:

You will have 70 minutes to work on the reading test.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

5. On your administrative computer, look up the seal code for **reading**.

6. When you have the seal code for **reading**, say:

You have 70 minutes to work on this test. The seal code for reading is _____ . Enter it and begin.

7. During the reading test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

8. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Science Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited." b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div data-bbox="574 1661 1302 1730" style="background-color: #cccccc; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Science Test – Timing Code 2

Take the following steps to administer the science test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Science test screen, say:

You should be on the screen that says “Science.” Read the section directions and look up when you have finished...

4. Read the appropriate instruction from this table:

If administering ...	Say:
The ACT (no writing)	You will have 70 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.
The ACT with writing	You will have 70 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. Continue by saying:

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. On your administrative computer, look up the seal code for **science**.

7. When you have the seal code for **science**, and say:

You have 70 minutes to work on this section. The seal code for science is _____ . Enter it and begin.

8. During the science test, do the following:
- Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
9. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
administering the ACT (no writing)	Proceed to <i>How to End the Last Test and Dismiss Examinees</i> .
administering the ACT with writing and continuing in the same sitting	Allow examinees to have a break, then proceed to <i>How to Administer the Writing Test</i> . Remind examinees: <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
administering the ACT with writing and dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Writing Test – Timing Code 2

Take the following steps to administer the writing test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Writing test screen, continue by saying:

You should be on the screen that says "Writing." Read the section directions and look up when you have finished...

You will have 80 minutes to work on the writing test

If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

4. On your administrative computer, look up the seal code for **writing**.

5. When you have the seal code for **writing**, say:

You have 80 minutes to work on this test. The seal code for writing is _____ . Enter it and begin.

6. During the writing test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer.

7. When time has expired, proceed to *How to End the Last Test and Dismiss Examinees*.

How to End the Last Test and Dismiss Examinees – Timing Code 2

Take the following steps to end the last test and dismiss examinees.

1. When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be "Completed").

Check to be sure that each examinee's screen says "Sign out complete."

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

Timing Code 2

2. When you are certain that all examinees are logged out of TestNav, continue by saying:

Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

3. Collect all student authorization tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.
- Keep each examinee's scratch paper and student authorization ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.
4. Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.
- Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed.**
5. After all tickets and scratch paper have been collected, use the following table to determine what to say.

If administering ...	Say:
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

6. Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

Timing Code 3

Triple Time over Multiple Days

In this section

This section **continues** the Verbal Instructions for **timing code 3—triple time over multiple days**.

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

Multiple Days

Follow these guidelines for examinees authorized to test over multiple days.

- Each test must be completed in one sitting, without stopping the clock.
- If you choose to administer more than one test per sitting, you may allow examinees a break between tests.
- See: Managing the Test Session for how to exit and resume testing between sittings.

How to Administer the English Test – Timing Code 3

Take the following steps to administer the English test.

1. When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When five minutes remain on this test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions? ...

2. Address any questions, then continue by saying:

Listen carefully. We will now give you a sheet of scratch paper. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. Do not use your student authorization ticket as scratch paper. I will collect your ticket and all scratch paper before you are dismissed.

Timing Code 3

3. Give each examinee a sheet of blue scratch paper, then say:

You will have 2 hours and 15 minutes—that’s 135 minutes—to work on the English test. When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand and we will assist you.

4. On your administrative computer, look up the seal code for **English**.

5. When you have the seal code for **English**, say:

You have 135 minutes to work on this test. The seal code for English is _____ . Enter it and begin.

6. During the English test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Complete your Seating Diagram.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

7. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Mathematics Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Mathematics Test – Timing Code 3

Take the following steps to administer the mathematics test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the mathematics test screen, continue by saying:

You should be on the screen that says “Mathematics.” Read the section directions and look up when you have finished....

4. When everyone is ready, continue by saying:

All problems on the mathematics test can be solved without a calculator. However you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

Timing Code 3

5. When everyone is ready, continue by saying:

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Are there any questions? ...

6. Address any questions, then continue by saying:

You will have 3 hours to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering the seal code, raise your hand.

7. On your administrative computer, look up the seal code for **mathematics**.

8. When you have the seal code for **mathematics**, say:

You have 3 hours to work on this test. The seal code for mathematics is _____ . Enter it and begin.

9. During the mathematics test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Refer to the Calculator Policy and check all calculators periodically through the test.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

10. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Reading Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” Collect all student authorization tickets and scratch paper. Inform examinees of the date and time for the next test and say: <p style="background-color: #cccccc; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> Dismiss examinees. Lock the test session in PearsonAccess^{next}.

How to Administer the Reading Test – Timing Code 3

Take the following steps to administer the reading test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See <i>Managing the Test Session</i>. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Reading test screen, continue by saying:

You should be on the screen that says “Reading.” Read the section directions and look up when you have finished....

4. When everyone is ready, continue by saying:

You will have 1 hour and 45 minutes—that’s 105 minutes—to work on the reading test

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

5. On your administrative computer, look up the seal code for **reading**.

6. When you have the seal code for **reading**, say:

You have 1 hour and 45 minutes to work on this test. The seal code for reading is _____. Enter it and begin.

7. During the reading test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

8. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	Allow examinees to have a break, then proceed to <i>How to Administer the Science Test</i> . Remind examinees: <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div style="background-color: #e0e0e0; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess ^{next} .

How to Administer the Science Test – Timing Code 3

Take the following steps to administer the science test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another day	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Science test screen, say:

You should be on the screen that says “Science.” Read the section directions and look up when you have finished...

4. Read the appropriate instruction from this table:

If administering ...	Say:
The ACT (no writing)	You will have 1 hour and 45 minutes—that’s 105 minutes—to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.
The ACT with writing	You will have 1 hour and 45 minutes—that’s 105 minutes—to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. Continue by saying:

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

Timing Code 3

6. On your administrative computer, look up the seal code for **science**.
7. When you have the seal code for **science**, say:

You have 105 minutes to work on this section. The seal code for science is _____ . Enter it and begin.

8. During the science test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
9. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Administering the ACT (no writing)	Proceed to <i>How to End the Last Test and Dismiss Examinees</i> .
Administering the ACT with writing and continuing in the same sitting	Allow examinees to have a break, then proceed to <i>How to Administer the Writing Test</i> . Remind examinees: <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Administering the ACT with writing and dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Writing Test – Timing Code 3

Take the following steps to administer the writing test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the writing test screen, continue by saying:

You should be on the screen that says “Writing.” Read the section directions and look up when you have finished...

You will have 2 hours to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

4. On your administrative computer, look up the seal code for **writing**.

5. When you have the seal code for **writing**, say:

You have 2 hours to work on this test. The seal code for writing is _____. Enter it and begin.

6. During the writing test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer.

7. When time has expired, proceed to *How to End the Last Test and Dismiss Examinees*.

How to End the Last Test and Dismiss Examinees – Timing Code 3

Take the following steps to end the last test and dismiss examinees.

1. When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be “Completed”).

Check to be sure that each examinee’s screen says “Sign out complete.”

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. When you are certain that all examinees are logged out of TestNav, continue by saying:

Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

3. Collect all student authorization tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.

Keep each examinee’s scratch paper and student authorization ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.

Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed.

5. After all tickets and scratch paper have been collected, use the following table to determine what to say.

If administering ...	Say:
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

6. Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

Timing Code 5

Standard Time over Multiple Days OR Standard Time with Authorized Stop-the-Clock Breaks in a Single Sitting

In this section

This section **continues** the Verbal Instructions for **timing code 5**:

- **standard time over multiple days, OR**
- **standard time with authorized stop-the-clock breaks in a single sitting**

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

Multiple Days

Follow these guidelines for examinees authorized to test over multiple days.

- Each test must be completed in one sitting, without stopping the clock.
- If you choose to administer more than one test per sitting, you may allow examinees a break between tests.
- Do not test examinees testing over multiple days in the same room as an examinee testing on one day with stop-the-clock breaks.
- See Managing the Test Session for how to exit and resume testing between sittings.

Stop-the-Clock Breaks

Follow these guidelines for examinees authorized for stop-the-clock breaks.

- If more than one examinee is authorized for stop-the-clock breaks, each must test individually, in separate rooms.
- Allow stop-the-clock breaks only as authorized on the TAA PIN Report.
- The entire ACT (no writing) or ACT with writing must be completed in a single sitting.
- An examinee may not be dismissed for an extended break (e.g., lunch) to return later and resume testing.
- When the examinee is ready for a break, follow the guidelines in this table.

If the examinee takes a break...	Then...
Between test sections	The examinee does <i>not</i> log out of TestNav.
During a test section	<ul style="list-style-type: none"> • The examinee <i>must</i> log out of TestNav. This stops the timer. • Upon return, resume the examinee's test in PearsonAccess^{next} and instruct the examinee to log back in and continue. It will pick up where the examinee left off. <p><i>Note: If the examinee does not log out, time will be lost on that test section. Before the examinee submits that test section, contact ACT to recover the time. Be prepared to provide the exact amount of time lost. Submit an irregularity report.</i></p>

How to Administer the English Test – Timing Code 5

Take the following steps to administer the English test.

1. When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When five minutes remain on this test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions? ...

2. Address any questions, then continue by saying:

Listen carefully. We will now give you a sheet of scratch paper. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. Do not use your student authorization ticket as scratch paper. I will collect your ticket and all scratch paper before you are dismissed.

3. Give each examinee a sheet of blue scratch paper, then say:

You will have 45 minutes to work on the English test. When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand and we will assist you.

4. On your administrative computer, look up the seal code for **English**.

5. When you have the seal code for **English**, say:

You have 45 minutes to work on this test. The seal code for English is _____ . Enter it and begin.

6. During the English test, do the following:
- Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Complete your Seating Diagram.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
7. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Mathematics Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <p style="background-color: #cccccc; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Mathematics Test – Timing Code 5

Take the following steps to administer the mathematics test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

Timing Code 5

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the mathematics test screen, continue by saying:

You should be on the screen that says "Mathematics." Read the section directions and look up when you have finished....

4. When everyone is ready, continue by saying:

All problems on the mathematics test can be solved without a calculator. However you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

5. When everyone is ready, continue by saying:

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Are there any questions? ...

6. Address any questions, then continue by saying:

You will have 60 minutes to work on the mathematics test.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering the seal code, raise your hand.

7. On your administrative computer, look up the seal code for **mathematics**.

8. When you have the seal code for **mathematics**, say:

You have 60 minutes to work on this test. The seal code for mathematics is _____ . Enter it and begin.

9. During the mathematics test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Refer to the Calculator Policy and check all calculators periodically through the test.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

10. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Reading Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited." b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <p style="background-color: #e0e0e0; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Reading Test – Timing Code 5

Take the following steps to administer the reading test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the reading test screen, continue by saying:

You should be on the screen that says “Reading.” Read the section directions and look up when you have finished...

4. When everyone is ready, continue by saying:

You will have 35 minutes to work on the reading test.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

5. On your administrative computer, look up the seal code for **reading**.

6. When you have the seal code for **reading**, say:

You have 35 minutes to work on this test. The seal code for reading is _____. Enter it and begin.

7. During the reading test, do the following:
- Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
8. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Science Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited." b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <p style="background-color: #cccccc; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Science Test – Timing Code 5

Take the following steps to administer the science test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

Timing Code 5

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Science test screen, say:

You should be on the screen that says "Science." Read the section directions and look up when you have finished...

4. Read the appropriate instruction from this table:

If administering ...	Say:
The ACT (no writing)	You will have 35 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.
The ACT with writing	You will have 35 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. Continue by saying:

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. On your administrative computer, look up the seal code for **science**.

7. When you have the seal code for **science**, say:

You have 35 minutes to work on this test. The seal code for science is _____ . Enter it and begin.

8. During the science test, do the following:
- Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
9. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Administering the ACT (no writing)	Proceed to <i>How to End the Last Test and Dismiss Examinees</i> .
Administering the ACT with writing and continuing in the same sitting	Allow examinees to have a break, then proceed to <i>How to Administer the Writing Test</i> . Remind examinees: <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Administering the ACT with writing and dismissing examinees	<ol style="list-style-type: none"> Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited." Collect all student authorization tickets and scratch paper. Inform examinees of the date and time for the next test and say: <div style="background-color: #cccccc; padding: 2px;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> Dismiss examinees. Lock the test session in PearsonAccess^{next}.

How to Administer the Writing Test – Timing Code 5

Take the following steps to administer the writing test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. Proceed to step 2.

Timing Code 5

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the writing test screen, continue by saying:

You should be on the screen that says "Writing." Read the section directions and look up when you have finished...

You will have 40 minutes to work on the writing test.

If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

4. On your administrative computer, look up the seal code for **writing**.

5. When you have the seal code for **writing**, say:

You have 40 minutes to work on this test. The seal code for writing is _____ . Enter it and begin.

6. During the writing test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer.

7. When time has expired, proceed to *How to End the Last Test and Dismiss Examinees*.

How to End the Last Test and Dismiss Examinees – Timing Code 5

Take the following steps to end the last test and dismiss examinees.

1. When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be "Completed").

Check to be sure that each examinee's screen says "Sign out complete."

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. When you are certain that all examinees are logged out of TestNav, continue by saying:

Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

3. Collect all student authorization tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.
- Keep each examinee's scratch paper and student authorization ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.
4. Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.
- Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed.**
5. After all tickets and scratch paper have been collected, use the following table to determine what to say.

If administering ...	Say:
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

6. Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

Timing Code 6

Time-and-a-Half, Self-Paced—Single Sitting

In this section

This section **continues** the Verbal Instructions for **timing code 6—time-and-a-half, self-paced, in a single sitting**.

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

Guidelines

Follow these guidelines for timing code 6.

- Timing code 6 is timed by the room supervisor, not by the computer. Two reliable timepieces must be used, one being a watch or clock that shows the actual time of day. Do not use a cell phone as one of the timepieces.
- All examinees in the room begin testing at the same time and then progress individually through their tests and take breaks at their own pace.
- The clock starts when the first test (English) begins. All examinees are on the same clock. The clock does not stop for breaks.
- The maximum time allowed is shown in this table.

If administering ...	The total time allowed to complete all the tests and take breaks is...
The ACT (no writing)	Up to 5 hours (300 minutes)
The ACT with writing	Up to 6 hours (360 minutes)

Example: If examinees start the English test at 8:30 a.m., examinees taking the ACT (no writing) have until 1:30 p.m. to complete all four tests; examinees taking the ACT with writing have until 2:30 p.m. to complete all five tests.

- When work is completed on a test, the examinee must submit it and notify you that he or she is ready to take a break or begin the next test.
- You may dismiss an examinee as soon as he or she has completed the last test.
- Record the actual time each examinee starts and stops each test on the Timing Code 6 Examinee Progression Report.
- Make verbal time-remaining announcements every hour and when five minutes remain before time is called. You may write the stop time on the board, but not the time-remaining announcement times.
- When time is up, all remaining examinees must stop working and submit their tests.

Breaks between Tests

Examinees may take a short break after each test. If *additional* breaks are taken (e.g., restroom during a test), submit an irregularity report. The clock does not stop for breaks. Remind examinees:

- They may not access phones or other electronic devices during the break. If they do, they will be dismissed.
- They may not eat or drink anything in the test room.

How to Administer Timing Code 6

Take the following steps to administer timing code 6.

1. Continue by saying:

I will keep the official time for this examination. I will give hourly announcements of time remaining and announce when five minutes remain, to serve as a warning before time is called.

You must submit your test when I call time. It is to your advantage to answer every question. Are there any questions? ...

2. Address any questions, then continue by saying:

You may use your student authorization ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. Continue by saying:

For the mathematics test, all problems can be solved without a calculator. However you are allowed to use a calculator on the mathematics test.

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Are there any questions? ...

Timing Code 6

4. Use the following table to determine the next step.

If administering ...	Continue by saying ...
the ACT (no writing)	You will have a total of 5 hours , including breaks between tests, to complete all four tests at your own pace.
the ACT with writing	You will have a total of 6 hours , including breaks between tests, to complete all five tests at your own pace.

5. Continue by saying:

You may take a break only between tests. Any time spent taking breaks is part of your total testing time and cannot be made up. I will not stop timing while you are on break.

When you finish each test, you must notify us. We will then give you permission to take a break or give you the seal code to start the next test. If you complete all your tests before I call time, you will be allowed to leave at that time. Once you submit a test you will not be able to return to it.

Are there any questions? ...

6. Verify that all examinees are on the screen for the English test, and say:

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand and we will assist you.

7. On your administrative computer, look up the seal code for **English**.

8. Set your timer to 5 hours if administering the ACT (no writing); set it to 6 hours if administering the ACT with writing; and then say:

The seal code for English is _____. Enter it and begin.

9. Make a note of the start time. Verify that all examinees were able to start the test.

10. Make the verbal time-remaining announcements at the appropriate times. Use the following table to determine which Time Announcement section to use.

If administering ...	Use ...
The ACT (no writing)	Time Announcements – ACT (no writing), page 113
The ACT with writing	Time Announcements – ACT with writing, page 114

11. During testing, do the following:
- Complete your Seating Diagram.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - During the mathematics test, refer to the calculator policy and periodically check calculators.
 - Monitor examinee progress in your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

12. Each time an examinee finishes a test, take the following steps.

Step	Action
a.	Make sure the examinee has submitted the test and is now on the screen for the next test. <i>Note: If the examinee mistakenly logged out of TestNav, the status will show as "Exited." If so, resume the examinee's test in PearsonAccess^{next}. See PearsonAccess^{next}: Test Room Procedures.</i>
b.	Record the stop time on the Timing Code 6 Examinee Progression Report.
c.	If it was the mathematics test, instruct the examinee to put away his or her calculator.
d.	Allow the examinee to take a break.
e.	Upon return, or if the examinee does not want a break, instruct the examinee to read the directions on the screen for the next test.
f.	Provide the seal code for that test and instruct the examinee to enter it, and then select the Start Section button.
g.	Record the start time on the Timing Code 6 Examinee Progression Report.

13. As each examinee finishes the *last test*, or when you *call time*, make sure he or she moves properly through the screens by navigating to **Review**, selects **End of Section**, and then **Submit Section**. The examinee's screen should say "Sign out complete." Test status should be "Completed."

Notes:

- *When examinees submit their last test they are automatically logged out of TestNav.*
- *Examinees must be logged out of TestNav before they can be dismissed.*

14. Collect the examinee's student authorization ticket and scratch paper.

Notes:

- *Keep each examinee's scratch paper and student authorization ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.*
- *Do not allow examinees to handle the tickets or scratch paper of other examinees.*

15. **Be sure every examinee receives the appropriate final instructions from this table before dismissal.**

If administering ...	Say:
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

Note: If an examinee finishes testing before you call time, quietly dismiss the examinee individually. If several examinees are ready to be dismissed at the same time, you may read the final instructions and dismiss them as a group.

16. After all examinees have been dismissed, stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

Time Announcements – ACT (no writing)

For the ACT (no writing), make these verbal time-remaining announcements.

Announcement Time	Action
START	Enter the START time in the Announcement Time space at left. Calculate the time-remaining and stop announcements and enter those times in the appropriate Announcement Time spaces. <i>Note: You may write the STOP time on the board but do not write time-remaining times on the board.</i>
1 hour after START	When exactly 1 hour has passed, say: You have 4 hours remaining. You should plan to move on to the mathematics test within the next hour.
2 hours after START	When exactly 2 hours have passed, say: You have 3 hours remaining.
3 hours after START	When exactly 3 hours have passed, say: You have 2 hours remaining. If you have not started the reading test, you should plan to move on to that test soon.
4 hours after START	When exactly 4 hours have passed, say: You have 1 hour remaining. If you have not started the science test, you should plan to move on to that test soon.
4 hours and 55 minutes after START	When exactly 4 hours and 55 minutes have passed, say: You have 5 minutes remaining.
STOP 5 hours after START	When exactly 5 hours have passed, say: Stop working. Submit your test now.
	Return to step 13 of <i>How to Administer Timing Code 6</i> .

Notes:

- Adjust the wording of the announcements according to where examinees are in the test. For example, if all of the examinees have started the mathematics test, skip saying, “You should plan to move on to the mathematics test within the next hour.”
- If you miss making an announcement at the correct time, make the announcement as soon as you notice the mistake, but adjust the wording (e.g. “You have 3 hours and 20 minutes remaining”). Submit an irregularity report.

Time Announcements – ACT with writing

For the **ACT with writing**, make these verbal time-remaining announcements.

Announcement Time	Action
START	<p>Enter the START time in the Announcement Time space at left.</p> <p>Calculate the time-remaining and stop announcements and enter those times in the appropriate Announcement Time spaces.</p> <p><i>Note: You may write the STOP time on the board but do not write time-remaining times on the board.</i></p>
1 hour after START	<p>When exactly 1 hour has passed, say:</p> <p>You have 5 hours remaining. You should plan to move on to the mathematics test within the next hour.</p>
2 hours after START	<p>When exactly 2 hours have passed, say:</p> <p>You have 4 hours remaining.</p>
3 hours after START	<p>When exactly 3 hours have passed, say:</p> <p>You have 3 hours remaining. If you have not started the reading test, you should plan to move on to that test soon.</p>
4 hours after START	<p>When exactly 4 hours have passed, say:</p> <p>You have 2 hours remaining. If you have not started the science test, you should plan to move on to that test soon.</p>
5 hours after START	<p>When exactly 5 hours have passed, say:</p> <p>You have 1 hour remaining. If you have not started the writing test, you should plan to move on to that test soon.</p>
5 hours and 55 minutes after START	<p>When exactly 5 hours and 55 minutes have passed, say:</p> <p>You have 5 minutes remaining.</p>
STOP 6 hours after START	<p>When exactly 6 hours have passed, say:</p> <p>Stop working. Submit your test now.</p>
	Return to step 13 of <i>How to Administer Timing Code 6</i> .

Notes:

- Adjust the wording of the announcements according to where examinees are in the test. For example, if all of the examinees have started the mathematics test, skip saying, “You should plan to move on to the mathematics test within the next hour.”
- If you miss making an announcement at the correct time, make the announcement as soon as you notice the mistake, but adjust the wording (e.g. “You have 3 hours and 20 minutes remaining”). Submit an irregularity report.

Timing Code 7

Time-and-a-Half over Multiple Days

In this section

This section **continues** the Verbal Instructions for **timing code 7—time-and-a-half over multiple days**.

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

Multiple Days

Follow these guidelines for examinees authorized to test over multiple days.

- Each test must be completed in one sitting, without stopping the clock.
- If you choose to administer more than one test per sitting, you may allow examinees a break between tests.
- See Managing the Test Session for how to exit and resume testing between sittings.

How to Administer the English Test – Timing Code 7

Take the following steps to administer the English test.

1. When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When five minutes remain on this test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions? ...

2. Address any questions, then continue by saying:

Listen carefully. We will now give you a sheet of scratch paper. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. Do not use your student authorization ticket as scratch paper. I will collect your ticket and all scratch paper before you are dismissed.

Timing Code 7

3. Give each examinee a sheet of blue scratch paper, then say:

You will have 70 minutes to work on the English test.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand and we will assist you.

4. On your administrative computer, look up the seal code for **English**.

5. When you have the seal code for **English**, say:

You have 70 minutes to work on this test. The seal code for English is _____ . Enter it and begin.

6. During the English test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Complete your Seating Diagram.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

7. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Mathematics Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited." b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div data-bbox="565 1612 1302 1680" style="background-color: #e0e0e0; padding: 5px;"> <p>Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> </div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Mathematics Test – Timing Code 7

Take the following steps to administer the mathematics test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the mathematics test screen, continue by saying:

You should be on the screen that says “Mathematics.” Read the section directions and look up when you have finished....

4. When everyone is ready, continue by saying:

All problems on the mathematics test can be solved without a calculator. However you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

5. When everyone is ready, continue by saying:

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Are there any questions? ...

6. Address any questions, then continue by saying:

You will have 90 minutes to work on the mathematics test.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering the seal code, raise your hand.

7. On your administrative computer, look up the seal code for **mathematics**.

8. When you have the seal code for **mathematics**, say:

You have 90 minutes to work on this test. The seal code for mathematics is _____ . Enter it and begin.

9. During the mathematics test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Refer to the Calculator Policy and check all calculators periodically through the test.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

10. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Reading Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div style="background-color: #e0e0e0; padding: 5px; margin: 5px 0;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Reading Test – Timing Code 7

Take the following steps to administer the reading test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the reading test screen, continue by saying:

You should be on the screen that says “Reading.” Read the section directions and look up when you have finished....

Timing Code 7

4. When everyone is ready, continue by saying:

You will have 55 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

5. On your administrative computer, look up the seal code for **reading**.

6. When you have the seal code for **reading**, say:

You have 55 minutes to work on this test. The seal code for reading is _____. Enter it and begin.

7. During the reading test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

8. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Science Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be "Exited." b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div data-bbox="581 1633 1302 1703" style="background-color: #e0e0e0; padding: 2px;"> <p>Remember, discussing or sharing test content or answers is prohibited, including on social media.</p> </div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Science Test – Timing Code 7

Take the following steps to administer the science test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the Science test screen, say:

You should be on the screen that says “Science.” Read the section directions and look up when you have finished...

4. Read the appropriate instruction from this table:

If administering ...	Say:
The ACT (no writing)	You will have 55 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.
The ACT with writing	You will have 55 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

5. Continue by saying:

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. On your administrative computer, look up the seal code for **science**.

7. When you have the seal code for **science**, say:

You have 55 minutes to work on this test. The seal code for science is _____ . Enter it and begin.

8. During the science test, do the following:
- Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
9. When time has expired, use the following table to determine the next step.

If you are ...	Then ...
Administering the ACT (no writing)	Proceed to <i>How to End the Last Test and Dismiss Examinees</i> .
Administering the ACT with writing and continuing in the same sitting	<p>Allow examinees to have a break, then proceed to <i>How to Administer the Writing Test</i>.</p> <p>Remind examinees:</p> <ul style="list-style-type: none"> • They may not access phones or other electronic devices during the break. If they do, they will be dismissed. • They may not eat or drink anything in the test room.
Administering the ACT with writing and dismissing examinees	<ol style="list-style-type: none"> a. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be “Exited.” b. Collect all student authorization tickets and scratch paper. c. Inform examinees of the date and time for the next test and say: <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">Remember, discussing or sharing test content or answers is prohibited, including on social media.</div> d. Dismiss examinees. e. Lock the test session in PearsonAccess^{next}.

How to Administer the Writing Test – Timing Code 7

Take the following steps to administer the writing test.

1. Use the following table to determine the next step.

If you are continuing ...	Then ...
In the same sitting	Skip to step 3.
From another sitting	<ol style="list-style-type: none"> 1. Follow the instructions for How to Resume Testing for a Multiple Day Sitting. See Managing the Test Session. 2. Proceed to step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you are dismissed from all testing for the day. Do you want me to read them to you again?

If yes, read them again from *Verbal Instructions: All Timing Codes Begin Here*.

3. When you are certain that all examinees are on the writing test screen, continue by saying:

You should be on the screen that says “Writing.” Read the section directions and look up when you have finished...

You will have 60 minutes to work on the writing test. If you finish before time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

4. On your administrative computer, look up the seal code for **writing**.

5. When you have the seal code for **writing**, say:

You have 60 minutes to work on this test. The seal code for writing is _____. Enter it and begin.

6. During the writing test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer.

7. When time has expired, proceed to *How to End the Last Test and Dismiss Examinees*.

How to End the Last Test and Dismiss Examinees – Timing Code 7

Take the following steps to end the last test and dismiss examinees.

1. When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be “Completed”).

Check to be sure that each examinee’s screen says “Sign out complete.”

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. When you are certain that all examinees are logged out of TestNav, continue by saying:

Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.

3. Collect all student authorization tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.

Keep each examinee’s scratch paper and student authorization ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.

Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed.

5. After all tickets and scratch paper have been collected, use the following table to determine what to say.

If administering ...	Say:
The ACT (no writing)	Your score report will be mailed in approximately three to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
The ACT with writing	Your score report will be mailed in approximately five to eight weeks. Remember, discussing or sharing test content or answers is prohibited, including on social media. Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.

6. Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

Timing Code 8

Standard Time for the Multiple-Choice Tests plus Double Time for the Writing Test in a Single Sitting

In this section

This section **continues** the Verbal Instructions for **timing code 8—standard time for the multiple-choice tests plus double time for the writing test in a single sitting**.

Do not continue until you have completed the Verbal Instructions from the beginning. See Verbal Instructions: All Timing Codes Begin Here.

Note: Timing code 8 applies only to examinees taking the ACT with writing.

Timing the Writing Test

Examinees are to have 80 minutes (double time) for the writing test. However, the timer for the writing test expires after 40 minutes. You must then extend the time for another 40 minutes so examinees receive the full time allowed. For this, you need the password the test coordinator gets from ACT. Keep the password secure. Do not give it to examinees.

How to Administer the English Test – Timing Code 8

Take the following steps to administer the English test.

1. When you are certain that all examinees have finished the pretest section and are on the English test screen, continue by saying:

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When five minutes remain on this test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen.

If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions? ...

2. Address any questions, then continue by saying:

Listen carefully. You may use your student authorization ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

Timing Code 8

3. Give each examinee a sheet of blue scratch paper, then say:

You will have 45 minutes to work on the English test.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand and we will assist you.

4. On your administrative computer, look up the seal code for **English**.

5. When you have the seal code for **English**, say:

You have 45 minutes to work on this test. The seal code for English is _____ . Enter it and begin.

6. During the English test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Complete your Seating Diagram.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

7. When time has expired, proceed to *How to Administer the Mathematics Test*.

How to Administer the Mathematics Test – Timing Code 8

Take the following steps to administer the mathematics test.

1. When you are certain that all examinees are on the mathematics test screen, continue by saying:

You should be on the screen that says “Mathematics.” Read the section directions and look up when you have finished....

2. When everyone is ready, continue by saying:

All problems on the mathematics test can be solved without a calculator. However you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now....

3. When everyone is ready, continue by saying:

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. You are responsible for knowing if your calculator is permitted. We will check your calculator periodically during the test. If you use a prohibited calculator, you will be dismissed and your tests will not be scored.

You are also responsible for making sure your calculator is working properly. We will not provide you with backup batteries or a replacement calculator.

Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer.

If you need to use your backup calculator, raise your hand and we will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a backup calculator and yours malfunctions, continue testing.

If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk.

Remember, you can use the back of your authorization ticket as scratch paper. If you need more scratch paper during testing, raise your hand. Write your name and today's date at the top of each sheet of scratch paper. Are there any questions? ...

4. Address any questions, then continue by saying:

You will have 60 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering the seal code, raise your hand.

5. On your administrative computer, look up the seal code for **mathematics**.

6. When you have the seal code for **mathematics**, say:

You have 60 minutes to work on this test. The seal code for mathematics is _____ . Enter it and begin.

7. During the mathematics test, do the following:

- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Refer to the Calculator Policy and check all calculators periodically through the test.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

8. When time has expired, proceed to *How to Administer the Break*.

How to Administer the Break – Timing Code 8

Take the following steps to administer the break.

1. When you are certain that all examinees are on the reading test screen, continue by saying:

Put your calculator away. You will not be permitted to use it for the remaining tests. You will now have a 15 minute break.

Testing will resume promptly at _____ (*Say the time 15 minutes from now*).

If you return late, you will not be allowed to make up lost time. Remember, you may not access phones or other electronic devices during the break. If you do, you will be dismissed. You may not eat or drink anything in the test room.

Leave your ticket and scratch paper on your desk. Leave the reading test screen up on your computer. Do not log out or attempt to access any other application.

When you come back, be sure to return to the same computer. You are now dismissed for break.

Note: If testing is in progress in other rooms, remind examinees to be quiet in the halls.

2. During the break, do the following:
 - Ensure that no authorization tickets or scratch paper are taken out of the room by examinees.
 - Ensure that no examinees have mistakenly logged out of TestNav (status will show as “Exited”). If they have, resume the examinee’s test in PearsonAccess^{next}. See PearsonAccess^{next}: Test Room Procedures.
 - If any examinees remain in the room during break, and as examinees return, monitor them closely.
 - As examinees return from break, make sure they are seated at the same computers they left. Refer to your Seating Diagram if this helps you.

3. **At the end of 15 minutes**, say:

We are ready to resume testing. Remember, if you are wearing a watch with an alarm or have any other alarm device, **it must remain turned off**. If you have a cell phone or other electronic device, it must remain powered off and stored out of sight until you are dismissed from all testing for the day.

Clear your desk of everything except your pencils, student authorization ticket, and scratch paper....

Notes:

- *Resume testing **no later than 15 minutes** after the mathematics test ends. Do not delay the start of the next test waiting for examinees who return late.*
- *If examinees return late, they may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum. See Irregularities.*
- *If an examinee does not return from break, see Irregularities.*

4. Proceed to *How to Administer the Reading Test*.

How to Administer the Reading Test – Timing Code 8

Take the following steps to administer the reading test.

1. When you are certain that all examinees are on the reading test screen, continue by saying:

You should be on the screen that says “Reading.” Read the section directions and look up when you have finished....

2. When everyone is ready, continue by saying:

You will have 35 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

3. On your administrative computer, look up the seal code for **reading**.

4. When you have the seal code for **reading**, say:

You have 35 minutes to work on this test. The seal code for reading is _____ . Enter it and begin.

Timing Code 8

5. During the reading test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

6. When time has expired, proceed to *How to Administer the Science Test*.

How to Administer the Science Test – Timing Code 8

Take the following steps to administer the science test.

1. When you are certain that all examinees are on the Science test screen, say:

You should be on the screen that says “Science.” Read the section directions and look up when you have finished...

2. Read the appropriate instruction from this table:

If administering ...	Say:
The ACT (no writing)	You will have 35 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will be logged out of TestNav.
The ACT with writing	You will have 35 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

3. Continue by saying:

When I give you the **seal code**, enter it, and then select the **Start Section** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

4. On your administrative computer, look up the seal code for **science**.

5. When you have the seal code for **science**, say:

You have 35 minutes to work on this test. The seal code for science is _____ . Enter it and begin.

6. During the science test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
7. When time has expired, proceed to *How to Administer the Writing Test*.

How to Administer the Writing Test – Timing Code 8

Take the following steps to administer the writing test.

1. When you are certain that all examinees are on the writing test screen, continue by saying:

We will continue testing shortly. You may use the next five minutes to relax, but you may not leave the room. Remember, you may not access phones or other electronic devices until you are dismissed, and you may not eat or drink anything in the test room.

Notes:

- *Examinees must remain in the room during the short five-minute break. If an examinee needs to use the restroom during this time, make it clear that if they are not back before you resume testing, the lost time cannot be made up.*
- **Resume testing after five minutes.**

2. **At the end of five minutes**, continue by saying:

We are ready to resume testing. You should be on the screen that says “Writing.” Read the section directions and look up when you have finished...

You will have 80 minutes to work on the writing test. The timer will expire at 40 minutes. Do **not** submit your final answers at that time. Instead, raise your hand and we will extend the time on your computer so you can continue testing.

If you finish before the full time is up and you have reviewed your work, you may submit your test early. Once you submit your test you will be logged out of TestNav.

When I give you the **seal code**, enter it, and then select the **Start Section** button. If you have any difficulties entering your seal code, raise your hand.

3. On your administrative computer, look up the seal code for **writing**.
4. When you have the seal code for **writing**, say:

You have 80 minutes to work on this test. The seal code for writing is _____. Enter it and begin.

Timing Code 8

5. During the writing test, do the following:
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer.
6. When the timer runs out (40 minutes), the Time Expired window appears on the examinee's screen. The examinee must **not** submit final answers now.

Staff must *personally* take the following steps on the examinee's computer to add 40 minutes.

Step	Action
1.	In the Time Expired window, select Proctor only . The "Enter password for extended testing time" prompt appears.
2.	Enter the password and then select Continue .
3.	Select the Enter time (minutes) button, enter "40," and then select Continue .
4.	Instruct the examinee to continue testing.

Notes:

- *If you select Untimed or enter a number greater than 40, you must manually time the examinee's test and submit an irregularity report. Make sure each examinee gets exactly 80 minutes on the writing test. Scores will be cancelled for examinees who receive more than the allowed time.*
 - *If you enter less than 40, extend the time again to equal a total of 80 minutes.*
 - *Time cannot be added until the timer runs out and you see the Time Expired window.*
7. The examinee now has an additional 40 minutes on the timer—for a total of 80 minutes on the writing test. When the timer expires, the examinee must submit the test.
 8. When time has expired, proceed to *How to End the Last Test and Dismiss Examinees*.

How to End the Last Test and Dismiss Examinees – Timing Code 8

Take the following steps to end the last test and dismiss examinees.

1. When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be "Completed").

Check to be sure that each examinee's screen says "Sign out complete."

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. When you are certain that all examinees are logged out of TestNav, continue by saying:

Attention, we will now collect your student authorization tickets and scratch paper. They will be picked up individually; do not pass them in. Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you are dismissed from testing.
3. Collect all student authorization tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.

Keep each examinee's scratch paper and student authorization ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.
4. Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.

Do not dismiss any examinee until you have verified that the number of student authorization tickets collected equals the number distributed.
5. After all tickets and scratch paper have been collected, say:

Your score report will be mailed in approximately five to eight weeks. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your personal belongings. As you leave, please remain quiet. Thank you for your cooperation. You are dismissed.
6. Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.

VIII: Posttest Activities

After Testing

In this Section

In this section, you will find information for the test coordinator on:

- the overall posttest process
- completing state use questions
- completing the staff lists
- collecting materials from room supervisors
- reusing materials for multiple day testing

Posttest Activities Process

The table below provides an overview of activities that happen after testing.

Stage	Description
1.	Collect and review materials from room supervisors after each sitting.
2.	Verify in PearsonAccess ^{next} that test sessions continuing in another sitting (testing over multiple days) are locked .
3.	Verify in PearsonAccess ^{next} that <i>completed</i> test sessions (all examinees have a status of Completed or Marked Complete) are stopped .
4.	Schedule eligible examinees for makeup testing.
5.	Complete any state use questions within 48 hours after testing, if applicable.
6.	Complete the Testing Staff Lists
7.	After final day of testing, prepare materials to be shipped back to ACT.

State Use Questions

If your state uses an *Administration Supplement State Use Questions*, refer to it to determine if staff is to complete State Use questions, and for how to complete them in PearsonAccess^{next}.

Staff Lists for Online Testing

Use the ACT State and District Testing Staff Lists located in the back of this manual to document all staff who assisted with online testing over the course of the testing window. Tear them out and return them with your materials. Complete only one of each for the testing window (not one per test day):

- ACT State and District Testing Staff List—Standard Time, Online
- ACT State and District Testing Staff List—Accommodations, Online

Note: If a staff member assisted with both standard time and accommodations, include that person on both lists.

Collect Materials from Room Supervisors

Collect all test materials from the room supervisor immediately after testing (each sitting), including:

- completed test administration forms folder
- ACT Student Identification Forms, if any
- student authorization tickets and scratch paper, bundled for each examinee
- manuals and other materials
- unused student authorization tickets and scratch paper

Use the checklist on the Test Room Report to account for required documents.

Materials to Reuse for Multiple Day Testing

If testing over multiple days, keep materials secure between sittings and make sure examinees receive their own materials each time. The following materials are to be reused each sitting.

- test administration forms folder (keep secure)
- student authorization tickets (keep secure)
- manuals

Note: If a student authorization ticket was used as scratch paper, it can't be reused. Print a new one for the examinee.

Makeup Testing

In this Section

In this section, you will find information for the test coordinator on:

- who is eligible for makeup testing
- scheduling makeup testing for single day and multiple day sessions

Who is Eligible for Makeup Testing

If you are unable to administer the tests to an examinee due to his or her absence or illness, you may reschedule that examinee to test on another day within your testing window. There is no need to notify ACT.

You *may not* reschedule the examinee if he or she completed testing or was dismissed for prohibited behavior. Examinees dismissed for prohibited behavior are not permitted to test in any other test session, including testing via paper. See Irregularities.

Makeup for Single Day Testing

For single day testing, reschedule an examinee if he or she:

- was absent for or was not admitted to the test session (i.e., did not log in to TestNav)
- began testing but did not complete all tests (e.g., illness)

Use this table to determine your action.

If the examinee ...	Then ...
Will not take a makeup session	Mark the examinee's test complete in PearsonAccess ^{next} .
Did not log in and will take a makeup session	Remove the examinee from the test session and assign him or her to another test session in PearsonAccess ^{next} .
Began but did not finish and will take a makeup session	Contact ACT for instructions specific to the examinee.

*Note: Examinees must take **all** the tests in the makeup session, even if some were completed in the initial session. Tests from one session cannot be combined with tests from another session.*

Makeup for Multiple Day Testing

For multiple day testing (timing codes 2, 3, 5, or 7), reschedule an examinee if he or she:

- was absent (i.e., did not log in to TestNav for that sitting)
- logged in to TestNav for that sitting but did not enter the seal code to begin the test

Use this table to determine your action.

If the examinee ...	Then ...
Will take the missed test	Resume the examinee's test in PearsonAccess ^{next} on test day.
Will not take the missed test (will not finish testing)	Contact ACT for instructions specific to the examinee.

*Note: If an examinee is absent for a group sitting, he or she can make up the missed test and then rejoin the group for the next sitting **as long as everyone will be taking the same test at the same time**. If the examinee cannot take the missed test in time to rejoin the next group sitting, you may need to reschedule all remaining tests for that examinee individually.*

Returning Materials

In this Section

In this section, you will find information for the test coordinator on:

- materials to keep
- materials to destroy
- materials to return
- packing and returning the materials

Materials to Keep

After testing is finished, keep the following materials at your school for six months, then securely destroy them.

- copies of the completed Testing Staff Lists
- copy of the TAA PIN report

Materials to Destroy

After testing is finished, securely destroy the following.

- manuals
- *Calculator Policy*
- *Pretest Instructions for Online Testing*
- *Taking the ACT State and District Testing* (those not kept by examinees)
- all unused materials—**except** scratch paper and student authorization tickets

Materials to Return

After all testing is finished, return the following materials.

- all completed test administration forms folders
- all ACT Student Identification Forms (if any)
- each examinee's used student authorization ticket(s) bundled with his or her used scratch paper
- all unused student authorization tickets
- all unused scratch paper
- Testing Staff List – Standard Time, Online (only one per school)
- Testing Staff List – Accommodations, Online (only one per school)
- TAA PIN report (accommodations)

Returning the Materials

After all standard time and accommodations online testing is finished, pack the materials for return to ACT and keep them secure until they are picked up.

- Use the **red** Test Administration Forms envelopes to return the online testing materials. The red envelopes are then shipped back to ACT inside the plastic polymailers with prepaid return labels.
- Keep standard time materials separate from accommodations materials—use separate red envelopes.
- Keep each examinee's student authorization ticket and scratch paper together (i.e., don't separate them into a stack of tickets and a stack of scratch paper).

Returning Materials

Note: If you also administer paper testing, keep online testing materials separate from paper testing materials.

How to Pack and Return the Online Test Materials

Take the following steps to pack and return the online materials to ACT.

Step	Action												
1.	<p>Separate the standard time materials from the accommodations materials, as shown.</p> <table border="1"> <thead> <tr> <th>Standard Time</th> <th>Accommodations</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> materials from standard time rooms standard time Testing Staff List </td> <td> <ul style="list-style-type: none"> materials from accommodations rooms accommodations Testing Staff List copy of the TAA PIN report </td> </tr> </tbody> </table>	Standard Time	Accommodations	<ul style="list-style-type: none"> materials from standard time rooms standard time Testing Staff List 	<ul style="list-style-type: none"> materials from accommodations rooms accommodations Testing Staff List copy of the TAA PIN report 								
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2.	<p>Complete the outside of the red envelopes with your school's information.</p> <p>For the test dates, use:</p> <ul style="list-style-type: none"> Initial: first date of your testing window Makeup: last date of your testing window 												
3.	Place the standard time online materials in one or more red envelopes.												
4.	Place the accommodations online materials in one or more <i>other</i> red envelopes.												
5.	<p>Mark the front of each envelope to identify which set of online materials is inside by circling the appropriate type, as shown:</p> <p>Use the table below to determine which completed items should be included in this envelope.</p> <table border="1"> <thead> <tr> <th>Paper Testing</th> <th>Online Testing—standard time and accommodations</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Irregularity Report(s) (if used)</td> <td><input type="checkbox"/> ACT Student Identification Forms (if any)</td> </tr> <tr> <td><input type="checkbox"/> Void or Replaced Answer Document(s) (if any)—</td> <td><input type="checkbox"/> Each examinee's used student authorization</td> </tr> </tbody> </table> <p>Use the table below to determine which completed items should be included in this envelope.</p> <table border="1"> <thead> <tr> <th>Paper Testing</th> <th>Online Testing—standard time and accommodations</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Irregularity Report(s) (if used)</td> <td><input type="checkbox"/> ACT Student Identification Forms (if any)</td> </tr> <tr> <td><input type="checkbox"/> Void or Replaced Answer Document(s) (if any)—</td> <td><input type="checkbox"/> Each examinee's used student authorization</td> </tr> </tbody> </table>	Paper Testing	Online Testing—standard time and accommodations	<input type="checkbox"/> Irregularity Report(s) (if used)	<input type="checkbox"/> ACT Student Identification Forms (if any)	<input type="checkbox"/> Void or Replaced Answer Document(s) (if any)—	<input type="checkbox"/> Each examinee's used student authorization	Paper Testing	Online Testing—standard time and accommodations	<input type="checkbox"/> Irregularity Report(s) (if used)	<input type="checkbox"/> ACT Student Identification Forms (if any)	<input type="checkbox"/> Void or Replaced Answer Document(s) (if any)—	<input type="checkbox"/> Each examinee's used student authorization
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<input type="checkbox"/> Void or Replaced Answer Document(s) (if any)—	<input type="checkbox"/> Each examinee's used student authorization												
6.	Seal the red envelopes.												
7.	<p>Place the red envelopes into the plastic polymailer(s).</p> <p><i>Note: Don't overfill the polymailers.</i></p>												
8.	<p>Complete the information on the outside of the polymailer with a permanent marker.</p> <ul style="list-style-type: none"> If you are using only one polymailer, mark it 1 of 1. If you are using more than one polymailer, mark them 1 of X, 2 of X, etc. 												
9.	Seal the polymailer(s). Your polymailer is now ready for return to ACT.												
10.	Return the polymailer(s) to secure storage.												

Step	Action
11.	<p data-bbox="407 205 1469 268">On the date scheduled for pickup (refer to your Schedule of Events), place the polymailers in a location where the designated carrier will be able to pick them up.</p> <ul data-bbox="407 289 1469 464" style="list-style-type: none"><li data-bbox="407 289 1469 394">• If your school's normal pickup point is secure or constantly monitored, you may leave them there. If not, leave a note directing the driver to a staffed location where you can leave the materials. Do not leave the materials unattended.<li data-bbox="407 394 1469 464">• If for any reason your materials are not picked up on the scheduled pickup date, call ACT so we can arrange for pickup. <p data-bbox="407 485 1469 548"><i>Note: If your program includes district shipping, return the materials to your district official as directed by your Schedule of Events.</i></p>

ACT State and District Testing Staff List—Standard Time, Online

Testing School Name	ACT High School Code (for testing school)
City, State	Testing Window
Test Coordinator	

Test Coordinator: Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC—test coordinator, RS—room supervisor, P—proctor), and room name/number of other assignment for **all** personnel who assisted with the standard time online administration during the testing window, including technical staff, individuals who handled secure materials before and after testing, and anyone who assisted with security. Attach additional pages, if necessary.

Standard Time Online Testing Staff Name	School Job Title	Testing Position	Room Name / Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
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22.			
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24.			
25.			

Test Coordinator: Return this form with your materials and keep a copy for your records.

ACT State and District Testing Staff List—Accommodations, Online

Testing School Name	ACT High School Code (for testing school)
City, State	Testing Window
Test Coordinator	

Test Coordinator: Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC—test coordinator, RS—room supervisor, P—proctor), and room name/number of other assignment for **all** personnel who assisted with the accommodations online administration during the testing window, including technical staff, individuals who handled secure materials before and after testing, and anyone who assisted with security. Attach additional pages, if necessary.

Accommodations Online Testing Staff Name	School Job Title	Testing Position	Room Name / Number or Roving Assignment
1.			
2.			
3.			
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ACT Test Security

Anonymous Security Hotline

Test staff are expected to report test administration irregularities and security issues to ACT Test Administration by submitting an irregularity report or calling 800.553.6244, ext. 2800. Immediate reporting to ACT is critical to the standardized administration of the ACT.

In exceptional situations, test staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so at www.act.ethicspoint.com.

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are “secure by design.”
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker’s own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

ACT[®]



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