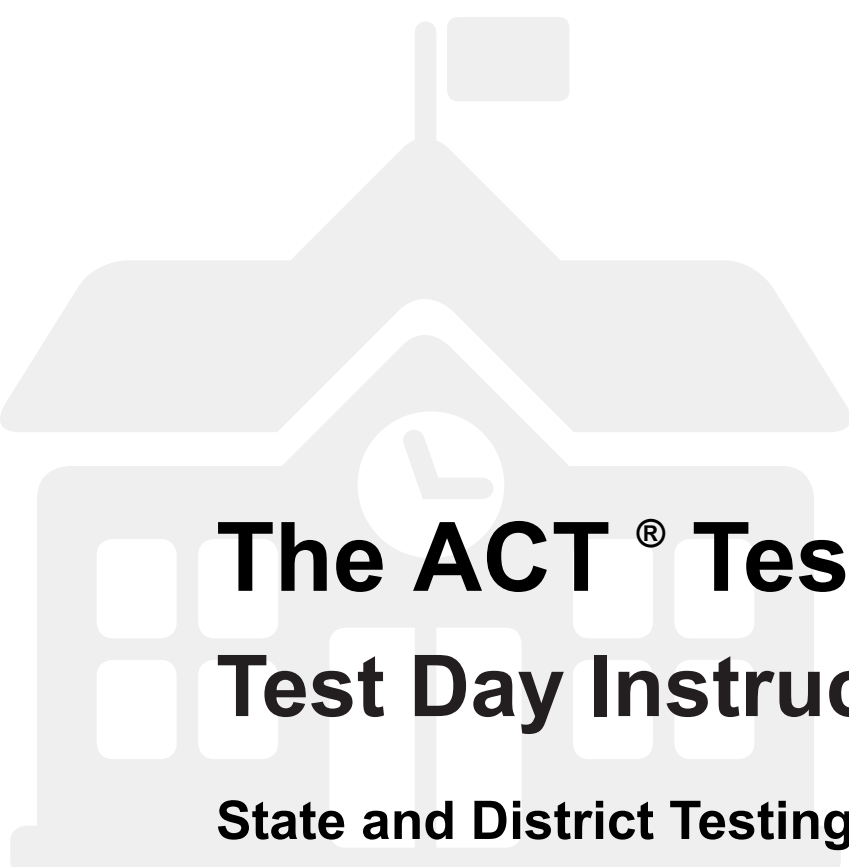


Spring 2026



The ACT[®] Test

Test Day Instructions

State and District Testing

- Non-College Reportable
- Paper Testing

The **ACT[®]**

www.act.org

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IMPORTANT: FOR TECHNICAL ISSUES ONLY

This guide contains administration instructions for the ACT paper testing to be used ONLY in the event of an ACT® Test Center Manager™ (ACT® TCM™) outage.

- Staff should have a back-up timepiece to take the place of TCM task cards and timers. When staff is prompted to tap/click to start the timer in TCM, start timing on your back-up timepiece.
- Resume TCM use if the issue is resolved during the exam.

The *Seating Chart*, *Irregularity Report*, and *Test Times Tracker* forms are included at the end of this document. The details on these forms must be entered into TCM after examinees have been dismissed. DO NOT mail any of this information to ACT.

Note: Any Schedule Flexibility Policy information in the forms is not applicable to non-college reportable testing.

NON-COLLEGE REPORTABLE TCM VERBALS

The ACT + Science + Writing

Room setup and examinee check-in

1. Receive your materials from the test coordinator.
2. Check your room details carefully. If they are incorrect, contact the test coordinator to make edits before moving forward.
3. Check in examinees at the test room. Verify IDs following the criteria documented in the *Test Administration* policy module in TCM.

Non-college reportable guidelines

In order to accommodate all timing codes and room types, the verbal instructions for Non-College Reportable follow the triple time over multiple days timing code and include writing instructions. You may adjust these instructions for different timing codes by doing the following:

- a. Time your tests in TCM. Click/tap the TCM timer, when prompted, to start the timer. If administering under a time other than triple time, calculate your 5-minute warning and stop time based on the Start time at the top of your TCM screen.
- b. If administering for a single session, you may scroll through and complete multiple day task cards and proceed.
- c. If administering a no writing room, you may scroll through and complete writing task cards and proceed.
- d. Each test must be completed in one session, without stopping the clock.
- e. Because you can stop the TCM timer early for different timing codes, the 30-minute (when applicable) verbal announcements will not be included in the task cards.

Multiple-day testing guidelines

Follow these guidelines for examinees to test over multiple days:

- a. These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- b. Each test must be completed in one session, without stopping the clock.
- c. If you choose to administer more than one test per session, you may allow examinees a break between tests.

Introduction

1. After all examinees have been admitted, seated, and have a pencil, greet the examinees and make any general announcements, then begin the verbal instructions.

2. Say:

You are about to take the A-C-T, which is composed of multiple-choice tests in English, mathematics, reading, and science. If you are taking the A-C-T with writing, you will then take a writing test, for which you will complete an essay composed in English.

3. Say:

The tests will be administered under _____ (provide timing code) conditions. If you believe you are not to test under these timing guidelines, raise your hand.

4. If anyone raises their hand, confirm they are in the correct room by checking your roster. If there is a discrepancy, immediately confer with the test coordinator to move the examinee to the correct room and update their assignment in TCM. Do not leave the test room unattended to do so.

Electronic devices announcement

1. 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. Electronic devices are prohibited in the test room, including cell phones, smart glasses, smart watches, fitness bands, and any other devices with recording, Wi-Fi, internet, or communication capabilities unless authorized by ACT for your accommodation.

2. Say:

You may not handle or access such devices during testing or during breaks. All electronic devices must be powered off and stored out of sight. Turning your device to silent or airplane mode is not acceptable. Alarms, vibrations, or notifications of any kind may not sound.

3. Say:

If you have a cell phone or other prohibited electronic device, 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 are wearing a watch or have another timing device to pace yourself, remove it now, turn off any sounds, vibrations, or alarms, and place it face up on your desk in such a way that it remains visible to testing staff throughout the test.

4. Wait until devices are powered off and stored and all watches and other timing devices are placed on desks in such a way that you can see them.

5. Say:

Now that you have powered off and stored away your device you may not handle or access it again until you leave the test site at the end of testing. If you access a device, or if a device activates, alarms, or makes any noise or vibration, you will be dismissed and your test will not be scored. Are there any questions?

Note: From this point forward, you MUST dismiss any examinee you see with a phone or electronic device, or any examinee whose device makes a noise.

Clear desks

1. Say:

Clear your desk of everything except No. 2 pencils and erasers and watch (if applicable). Place all personal items under your seat. You will not be able to access them during testing or the break. If you brought a calculator, put it under your seat. You may only use it during the mathematics test. Keep the aisles clear.

2. Ensure all desks are clear.

Prohibited behavior announcement

1. Say:

A complete list of the prohibited behaviors was provided in *Taking the ACT* that you received. In addition to the reminders I've already given you about electronic devices, alarms, and clear desks, note the following behaviors that can also result in dismissal:

- a. You may not fill in or alter responses to any multiple-choice questions or continue to write or alter the essay after time has been called. This includes fixing stray marks.
- b. You may not look at any section of the test outside of the designated time for that test.
- c. You may not give or receive assistance by any means. This includes looking at another person's test.
- d. 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 or share test questions, answers, or test form identifications numbers during test administration, during breaks, or after the test.
- e. You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- f. Finally, eating, drinking, and the use of tobacco or reading materials are not permitted in the test room.

2. Say:

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

3. Answer any questions.

4. Say:

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

Distribute answer documents and complete demographic information

1. If a non-test session was held before test day, scroll down, mark this task Complete, and proceed to the "Distribute answer documents and confirm non-test information" task. If you are holding a non-test session on test day before Test 1, continue reading the following instructions.

2. Say:

I will now hand you an answer document. Do not mark on it until I give you instructions.

3. Distribute the answer documents.

4. Say:

You will now complete the demographics portions of your answer document. Your name should appear on the label on the left side of the front page. Raise your hand if you do not receive your own answer document.

5. Resolve any discrepancies in answer document identification before continuing.

6. Say:

Answer documents are scored by machine. Make marks heavy and black. Fill in each oval completely without extending marks outside the lines. Only No. 2 pencils can be used. Do not use mechanical pencils.

7. Say:

Place your answer document so that page 1 faces you. Complete the requested information in Blocks A and B. Put one letter in each box and fill in the corresponding oval below. Even if your document has a barcode label, you must fill in Blocks A and B completely and accurately. If you have a question, raise your hand. When you have completed Blocks A and B, put your pencil down and look up.

8. Give everyone enough time to complete Blocks A and B.

9. Say:

Now, turn your answer document over to the back page and complete Blocks C through I. In Block C, enter each part of your mailing address. Leave a space between the parts of your street address. Use the slash "/" to designate fractions (e.g., 1/2, 3/4). If you live in an apartment, enter the apartment number after the street name. When you have completed Blocks C through I, put your pencil down and look up.

10. Move around the room to make sure examinees are completing Blocks C through I.

Note: All answer documents, even those with a barcode label, must have blocks A-G completed for scores to be reported. Missing information will cause a delay in scoring.

11. Wait for all to complete Block C through I.

12. Say:

Skip blocks J and K, as well as the email block on page 2.

13. If your school or district assigns local ID numbers to examinees, have examinees enter that number in Block L on page 2 (if not already completed). Otherwise, instruct them to skip Block L on page 2.

14. If your state requires you to enter information in Block M, you will be given specific instructions in your Administration Supplement for completing this information.

15. Wait for examinees to finish completing demographic information.

Distribute answer documents and confirm non-test information

1. If a non-test session was held before test day, continue reading the following instructions. If demographic information was completed on test day, scroll down and mark this task Complete.

2. Say:

I will now hand you an answer document. Do not mark on it until I give you instructions.

3. Distribute the answer documents.

4. Say:

Look at page 1 of the answer document. It should have your name and information completed during the non-test session. If the answer document you received is not yours, raise your hand.

5. Say:

Answer documents are scored by machine. Make marks heavy and black. Fill in each oval completely without extending marks outside the lines. Only No. 2 pencils can be used. Do not use mechanical pencils.

Distribute test booklets

1. Say:

Turn your answer document to page 3. I will now hand you a multiple-choice test booklet. Do not break the seal or open it until I tell you to do so. When you receive your test booklet, read the directions. Look up when you are finished.

2. If an examinee is authorized to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front cover.
3. Hand one multiple-choice test booklet to each examinee in the room, in sequential serial number order. Do not distribute writing test booklets. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your seating chart.
4. IMPORTANT: Do not admit examinees to the test room once you have distributed test booklets.
5. Wait for examinees to finish reading the directions.

Test book certification and form code

1. Say:

Now, on the front cover of your test booklet, read the Examinee Statements, then copy only the Certification-not the Statements-on the lines provided. Sign your name and enter today's date. When you finish, put your pencil down and look up at me.

2. Wait for examinees to read and sign the certification.

3. Say:

Look at the Important Notice printed on the cover of your test booklet and read silently along with me: If you test with this test booklet, you will test with

accommodations allowed by your school and the state but not approved by A-C-T. If you test with this test booklet, your scores will be reported only for state assessment purposes. You will receive your scores from your high school. Your scores will not be reported to any colleges, scholarship agencies, or anyone else, and the scores will be removed from A-C-T's database of scores. If you break the seal on this test booklet, you are agreeing to these terms. If you do not agree, raise your hand to inform your room supervisor.

4. Say:

In the top-left corner of your test booklet, find the 9-digit number and copy it onto your answer document at the top of page 3, in the Booklet Number boxes. Fill in the corresponding oval below each box.

5. Say:

Next, on the front cover of your test booklet, find the 3-character test form, copy into the Form boxes on your answer document, and fill in the matching ovals. Failure to enter the correct form number could cause a delay with scoring or no score at all.

6. Check examinees' answer documents to ensure that the recently-completed sections are filled in correctly.

English test instructions

1. Say:

Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet. If you have translated test directions or a word-to-word bilingual dictionary, do not write in them. If you do, you will be dismissed for prohibited behavior and your tests will not be scored.

2. Say:

Mark only one response to each question. You will receive credit only for responses marked on your answer document during the time allowed for a specific test.

3. Say:

I will move around the room to monitor testing. If you have a question or need another pencil, raise your hand. Do not look around.

4. Answer any questions.

5. Say:

I will keep the official time. Please pay attention to the time remaining announcements on each test. It is to your advantage to answer every question.

6. Say:

Remember to keep your answer document flat on your desk and placed so that others cannot see it. When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

Start Test 1: English

1. Say:

Test 1 is English. Do not begin work until I tell you. You are to work only on Test 1. If you finish early, place your answer document inside your test booklet and close the cover. You may now break the seal, but do not open the booklet.

2. Wait for everyone to break the seal.
3. Say:

You have _____ (state the time) minutes to work on this test. Open your booklet to Test 1, read the directions, and begin work.

Complete Seating Chart

Complete your Seating Chart in TCM. You are required to account for all assigned examinees by adding them to the Seating Chart or marking them "absent" or "denied" on the Room Roster page in TCM. Edit seating details to adjust seat counts, as needed.

Activities to perform during testing: English

1. Throughout the test, move around the room to monitor progress and check for prohibited behavior.

Note: Check for the following, as it may be prohibited behavior:

- a. Working in other sections of the test
- b. Looking at another examinee's test
- c. Shifting of eyes or body in unusual ways
- d. Fidgeting with clothing or jewelry (which may conceal prohibited devices)
- e. Signaling or coding with hands or pencil
- f. Taking frequent breaks
- g. Communicating with other examinees
- h. Using an earbud to communicate
- i. Handling hidden cell phones or electronic devices
- j. Wearing smart glasses
- k. Possession of a smart watch (which may be hidden in a pocket, sleeve, or under the desk)

Note: Handling a watch or other timing device placed in sight on the desk to pace themselves is allowed.

2. Make sure that you log any known irregularities experienced during the event in TCM.

5-minute warning: English

1. When 5 minutes remain for your room's test time, read the following verbal instruction.
2. Say:

Attention. You have 5 minutes remaining.

Stop test: English

Say:

Stop, put your pencil down, close your test booklet, and look up at me now.

Dismiss examinees from multiple day testing: English

1. If examinees are scheduled to take the next test on a later day, collect all test materials individually from each examinee before dismissal. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for. If an examinee used a bilingual dictionary during the test, inspect it to confirm that nothing is written or enclosed. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
2. Say:

Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the building.
3. If you are done with testing for the day, log out of TCM. DO NOT close the room.

Daily announcements for multiple day testing: mathematics

1. When examinees report for the next test session, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is authorized to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
2. Say:

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 leave the building. Also remember that watches must be removed and placed face up on the desk.

Test instructions: mathematics

1. Say:

Test 2 is mathematics. All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and you may get it out now.
2. Say:

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be dismissed, and your answer document will not be scored.

3. Say:

Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?

4. Answer any questions.

Start Test 2: mathematics

Say:

You have _____ (state the time) minutes to work on this test. Do not begin work until I tell you. You are to work only on Test 2. If you finish early, turn your calculator off, place your answer document inside your test booklet, and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests. Do any figuring in your test booklet. Turn to Test 2 now, read the directions, and begin work.

Check calculators

Move around the room to check that examinees are using approved calculators. Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to continue testing.

Activities to perform during testing: mathematics

1. Throughout the test, move around the room to monitor progress and check for prohibited behavior.

Note: Check for the following, as it may be prohibited behavior:

- a. Working in other sections of the test
- b. Looking at another examinee's test
- c. Shifting of eyes or body in unusual ways
- d. Fidgeting with clothing or jewelry (which may conceal prohibited devices)
- e. Signaling or coding with hands or pencil
- f. Taking frequent breaks
- g. Communicating with other examinees
- h. Using an earbud to communicate
- i. Handling hidden cell phones or electronic devices
- j. Wearing smart glasses
- k. Possession of a smart watch (which may be hidden in a pocket, sleeve, or under the desk)

Note: Handling a watch or other timing device placed in sight on the desk to pace themselves is allowed.

2. Make sure that you log any known irregularities experienced during the event in TCM.

5-minute warning: mathematics

1. When 5 minutes remain for your room's test time, read the following verbal instruction.

2. Say:

Attention. You have 5 minutes remaining.

Stop test: mathematics

- Say:

Stop, put your pencil down, close your test booklet, and look up at me now.

Dismiss examinees from multiple day testing: mathematics

1. If examinees are scheduled to take the next test on a later day, collect all test materials individually from each examinee before dismissal. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for. If an examinee used a bilingual dictionary during the test, inspect it to confirm that nothing is written or enclosed. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.

2. Say:

Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the building.

3. If you are done with testing for the day, log out of TCM. DO NOT close the room.

Daily announcements for multiple day testing: reading

1. When examinees report for the next test session, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is authorized to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.

2. Say:

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 leave the building. Also remember that watches must be removed and placed face up on the desk.

Start Test 3: reading

1. Say:

Test 3 is reading. Do not begin work until I tell you. You are to work only on Test 3. If you finish early, place your answer document inside your test booklet and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests.

2. Say:

You have _____ (state the time) minutes to work on this test. Turn to Test 3, read the directions, and begin work.

Activities to perform during testing: reading

1. Throughout the test, move around the room to monitor progress and check for prohibited behavior.

Note: Check for the following, as it may be prohibited behavior:

- a. Working in other sections of the test
- b. Looking at another examinee's test
- c. Shifting of eyes or body in unusual ways
- d. Fidgeting with clothing or jewelry (which may conceal prohibited devices)
- e. Signaling or coding with hands or pencil
- f. Taking frequent breaks
- g. Communicating with other examinees
- h. Using an earbud to communicate
- i. Handling hidden cell phones or electronic devices
- j. Wearing smart glasses
- k. Possession of a smart watch (which may be hidden in a pocket, sleeve, or under the desk)

Note: Handling a watch or other timing device placed in sight on the desk to pace themselves is allowed.

2. Make sure that you log any known irregularities experienced during the event in TCM.

5-minute warning: reading

1. When 5 minutes remain for your room's test time, read the following verbal instruction.
2. Say:

Attention. You have 5 minutes remaining.

Stop test: reading

Say:

Stop, put your pencil down, close your test booklet, and look up at me now.

Dismiss examinees from multiple day testing: reading

1. If examinees are scheduled to take the next test on a later day, collect all test materials individually from each examinee before dismissal. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for. If an examinee used a bilingual dictionary during the test, inspect it to confirm that nothing is written or enclosed. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
2. Say:

Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test

content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the building.

3. If you are done with testing for the day, log out of TCM. DO NOT close the room.

Daily announcements for multiple day testing: science

1. When examinees report for the next test session, be sure examinees receive their own materials. Individually hand examinees the answer documents and test booklets. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is authorized to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.

2. Say:

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 leave the building. Also remember that watches must be removed and placed face up on the desk.

Start Test 4: science

1. Say:

Test 4 is science. Do not begin work until I tell you. You are to work only on Test 4. If you finish early, place your answer document inside your test booklet and close the cover. Do not go to the next test and do not fill in or alter ovals for previous tests.

2. Say:

You have _____ (state the time) minutes to work on this test. Turn to Test 4, read the directions, and begin work.

Activities to perform during testing: science

1. Throughout the test, move around the room to monitor progress and check for prohibited behavior.

Note: Check for the following, as it may be prohibited behavior:

- a. Working in other sections of the test
- b. Looking at another examinee's test
- c. Shifting of eyes or body in unusual ways
- d. Fidgeting with clothing or jewelry (which may conceal prohibited devices)
- e. Signaling or coding with hands or pencil
- f. Taking frequent breaks
- g. Communicating with other examinees
- h. Using an earbud to communicate
- i. Handling hidden cell phones or electronic devices
- j. Wearing smart glasses
- k. Possession of a smart watch (which may be hidden in a pocket, sleeve, or under the desk)

Note: Handling a watch or other timing device placed in sight on the desk to pace themselves is allowed.

2. Make sure that you log any known irregularities experienced during the event in TCM.

5-minute warning: science

1. When 5 minutes remain for your room's test time, read the following verbal instruction.
2. Say:

Attention. You have 5 minutes remaining.

Stop test: science

Say:

Stop, put your pencil down, close your test booklet, and look up at me now.

Answer document certification and signature

1. Say:

Turn your answer document to page 1. Read the Statements at the bottom of page 1 of your answer document. Copy only the Certification (not the Statements) on the lines provided. Sign your name and enter today's date. When you finish, put your pencil down and look up at me.

2. Move around the room and monitor examinees closely to verify they are only working on the certification and signature. Wait for examinees to finish.

3. Say:

Now, place your answer document on your desk next to your test booklet with the front page facing up. Do not place it inside the test booklet and do not mark on it.

Collect test materials: science

1. Say:

I will now collect the test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you are dismissed from testing.

2. While examinees remain in their seats, individually collect the test booklet from each examinee:
 - Confirm the Certification is copied.
 - Confirm the test booklet is signed.
 - Verify the number of booklets collected equals the number distributed.
 - Arrange the test booklets in sequential serial number order.
3. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets once they've been collected.

Dismiss examinees from multiple day testing: science

1. If you will not be administering the writing test, scroll through to complete this task and the remaining writing tasks and proceed to "Dismiss writing examinees." That task will provide the necessary announcements and steps needed to close your room and conclude testing. If you are administering the writing test, proceed with the next action.
2. If examinees are scheduled to take the next test on a later day, collect all test materials individually from each examinee before dismissal. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for. If an examinee used a bilingual dictionary during the test, inspect it to confirm that nothing is written or enclosed. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.
3. Say:

Testing will resume on (give the date) promptly at (give the time). Test materials may not be removed from this room. Remember, discussing or sharing test content, test form identification numbers, or answers is prohibited, including on social media. You may not access your cell phone or other electronic devices until you leave the building.

4. If you are done with testing for the day, log out of TCM. DO NOT close the room.

Daily announcements for multiple day testing: writing

1. When examinees report for the next test session, be sure examinees receive their own materials. Individually hand examinees the answer documents. If an examinee is using translated test directions, hand them out with the test booklet. If an examinee is authorized to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
2. Say:

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 leave the building. Also remember that watches must be removed and placed face up on the desk.

Distribute writing test booklets

1. Say:

I will now hand you a writing test booklet. Do not break the seal or open it until I tell you.

2. Hand one writing test booklet to each examinee in the room, in sequential serial number order.
3. Say:

Sign and print your name and enter your date of birth on the front cover. Then, read the directions. When you finish, look up at me.

Note: On large type writing test booklets, the directions are on the back cover.

4. Wait for examinees to finish.

Test Instructions: writing

1. Say:

Turn your answer document to page 4. Find the 9-digit number in the top-left corner of your test booklet. Copy it into the Writing Test Booklet Number boxes on your answer document.

2. Say:

Next, on the front cover of your test booklet, find the 3-character test form, copy it into the Writing Test Form boxes on your answer document, and fill in the matching ovals. When you finish, put your pencil down and look up at me.

3. Wait for examinees to finish.

Start the writing test

1. Say:

Do not begin work until I tell you. If you finish early, close both your test booklet and your answer document, and place them on your desk with the front page of your answer document facing up. You may now break the seal, but do not open the booklet.

2. Say:

You have _____ (state the time) minutes to work on this test. Open your test booklet, read the assignment, and begin work.

Update Seating Chart for writing

Add writing booklet serial numbers to the Seating Chart.

Activities to perform during testing: writing

1. Throughout the test, move around the room to monitor progress and check for prohibited behavior.

Note: Check for the following, as it may be prohibited behavior:

- a. Working in other sections of the test
- b. Looking at another examinee's test
- c. Shifting of eyes or body in unusual ways
- d. Fidgeting with clothing or jewelry (which may conceal prohibited devices)
- e. Signaling or coding with hands or pencil
- f. Taking frequent breaks
- g. Communicating with other examinees
- h. Using an earbud to communicate
- i. Handling hidden cell phones or electronic devices
- j. Wearing smart glasses
- k. Possession of a smart watch (which may be hidden in a pocket, sleeve, or under the desk)

Note: Handling a watch or other timing device placed in sight on the desk to pace themselves is allowed.

2. Make sure that you log any known irregularities experienced during the event in TCM.

5-minute warning: writing

1. When 5 minutes remain for your room's test time, read the following verbal instruction.
2. Say:

Attention. You have 5 minutes remaining.

Stop writing test

Say:

Stop, put your pencil down, close your test booklet, and your answer document, and place them on your desk with the front page of your answer document facing up.

Collect test materials: writing

1. Say:

I will now collect the answer documents and test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents. You may not access your cell phone or other electronic devices until you are dismissed from testing.

2. While examinees remain in their seats, individually collect answer documents from each examinee:
 - Confirm the Certification is copied.
 - Confirm the answer document is signed.
 - Confirm legal name in Block B and date of birth in Block G are gridded.
 - Confirm the form code is gridded.

- Confirm all answer documents, even those with a barcode label, have blocks A-G completed. Missing information will cause a delay in scoring.
 - Stack all answer documents so they face the same direction.
 - Verify the number of answer documents collected equals the number of examinees.
3. Individually collect the test booklet from each examinee.
 - Confirm the Certification is copied.
 - Confirm the test booklet is signed.
 - Verify the number of booklets collected equals the number distributed.
 - Arrange the test booklets in sequential serial number order.
 4. Keep the collected test materials where examinees do not have access.

IMPORTANT: No one may access the test booklets or answer documents once they've been collected.
 5. If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.
 6. If an examinee used a bilingual dictionary during the test, inspect it to confirm that nothing is written or enclosed. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated.

Dismiss writing examinees

1. Say:

You will receive a notification of your results from your high school. No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media.

2. Say:

Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

3. Ensure examinees don't have access to the test materials.
4. Complete the Close Room tasks in TCM and turn materials over to the test coordinator.

VERBAL INSTRUCTIONS FOR ANSWER DOCUMENT DEMOGRAPHICS

The following are instructions that may be used when completing the answer document demographics.

1. Read aloud all instructions in the shaded boxes. Do not depart from this text. When reading the instructions, pause after each series of dots to give examinees time to follow instructions.
2. Begin by saying:

You will now complete the demographics portions of your answer document.

3. Begin distributing the answer documents, then say:

As I hand you an answer document, your name should appear on the label at the left of the front page. Raise your hand if you do not receive your own answer document.

4. Resolve any discrepancies in answer document identification before continuing.
5. Continue by saying:

Place your answer document so that page 1 faces you. Complete the requested information in Blocks A and B. Put one letter in each box and fill in the corresponding oval below.

Even if your document has a barcode label, you must fill in Blocks A and B completely and accurately. If you have a question, raise your hand.

When you have completed Blocks A and B, put your pencil down and look up.

6. Give everyone enough time to complete Blocks A and B. When everyone is finished, continue by saying:

Now, turn your answer document over to the back page and complete Blocks C through I.

In Block C, enter each part of your mailing address. Leave a space between the parts of your street address. Use the slash / to designate fractions (e.g., 1/2, 3/4). If you live in an apartment, enter the apartment number after the street name.

When you have completed Blocks C through I, put your pencil down and look up.

7. Move around the room to make sure examinees are completing Blocks C through I.

IMPORTANT: All answer documents, even those with a barcode label, must have blocks A–G completed for scores to be reported. Missing information will cause a delay in scoring.

8. When everyone has completed Block C through I, say:

Skip blocks J and K on the back page, as well as the email block on page 2.

9. If your school or district assigns local ID numbers to examinees, have examinees enter that number in Block L on page 2 (if not already completed). Otherwise, instruct them to skip Block L on page 2.
10. If your state requires you to enter information in Block M, you will be given specific instructions in your *Administration Supplement* for completing this information.
11. If you have examinees completing answer document demographics ON TEST DAY, continue to the **Verbal Instructions**.

Room Details and Test Timings

Room Details

Room Name/Number

Room Supervisor Name

Test Date

Room Timing (i.e., standard time, one and one-half time, etc.)

Room Type (check one):

- ☐ The ACT
- ☐ The ACT + Science
- ☐ The ACT + Writing
- ☐ The ACT + Science + Writing

Multiple-Choice Test Booklet

Serial Range: _____

Number Used: _____

Number Unused: _____

Writing Test Booklet

Serial Range: _____

Number Used: _____

Number Unused: _____

Number of Answer

Documents to Be Scored: _____

Number Voided: _____

Number Replaced: _____

Test Timings

Times from this chart must be logged in TCM after testing by using the Manual Time Entry feature. Manual Time Entry is enabled by a room supervisor from their room dashboard or by the test coordinator from the test event dashboard.

From a room dashboard, select **Activate manual time entry**, enter a reason, click Continue, and confirm. From a test event dashboard, expand the **Rooms & Staff** panel to select **Activate manual time entry**,

select room(s) that used back-up timepieces and instructions, and enter a reason. Entry fields will then appear on the selected room dashboard(s). The room supervisor or test coordinator must log all test and break times for any rooms with Manual Time Entry enabled, **on the same day testing occurred**.

Any timings submitted in paper form will not be accepted; data must be logged in TCM.

Test Name	Start Time	Total Pause Time (if applicable)	5-Minute Warning	Stop Time
Test 1: English				
Test 2: Math				
Break			N/A	
Test 3: Reading				
Test 4: Science				
Writing Test			N/A	

Note: If your school is using the Schedule Flexibility Policy and administering an EXTENDED BREAK after the reading test or the science test, you do not need to log the extended break times in TCM.

Irregularities

Serious irregularities may require you to call ACT and/or void an examinee's answer document. Guidance on those situations is below. Other irregularities often just require you to log the details and report the irregularity to ACT after testing. If using this document due to technical difficulties, you may log details on this sheet during testing. Staff will then need to log in to TCM after testing and submit the details via the Irregularities feature.

Any irregularities submitted in paper form will not be accepted; data must be logged in TCM.

When to call ACT:

- If test materials go missing at any time, or if an examinee refuses to turn them in
- If test materials are defective and there are not sufficient materials for replacement
- If tests are mistimed
- If there is an emergency evacuation
- If you need to reschedule testing

When to void an answer document:

- Examinee engages in known prohibited behavior (working ahead or going back to a previous test, giving or receiving assistance, using an electronic device or prohibited calculator, violating laws, etc.)

Individual Irregularities

Examinee Name

Time and Test When Irregularity Occurred

Type of Irregularity:

Details: _____

Answer Document Voided? (check one)

☐ Yes ☐ No

Examinee Informed? (check one)

☐ Yes ☐ No

Group Irregularities

Number of Examinees in Room

Time and Test When Irregularity Occurred

Duration of Irregularity

Type of Irregularity

Details: _____

Seating Chart

School

City, State/Country

Test Date(s)

Test Coordinator Name

Number of Staff in Room

Room Name/Number

Describe the Room

☐ Single-Level or ☐ Multiple-Level

☐ Desks or ☐ Tables

If tables: Table size: _____ ft. by _____ ft.

Number seated per table: _____

Distance between examinees:

Side-to-side (shoulder-to-shoulder): _____ ft.

Number of examinees in this room: _____

Front-to-back (head-to-head): _____ ft.

During the administration, enter the examinees' names and test booklet serial numbers in the boxes below to represent test date seating assignments. Draw your own chart if this chart doesn't fit your room. This information must also be entered in TCM before you close your test room.

Front of Room

(direction examinees are facing)

ACT[®]