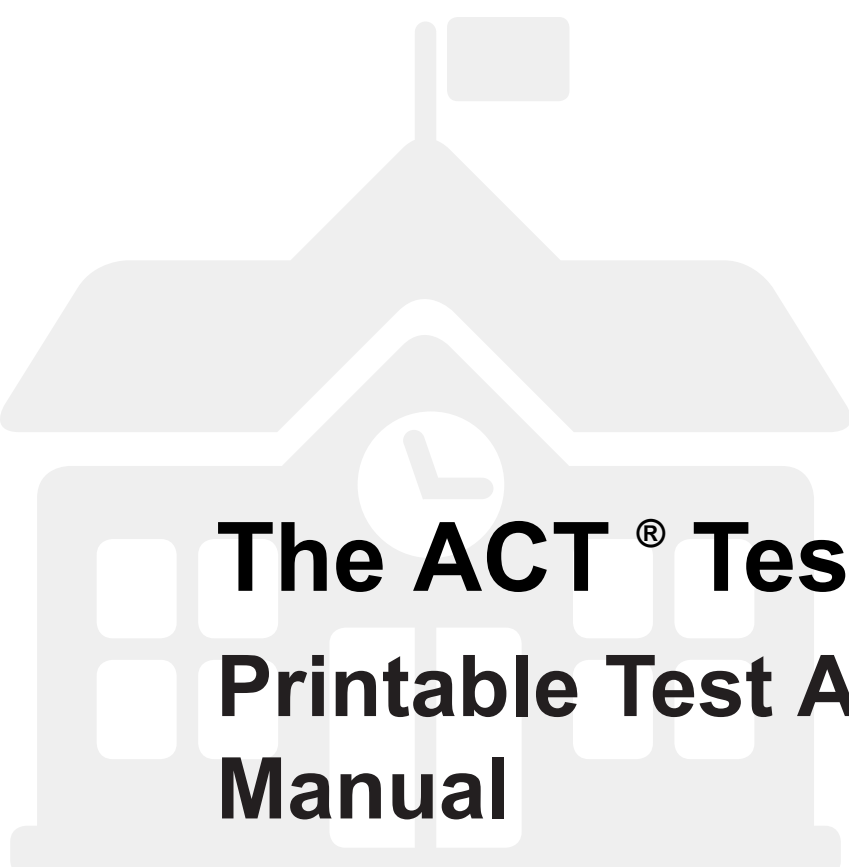


Spring 2026



The ACT[®] Test

Printable Test Administration Manual

State Testing | District Testing

- Online Testing
- Paper Testing
- Standard Time
- Accommodations and/or English Learner Supports

The **ACT[®]**

www.act.org

CONTACTING ACT

Business Hours

Days	Times
Monday–Friday:	7:00 a.m.–5:00 p.m. Central time
First day of the testing window:	6:00 a.m.–6:00 p.m. Central time

Contact Information for Testing Staff

Type of Question	Phone	Contact Form / Email
General, technical, standard time	800.553.6244, ext. 2800	act.org/stateanddistrict/contactus
Accommodations, English learner supports	800.553.6244, ext. 1788	ACTStateAccoms@act.org

*Note: The toll-free numbers are for testing staff only. **Please do not give these numbers to examinees or parents.** Examinees and parents can be directed to <https://www.act.org/content/act/en/contact-act.html>.*

Instructions for how to collect, pack, and return materials to ACT can be found in your **TCM Post-Test Checklist** at the end of this manual. Materials can be returned to the following addresses:

White Answer Document Box with Processing Envelope:

ACT Processing Center
9200 Earhart Lane
Cedar Rapids, IA, 52404

Boxes with Secure Test Materials:

ACT Processing Center
7405 Irish Drive SW
Cedar Rapids, IA, 52404

INTRODUCTION

The Printable Test Administration Manual contains all test coordinator policy modules and the pre-test and post-test checklists that are located in ACT Test Center Manager (TCM) in one, printer-ready pdf. It is to be used as guidance as you learn more about TCM and how to access and utilize test administration content.

The TCM verbal task cards/instructions are not included in this manual. If you are looking for a printable resource outside of TCM, you may access the *Printable TCM Task Cards* for online testing or the *Test Day Instructions* for paper testing. All documents are located on your ACT-hosted web page.

Contents

Introduction c

Policies 1

General Testing—Paper and Online	1
Standardized Procedures	1
Fair Testing Practices	1
Test Dates	1
Equal Treatment	1
Confidentiality	1
Safety	2
Investigations	2
Right to Terminate	2
Authorized Observers	2
Unauthorized Observers and Media	3
Testing with Accessibility Supports	4
Types of Accessibility Supports	4
Administration Details—Paper and Online	4
Makeup Testing—Paper and Online	7
Eligibility for Makeup Testing	7
Makeup Testing—Paper Only	8
Partially Completed Answer Documents	8
Ordering Makeup Materials	8
Materials Included in Kits	8
Makeup Testing—Online Only	9
Makeup for Single-Day Testing	9
Makeup for Multiple-Day Testing	9
Online Testing	10
Testing with the Online Format	10
Technical Requirements	10
Systems for Online Testing	10
Student Authorization Tickets	10
Login Security	10
Collecting and Securely Destroying Materials After Testing	11
Seal Codes	11
Overview of the Online Process	11

Test Facilities—Paper and Online 13

Facility Requirements	13
Introduction	13
Principles of Accessibility	13
Video Monitoring Systems	13
Selecting Facilities	13
Selecting Test Rooms	13

Selecting Test Rooms for Accessibility Supports	14
Room Type, Size, and Setup	14
Seating Arrangements—Paper Testing	15
Seating Arrangements—Online Testing	15
Seating at Tables	16
Work Surfaces	16
Ensuring Quiet Test Sessions	16
Off-Site Testing	16
Sharing an Off-Site Location	17
Seating Arrangement Examples—Paper Testing	18
Seating Arrangement Examples—Online Testing	19

Test Staff 20

Staff Requirements—Paper and Online	20
Selecting Testing Staff	20
Who May Act as Testing Staff	20
Who May Not Act as Testing Staff	20
Relatives	20
Athletic Coaches	21
Attentiveness	21
Staff Compensation	21
User Accounts	21
Staff Roles and Responsibilities—Paper and Online	22
Test Coordinator Role	22
Test Coordinator Responsibilities	22
Replacing the Test Coordinator	23
Substitute Test Coordinator Role	24
Substitute Test Coordinator Responsibilities	24
Test Accommodations Coordinator Role	24
Test Accommodations Coordinator Responsibilities	24
Room Supervisor Role	24
Room Supervisor Responsibilities	25
Proctor Role	25
Proctor Responsibilities	26
Roving Proctor Role	27
Roving Proctor Responsibilities	27
Rotating Proctor Role	27
Rotating Proctor Responsibilities	27
Technical Coordinator Role	27
Technical Coordinator Responsibilities	27

Sign Language Interpreter/Reader/ Scribe Role	28
Sign Language Interpreter Role and Responsibilities	28
Scribe Role and Responsibilities	28
Staff Training—Paper and Online	30
Purpose of Training Staff	30
Staff Training Requirements	30
Training Modules	30
Supplements	30
Training Session	30
Training Session Outline	30
Available Staff Training Resources	32
Test Day Briefing Session	32

Test Materials 33

Materials Overview—Paper Only	33
Quantity of Materials	33
Test Materials Are Specific to a Test Date and Administration Type	33
Materials Provided by ACT	33
Materials Provided by Your Site	35
Materials Provided by Examinees	35
Materials Overview—Online Only	37
Materials Provided by ACT	37
Materials Provided by Your Site	37
Materials Provided by Examinees	38
Security of Materials—Paper and Online	39
Secure Test Materials	39
Copyrighted Test Materials	39
Keeping Test Materials Secure	39
Secure Storage of Test Materials	39
Authorized Access	39
Unauthorized Transfer of Materials	40
District Shipping Model	40
Transporting Materials for a District Shipping Model	40
Storing and Transporting Materials for Off-Site Testing	40
Security Breach	41
Receiving Materials before Testing— Paper Only	42
Receipt of Test Materials	42
Retain Shipping Boxes	42
Store Your Test Materials Shipment	42
Handling Materials on Test Day—Paper and Online	43
Remove Materials from Storage	43
Test Security During the Administration	43
Return Materials to the Test Coordinator After Testing	43
Storage After Testing	43
Materials to Reuse for Multiple-Day Testing	43

If You Did Not Test	44
Handling Materials on Test Day—Paper Only	45
Collect and Verify Test Materials After Paper Testing	45
Handling Materials on Test Day— Online Only	46
Collect and Verify Test Materials From Multiple-Day Testing—Test to Continue on a Subsequent Day	46
Collect and Verify Materials From Final Day of Testing—Single or Multiple- Day	46
Collecting, Packing, and Returning Materials After Testing	47
Securely Destroy Materials after Testing —Paper and Online	48

Test Administration 49

Prepare for Test Day—Paper and Online	49
Manage Test Day Activities in ACT Test Center Manager (TCM)	49
Admitting Examinees—Paper and Online	50
Check-In Location	50
Make the Electronic Devices Announcement	50
Acceptable Identification	50
Unacceptable Identification	51
Admit Examinees to the Test Room	52
Late Arrivals and Examinees without Identification	52
Direct Examinees to Their Seats	53
Seat Left-Handed Examinees	53
Sequence and Timing of the Tests— Paper and Online	54
Sequence of Tests	54
Start Time	54
Late Start	54
Time Allowed for Each Test	54
Timepieces	55
Breaks	55
Schedule Flexibility Policy	55
Guidelines for Administering the Tests— Paper and Online	60
Allowed and Prohibited Items in the Test Room	60
General Announcements to Examinees	62
Monitoring the Test Room	62
Checking for Prohibited Behavior	62
Answering Questions	62
Allowing Examinees to Leave the Test Room	63
Test Administration—Paper Only	64
Administration Overview for Paper Testing	64

Timing the Tests	65
Posting Start and Stop Times	65
Test Administration—Online Only	66
Timing the Tests	66
TestNav	66
Irregularities—Paper and Online	70
Submit an Irregularity	70
Group Irregularities	70
Individual Irregularities— Paper and Online	71
Individual Irregularities—Paper Only	73
Prohibited Behaviors at the Test Site— Paper and Online	75
Log and Review Irregularities in TCM	78

Non-Test Activities 79

Non-Test Activities for Testing—Paper and Online	79
Introduction to Non-Test Activities	79
Non-Test Activities for Testing —Paper Only	81
Preparing the Answer Documents	81
Completing the Answer Document Demographics	85
Verbal Instructions for Answer Document Demographics	86

Pre- and Post-Test Checklists 88

TCM Pre-Test Checklist	88
TCM Post-Test Checklist	91

Test Security 94

ACT Test Security	94
Test Security Hotline and Reporting Portal	94
ACT Test Security Principles	94

POLICIES

General Testing—Paper and Online

Standardized Procedures

Uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures.

As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations. ACT provides policies, requirements, and administration instructions to help create a fair testing environment for all examinees. All test staff are required to read and adhere to the policies, procedures, and administration instructions provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide 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. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (<https://www.apa.org/science/programs/testing/fair-testing.pdf>)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (<https://www.ncme.org/resources-publications/professional-learning/library>)

Test Dates

Tests must be administered only on the published test dates. Tests administered on any other date, without prior approval from ACT, will not be scored.

Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act.

Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing 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 student confidentiality policies at your school.

All information contained in Test Center Manager (TCM) and additional ACT-provided documentation are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., rosters, irregularities, etc.) are to be referred directly to ACT.

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. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT immediately and abide by any district or state reporting policies as appropriate. Document the details as an irregularity.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the designated state education agency or district assessment office in subsequent investigations and respond to requests for information in a timely manner.

In cases where examinees dispute an ACT decision or communication regarding the administration, the examinees and/or their representatives may contact you directly and request information. In such cases, you should not become involved in the situation. Staff cannot provide test administration information to anyone, including (but not limited to) the examinee, legal representation, and law enforcement. Such requests must be directed to ACT Test Administration.

Right to Terminate

ACT reserves the right to terminate its relationship with any testing personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.

Authorized Observers

An observer authorized by ACT or from your state education agency or district assessment office may visit your test site. Such a visit is normally not announced in advance.

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

1. Check credentials.

Observers must have the following:

- Photo ID (driver's license, employee ID, etc.)
- Employee ID, business card, etc., showing company/agency affiliation
- Written authorization from ACT (if observer is not from a state education agency or district assessment office)

Note: If an observer has an employee ID with a photo, a separate photo ID is not needed.

2. If the observer provides the necessary credentials, give the observer your full cooperation. If not, deny access to the testing area and test materials.
3. Include the observer's name and company/agency and whether or not the observer was admitted in an irregularity report.

4. Call ACT if you have concerns about an observer.

Note: The visit may include conducting enhanced test security procedures on test day.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test location 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 (publicrelations@act.org) 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 uniformly answered.

Testing with Accessibility Supports

Types of Accessibility Supports

Accessibility supports apply to all examinees. Although it is a standardized test and we design the experience to be the same for all examinees, ACT does provide adjustments for examinees with diagnosed, documented disabilities, and English learner examinees to provide equitable access during the assessment without compromising the validity of assessment results. Accessibility supports emphasize an individualized approach to implementing assessment practices for examinees with diverse needs who participate in large-scale standardized assessments.

Refer to the *Accessibility Supports Guide* located on your ACT-hosted web page for more information related to available supports.

Authorization

The Test Accommodations Coordinator (TAC) identifies and requests authorization for examinees to test with:

- Accommodations based on their Individualized Education Program (IEP), 504 plan, or other formal accommodations plan

Requests for accommodations and EL supports must be submitted to ACT via the Test Accessibility and Accommodations (TAA) system by the published deadlines in your *Schedule of Events*. Accommodation requests submitted after the published deadline will not be available for your testing event.

If all accommodations deadlines have passed, the TAC can allow designated supports. Examinees using universal or designated supports with standard time testing should use a standard time test booklet. Testing must be completed in one session using standard timing, and testing must occur only on the test date designated for standard time testing.

Note: For the ACT test administered under a State or District contract, the TAC identifies and authorizes the use of designated supports without ACT authorization. However, for National test events, some designated supports must be authorized by ACT.

Accommodations Roster

All examinees authorized by ACT to use accommodations and/or EL supports on the test are listed on the Accommodation Roster in TCM. It lists each examinee's approved accommodation and authorized timing. Use the roster to assign examinees with the same authorized timing category to test rooms. After examinees have been assigned to test rooms, the Names only roster will list each examinee's test room.

Administration Details—Paper and Online

Authorized Timing

Each examinee has an authorized timing. This determines which verbal instructions must be read to that examinee.

To schedule testing for an examinee, refer to the accommodations roster, which lists each examinee's authorized timing and authorized accommodations.

Authorized timings are as follows:

- Standard time, single day
- Double time over multiple days
- Triple time over multiple days
- Standard time over multiple days
- Breaks as needed (also referred to as stop-the-clock breaks), single day
- One and one-half time, single day
- One and one-half time over multiple days
- Double time writing only, single day

Multiple-day testing will occur over several days of the accommodations testing window; however, each test must be completed during a single session and must be taken in order. The days do not have to be consecutive.

Single-day testing occurs in one session, with all tests completed in order, and all tests must be completed in a single session.

Note: If your school has decided to use the Schedule Flexibility policy, it applies only to the single-day authorized timings for standard time, breaks as needed, one and one-half time, and double time writing only. This policy does not apply to multiple-day authorized timings for double time, triple time, standard time, or one and one-half time.

All examinees in a room must have the same authorized timing. Examinees testing with accommodations may not test in a room with examinees who have different authorized timing. If they do, tests from that room will not be scored or scores will be canceled.

IMPORTANT: When testing with accessibility supports, examinees may use less time than allowed with their authorized timing. Do not move to the next test until the standard time has expired and all examinees in the room have completed that content area, or the authorized time has expired.

Testing More Than One Examinee at a Time

ACT encourages group administrations for examinees authorized for the same timing and similar accommodations and/or EL supports. If more than 20 examinees with accommodations and/or EL supports test in one room, a proctor is required to assist with the administration. For every additional 20 examinees testing in the same room, ACT requires an additional proctor. If you are testing groups of examinees using pre-recorded audio, ACT recommends a proctor to assist with the administration.

All examinees in the room must have the same authorized timing and must be working on the same test at the same time (e.g., when administering mathematics, all examinees must be working on mathematics).

Examinees Who Decline Their Authorized Accommodations

Accommodation decisions are made by a student's educational team. Decisions about not using accommodations on the ACT should be referred back to a student's educational team. If the team provides documentation that the student may take the ACT without their accommodations:

1. Keep documentation of approval by the team at the school.
2. Navigate to the Student Information screen for the student by selecting the student's name. Select **Edit student information** and check the Opt-out checkbox next to the student's TAA PIN and save the information.
3. Test the examinee with standard materials.
4. Submit an irregularity.

Accessibility Supports Resources

For the most up-to-date test administration details and instructions for accessibility supports, reference the *Accessibility Supports Guide* located on your ACT-hosted web page.

Makeup Testing—Paper and Online

Eligibility for Makeup Testing

Note: If your school is using the Schedule Flexibility Policy, refer to the policy section that describes options for retaking, submitting, or rescheduling for additional information.

If an examinee did not complete testing, decide whether to schedule the examinee for makeup testing.

For accommodations and/or English learner (EL) supports testing, if you are unable to administer the tests to an examinee due to absence, you may reschedule that student for a **different day within the testing window**. There is no need to notify ACT.

You may not reschedule examinees who have completed testing in this contract testing administration. ACT will only report one test attempt per examinee.

The examinee...	Is the examinee eligible for makeup testing?
Was absent on the scheduled test day	Yes
Arrived too late to begin testing	Yes
Began but did not complete testing (partially completed answer documents)	Yes
Was dismissed for prohibited behavior (please confirm your contract allows this)	Yes
Completed testing	No

For online testing, if you are unable to administer the tests to an examinee due to absence or illness, you may reschedule that examinee to test on another day within your testing window.

Note: If you have any paper testing examinees at your school who missed their initially scheduled test date, they may be eligible to use the online window to complete makeup testing. This will allow the examinees to test sooner, rather than waiting for the scheduled subsequent date for paper testing. If you are unsure if the examinee's accommodations can be provided in an online format, please contact ACT for assistance. If the online window is still open and you wish to have a student test online rather than with paper testing, use ACT Now to change the student's delivery format to online.

Makeup Testing—Paper Only

Partially Completed Answer Documents

If an examinee was absent or arrived too late to begin testing, set aside the original answer document for makeup testing. Do not use a new answer document. Before makeup testing, ensure all answer document demographic blocks are complete or a barcode label is present.

If an examinee began but did not complete testing, left the testing location during break, or was dismissed due to prohibited behavior, set aside the original answer document to transfer demographic responses to a new answer document at a later time. Before makeup testing:

1. Supervise while the examinee transfers all demographic responses to a new answer document for use on the makeup test date. (Test responses may not be transferred.)
2. Grid the ACT student code in Block J on the examinee's new answer document.
3. Write "VOID" on page 1 of the original answer document, attach (staple or paperclip) any answer documents that are not to be processed to the roster, and return to ACT.

Ordering Makeup Materials

ACT Now will automatically generate makeup materials for students who are assigned to a later test event assignment by the deadline indicated in your *Schedule of Events*. Manage student information to ensure makeup testing materials are sent.

Materials Included in Kits

To receive standard time or accommodated test materials designated for use on the makeup test date, the test coordinator must update the test event assignment on the student registration. ACT will ship materials for the designated test date based upon the test event assignment. Materials shipped includes one multiple-choice test booklet.

Note: Students with an ACT-authorized accommodation must have a TAA PIN applied and a test event assignment before accommodated materials can be shipped.

These materials will be shipped:

- One test date flyer that designates when materials should be used for makeup testing
- One site header, no matter how many kits are ordered
- An adequate number of processing envelopes
- Return shipping labels (affixed to boxes)

Training modules, *ACT Calculator Policy*, and other supplements for your testing program are available on your ACT-hosted web page.

Note: Be sure to use only the test booklets shipped for makeup testing.

Makeup Testing—Online Only

Makeup for Single-Day Testing

For single-day testing, reschedule an examinee if they:

- Were absent or were not admitted to the test room (i.e., did not log in to TestNav)
- Began testing but did not complete all tests (e.g., illness)

If the examinee did not log in and will take a makeup test, remove the examinee from the test room and assign him or her to another room in TCM.

Note: When you remove the examinee and assign them to a new test room in TCM, you will need to print a new student authorization ticket.

If the examinee began but did not finish and will take a makeup test, or was dismissed for prohibited behavior, contact ACT to request a new test registration (confirm your contract allows this).

Note: Examinees must take all tests in the makeup test event, even if some were completed in the initial test event. Tests from one test event CANNOT be combined with tests from another test event.

Makeup for Multiple-Day Testing

For multiple-day testing, reschedule an examinee if they:

- Were 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.

If the examinee:

- Will take the missed test, reschedule the examinee to test on another day in the current online test event and resume the examinee's test in TCM on the makeup test day.
- Logged in to TestNav but will not take the missed test (will not finish testing), change the test status to Marked Complete and provide a detailed reason.
- Did not log in to TestNav and will not take the missed test, remove the examinee from the test room.
- Was dismissed for prohibited behavior (please confirm your contract allows this), contact ACT to request a new test registration.

Note: If an examinee is absent from a group sitting, they 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.

Online Testing

Testing with the Online Format

The online format is available to examinees testing with standard time or with eligible ACT-authorized accommodations/supports.

Note: Only school/district-owned and- managed testing devices may be used for testing online. The school/district must own and have the administrative rights to the testing device.

Technical Requirements

All requirements for an online administration are addressed in the *ACT Technical Guide for Online Testing*. The guide is available on your ACT-hosted web page.

Systems for Online Testing

ACT Now is the application used by districts and schools to manage organizations, users, and students for the life cycle of your ACT testing contract.

ACT Test Center Manager (TCM) is the application used by test center staff to manage site details, administer tests (including verbal instructions), review ACT policies, and report all required test event details. Users launch TCM via their ACT Now accounts.

TestNav is the test delivery engine used by examinees to take the tests. It can be downloaded at <https://download.testnav.com>.

Student Authorization Tickets

The student authorization ticket is a printout that contains the examinee's individually assigned username and password to access the test in TestNav. The test coordinator prints the tickets from TCM before test day and gives them to the room supervisor the day of testing. The tickets need to be printed in the one-per-page format. The examinee may use the ticket as scratch paper.

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 student authorization ticket.
- Do not allow examinees to remove a student authorization ticket or its content from the test room or have access to one outside of testing by any means.
- Collect all used and unused student authorization tickets from examinees before dismissal.

Collecting and Securely Destroying Materials After Testing

Within 72 hours after testing, you should arrange for secure destruction of ACT documents listed in the Test Materials policy module using the following guidelines:

- If your school or facility uses an external vendor to conduct document destruction for secure or sensitive academic or other records, follow those procedures for these ACT documents.
- If your school or facility does not use an external vendor but has internal processes and policies for conducting document destruction for secure or sensitive academic or other records, follow those procedures for these ACT documents.

Note: ACT reserves the right to conduct audits of your school or facility at any point to ensure proper destruction processes are being met for the ACT testing documents referenced above. These audits may be conducted in-person by ACT staff or authorized representatives of ACT or conducted via another format such as virtual inspections utilizing photographic or video-conferencing technology. Instructions for any virtual inspections will be provided to you by phone or via email by ACT staff. If your school/facility cannot comply with the destruction requirements outlined above, or does not wish to comply, you should contact ACT for options.

Seal Codes

Seal codes are alphanumeric codes examinees must enter in TestNav 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 TCM during testing.

Overview of the Online Process

Online testing requires specific actions be taken before, on, and after test day. The following table provides a high-level overview of these activities and who completes them.

Before test day

Who	Activities
Test Coordinator	• Complete test event setup in ACT Now and TCM. • Print student authorization tickets in TCM and store them in a secure location. Examinees may use the ticket as scratch paper. • Assign examinees and testing staff to the rooms you created for the test event. • Print final check-in rosters for the identification process at check-in and to document each examinee's attendance, test room, and accepted ID.
Technical Coordinator	• Rerun applicable system checks the week before test day on all computers to ensure each computer meets all requirements.
Examinee	• Complete non-test information in MyACT (an in-school session is recommended).

On test day

Who	Activities
Test Coordinator	Before testing: - Distribute student authorization tickets to test staff or room supervisors. Examinees may use the ticket as scratch paper. - Assist staff with questions/issues. After testing: - When testing is complete for the entire test event, select the event assignment and open Test Event Checkout. - Resolve any alerts before marking checkout complete. Remove students from rooms that did not test.
Technical Coordinator	Assist with system issues.
Test Event Staff	Before testing: - Launch TestNav on all examinee computers. First time TestNav users must select The ACT as the customer. If TestNav has been launched on the computer before, you may need to choose the person icon in the upper right-hand corner and select Choose a New Customer to select The ACT. <i>Note: If you are testing any examinees using text-to-speech or screen reader software, once seated, instruct the examinees to select Test Audio on the TestNav login screen to ensure the volume is right. The screen reader or speech-to-text software must be started prior to logging into TestNav.</i> - Ensure all examinee computers are open to the TestNav login screen and that The ACT is indicated above the username box. - Open test room in TCM. During testing: - Retrieve seal codes in TCM. - Distribute student authorization tickets to examinees. The ticket may be used as scratch paper if examinee is not testing over multiple days. Provide additional scratch paper if/when examinees need it. - Unlock examinee records. - Monitor examinee progress in TCM. - Document irregularities in TCM. - Ensure all examinees submit their tests in TestNav. After testing: - Complete test event checkout in TCM.

TEST FACILITIES—PAPER AND ONLINE

Facility Requirements

Information and guidelines for selecting proper facilities to administer tests.

Introduction

The test coordinator must select the test site and reserve rooms for the test administration. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

Principles of Accessibility

Under the Americans with Disabilities Act (ADA), tests must be offered in locations accessible to individuals with disabilities, or in rare cases, in accessible alternative locations.

Video Monitoring Systems

ACT does not allow closed-circuit television (CCTV) in the test site. Please disable or cover CCTV cameras in the testing room. If your test site must use CCTV cameras in the testing room, and they cannot be removed, you must take steps to ensure the cameras are not positioned to capture test content during testing. The test site's use of video monitoring and storage of recordings must fully comply with the laws of your jurisdiction, and you agree that the recording is not done at ACT's request. As a reminder, no other cameras—for example, from the school or external media—are ever to be allowed in the testing room.

Selecting Facilities

Select facilities that:

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day

You may also want to have:

- A room to use as test-day headquarters for staff and materials
- 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 seating requirements
- Are quiet and free from potential distractions
- Have good lighting, temperature, and ventilation

- Have an accurate wall clock or other timepiece (cell phones or smart watches may not be used as a timepiece)
- Provide convenient and adequate access to restrooms
- Have devices that meet all outlined technical requirements
- Have access to a printer
- Have their own supervisor computer for administrative monitoring

Note: Observing examinees testing in multiple rooms from a central location (such as a hallway, through glass walls, or security cameras) is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.

Selecting Test Rooms for Accessibility Supports

- Examinees with different timing must test in separate rooms.
- Examinees with authorized accommodations and/or English learner supports may test in a standard time room as long as their timing is standard time and they are not required to test individually.
- Examinees authorized to test with a human reader or breaks as needed (also known as stop-the-clock breaks) must test one-to-one.
- Examinees using text-to-speech/pre-recorded audio or screen reader software for the visually impaired may test as a group if they use headphones, can control the progress of their own devices, and begin each test at the same time.
- ACT encourages group administrations for examinees authorized for the same accommodations and/or supports.
- ACT recommends reserving the same room for each day you will be testing and scheduling consecutive days for examinees authorized to test over multiple days (although you may skip days as necessary).
- ACT prefers classrooms and recommends no more than 20 examinees in one room.

Note:

- *Small group is defined by the examinee's educational plan or state policy. ACT recommends that a small group be less than the number of examinees in a standard room with a maximum of 20 examinees.*
- *If your school is administering testing using the Schedule Flexibility policy, refer to the seating requirement for Day 2 testing.*

Room Type, Size, and Setup

Select rooms that are not so small as to be crowded or so large that test security will be difficult to maintain. The maximum testing capacity of a room is determined by the number of properly spaced seats it can accommodate.

ACT recommends:

- Using single-level classrooms
- Avoiding multiple-level seating (it makes it easier to see another examinee's test)
- Seating 15 to 30 examinees in a room for standard time administrations
- Seating no more than 100 examinees in one room

To help ensure a fair and secure testing environment:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered).
- Make sure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.

- Arrange the room so that:
 - ~ The room supervisor will be facing the examinees during testing.
 - ~ Testing staff can freely circulate the room and have a clear view of all examinees and materials.
 - ~ Seating minimizes the possibility of prohibited behavior.

Seating Arrangements—Paper Testing

Seating arrangements must minimize any possibility of prohibited behavior. Examinees must be:

- Facing the same direction
- Spaced as far apart as possible
- Seated no closer than the following:
 - ~ Single-level room types: Required spacing of 3 feet (measured side-to-side/shoulder-to-shoulder) or 3 feet (measured front-to-back/head-to-head)
 - ~ Multiple-level room types: Required spacing of 3 feet (measured side-to-side/shoulder-to-shoulder) or 5 feet (measured front-to-back/head-to-head)
- Seated in straight rows and columns, directly in line with each other
- Seated so that aisle space allows room for staff to circulate throughout the room without disturbing examinees
- Able to see the room supervisor without difficulty
- Able to see the room clock, if there is one, without looking around
- Seated in their original seats after the break

Seating Arrangements—Online Testing

Seating arrangements must minimize any possibility of prohibited behavior. For online testing, it is critical that examinees cannot see each other's screens.

If there are no carrels, dividers, or partitions between workstations in the room, then workstations:

- Must face the same direction (except when using a U-shaped configuration).
- Must be spaced so examinees are at least 3 feet apart side-to-side measured shoulder-to-shoulder and at least 5 feet apart front-to-back measured head-to-head.
- Must be set up so that examinees in one row cannot see the screens of other examinees' computers in front of or to the side of them.

If there are carrels, dividers, or partitions between workstations, the workstations:

- Do not need to face the same direction.
- May face the wall or each other if there is adequate privacy between examinees.

If the room has a U-shaped seating configuration, the workstations:

- Must face outward from the center of the U-shaped configuration.
- Must be spaced at least 3 feet apart side-to-side measured shoulder-to-shoulder.

Seating at Tables

Requirements for the Use of Tables

Table Shape	Table Size	Number of Examinees Per Table
Round	Any size	1
Rectangular	Less than 6 ft. long	1
Rectangular	6–9 ft. long	2
Rectangular	More than 9 ft. long	3

Note:

- Do not seat examinees where two tables join.
- If 6-foot tables are used to seat two examinees, a 3-foot space is required between tables.
- Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.

Work Surfaces

Work surfaces must be smooth, hard surfaces large enough for examinees to work comfortably with the items needed for testing. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards are not allowed.

Note: For left-handed examinees, use standard left-handed desks or work surfaces that are large enough for these examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.

Ensuring Quiet Test Sessions

Take the following actions to help ensure quiet test sessions:

- Ask the building's administration to turn off audible signals that normally sound at the beginning and end of classes.
- Make sure 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.

Off-Site Testing

Each school is expected to serve as a test site, testing all the eligible students who are enrolled at the school. If you cannot meet the facility requirements at the school, you must find an alternative location (community college, church, banquet hall, other high school, etc.).

Consider off-site testing if:

- Audible signals and announcements cannot be turned off during test sessions.
- You do not have a quiet area to test away from other activities.
- You have an examinee who cannot test at the school.

You do not need to be approved to test at an off-site location. If testing off-site, complete the *Secure Storage and Transport of Test Materials* form available on your ACT-hosted web page. Retain the form for one year.

Note:

- *Test materials are shipped to and picked up at the school (or the district if your testing program includes the district shipping model). Test materials must be kept secure in the transfers between the school and the off-site location as well as at the off-site location.*
- *If you will not be the test coordinator at the off-site location, assign a substitute test coordinator from your school to the off-site location. You are responsible for training the designated substitute test coordinator. The substitute test coordinator will not receive communications from ACT but is expected to be responsible for the tasks outlined in the policy modules.*
- *Even if a proctor is not required for the number of examinees testing, make sure at least two staff members from your school are assigned to the off-site location to allow the room supervisor to take a break if needed.*

Sharing an Off-Site Location

If more than one school plans to share the same off-site location:

- Each school must meet staffing requirements at the off-site location.
- Each test coordinator must designate rooms to test only the school's examinees.
- Each test coordinator must designate a secure storage area to store only the test coordinator's school's materials to avoid accidentally using another school's materials; mixing test materials will cause a delay in scoring.
- Each school is responsible for returning its own test materials. Materials cannot be returned together.
- Each school is responsible for collecting materials after testing and securely destroying designated materials.

Seating Arrangement Examples—Paper Testing

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



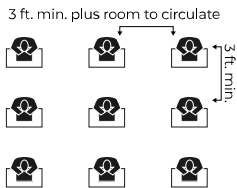
Side View



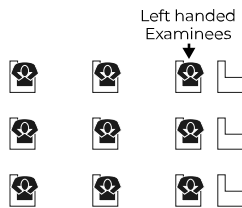
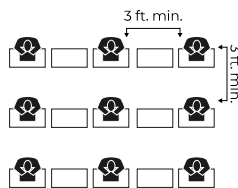
Overhead View

Examinee Spacing

Level Seating with Movable Desks

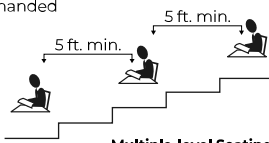


Level Seating with Stationary Desks



Left-handed Examinees at Right-handed Desks

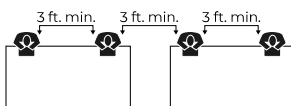
Extra Right-handed Desk



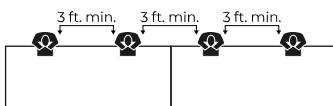
Multiple-level Seating

Table Spacing

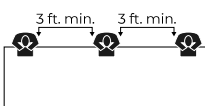
6-Foot Tables



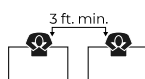
8-Foot Tables



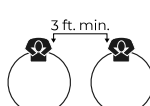
Tables more than 9 feet



Tables under 6 feet



Round tables any size

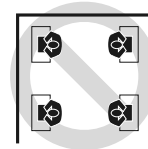


Unacceptable

Seating Arrangement Examples



Examinees Facing the Wall or Each Other



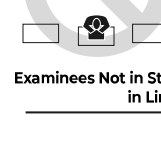
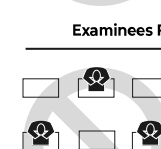
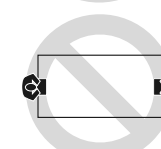
Desk Surface Too Small



Dividers, Study Carrels, and Partitions



Examinees Too Close Together/Inadequate Aisle Space

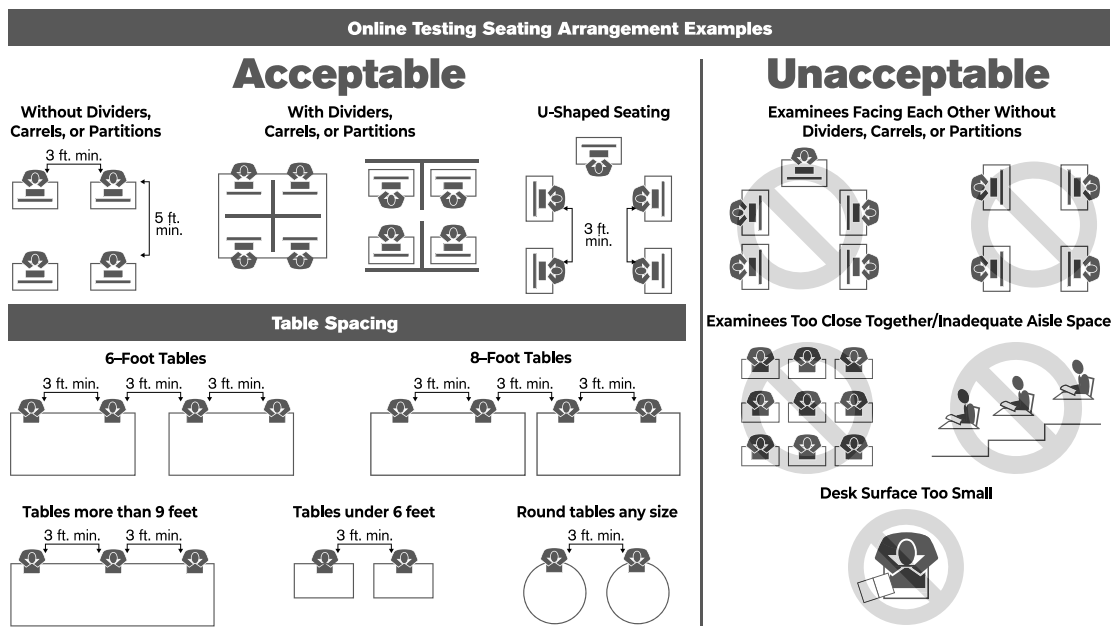


Examinees Facing Different Directions



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

Seating Arrangement Examples—Online Testing



TEST STAFF

Staff Requirements— Paper and Online

Qualified, well-trained testing staff are an important part of test administration.

Selecting Testing Staff

The test coordinator is responsible for selecting testing staff.

Who May Act as Testing Staff

The test coordinator is responsible for identifying people of integrity when selecting testing staff. Room supervisors, the technical coordinator, and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

All testing staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws.

Who May Not Act as Testing Staff

- High school students, volunteers, and lower-division undergraduates
- Anyone who intends to take the same tests within the next 12 months
- Anyone involved in test preparation activities for the same tests at any time during the current testing year (September 1–August 31)

Note: ACT recognizes that the normal duties of a counselor, teacher, or trainer may involve some responsibilities for test preparation. These activities 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 third-party enterprise.

Relatives

To protect you and your relatives or wards from allegations of impropriety, if you have any relative or ward who will be testing under a state or district contract anywhere in the United States during the same testing window for which you are a test coordinator:

- You must not serve as test coordinator or substitute test coordinator. You must delegate all supervisory responsibilities—including the receipt and return of test materials—to a qualified colleague.
- You may serve as a room supervisor or proctor for a test administration, but you must not have access to the secure test materials before or after these testing sessions, and any relative or ward must not be testing in a room in which you are working. If you do serve as a room supervisor, you must not have access to any of the relative or ward's test materials at any time.

Relatives and wards include children, stepchildren, siblings, spouses, parents, and persons under your guardianship or anyone who resides in your household. Scores for an examinee will be canceled if any of these policies are violated.

Note: If your state testing program ships materials to the district office, the district test coordinator must comply with this relatives policy. If your state has a stricter relatives policy, you should abide by that policy.

Athletic Coaches

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

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

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

Attentiveness

Staff must remain attentive to their testing responsibilities throughout the administration. Reading, computers, and mobile devices are permitted for TCM and online test monitoring use only. Grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.

Staff Compensation

ACT does not compensate testing staff for administering State testing or District testing.

User Accounts

Test coordinators must invite users (test event staff) to the administration in ACT Now. Test event staff must accept the invitation and create a user account in ACT Now. All test event staff (room supervisors, proctors, and roving proctors) must have ACT Now user accounts to access TCM for training before test day and to administer the exam on test day. Please do not share accounts or create more than one account per person.

Staff Roles and Responsibilities—Paper and Online

Information on individual staff roles and responsibilities.

Test Coordinator Role

The test coordinator may serve at only one location and must be on file at ACT, listed in ACT Now under the **Administration** tile. The test coordinator has overall responsibility for coordinating test operations, including storing materials and setting up test rooms. The test coordinator provides the continuity and administrative uniformity necessary to ensure that examinees are tested under standardized and secure conditions.

Number required: One per test site

Test Coordinator Responsibilities

Prepare facilities:

- Select and reserve test rooms.
- Prepare test rooms for test day according to ACT guidelines.
- Verify internet access from test room by logging into ACT Now and confirming internet.
- Create TCM rooms for your site.

Assign and train staff:

- Select a substitute test coordinator/test day coordinator.
- Identify a sufficient number of qualified personnel to serve as test event staff.
- Invite users to create their accounts in ACT Now.
- Assign staff to roles in ACT Now and to rooms you created in TCM.
- Complete TCM training modules and additional training resources on your ACT-hosted web page.
- Conduct a local training session for all testing staff before the test events, including review of the administration materials and systems.

Coordinate testing activities:

- Receive, check in, and log serial numbers in TCM, and securely store materials.
- Make sure all staff are assigned to the proper role and/or room in TCM; delete any unneeded rooms.
- Submit accommodations and/or supports requests with the assistance of test accommodations coordinators, if needed.
- Ensure accommodations and/or supports that have been approved via the TAA system have been assigned to examinees' records in ACT Now.
- Ensure all testing staff, including the test accommodations coordinator, are aware of tasks that need to be completed and the associated deadlines.
 - ~ Within 10 days after the accommodation submission deadline, run the Accommodations Roster in TCM. Coordinate with the test accommodations coordinator to compare the roster with each examinees' Decision Notification found in TAA. Contact ACT to resolve any discrepancies.

- Ensure all examinees have a test event assignment by the published deadline so appropriate materials are shipped.
- Securely store paper-based test materials, if applicable.
- Schedule test dates within the test event for examinees testing with accommodations and supports.
- Arrange for examinees to complete non-test information and support examinees in creating MyACT accounts.
- Plan seating arrangements for each room.
- Organize test materials for test event staff (including printing and distributing student authorization tickets).
- Ensure the technical readiness event is completed, including the launching of the technical readiness test, and preparing all computers with the assistance of the technical coordinator.
- Notify examinees of the test date(s), location, and materials needed.
- Create test rooms and assign examinees to test room in TCM.
- Assign staff to roles and rooms in TCM.
- Arrange for testing staff to apply barcode labels on answer documents, or if no barcode is available:
 - ~ Grid the ACT student code in block J on the answer document.
- Arrange for transfer of test responses to answer documents for examinees approved for alternate response supports.
- Before test day, print a roster of examinees scheduled to test in each room.
- On the morning of test day, have the test event staff log into TCM and perform the open room activities to verify their room details (timing, type).
- Monitor sitewide room progression via the **Monitor rooms** dashboard in TCM.

Maintain security:

- Read and comply with all policies and procedures provided by ACT.
- Make sure tests are administered in strict compliance with all policies and procedures.
- Make sure all testing staff remain attentive to testing responsibilities throughout the entire administration.
- Submit and review irregularities in TCM.
- Promptly return test materials to ACT after each test event, if applicable.
- Provide a timely response to requests from ACT when additional information is needed.

Provide complete documentation:

- Make sure test event staff have closed the room, resolving alerts before selecting the **Done** button.
- Review **Test Event Checkout** to view alerts; DO NOT mark complete until the end of all test dates for this administration.
- Oversee the documentation of all irregularities and consult directly with ACT regarding actions to be taken.

Non-test activities:

- Discuss when and where all examinees, including those testing with accommodations and/or supports, will complete non-test activities. This includes answer document demographics and MyACT non-test information.

Replacing the Test Coordinator

If an existing user will replace the test coordinator, then the district test coordinator or contract coordinator will need to update the user's role to school test coordinator on the **Administration** tile in ACT Now. If a new user needs to be added to take over the test coordinator role, then the district test coordinator or contract coordinator will need to add the user to ACT Now, assign the user the school test coordinator role, and the new user will need to create an ACT Now account.

Substitute Test Coordinator Role

If the test coordinator becomes ill or is otherwise unable to be present on test day, the substitute serves as the test coordinator. If the test coordinator cannot be present on test day due to off-site testing, the test coordinator may appoint a substitute test coordinator to serve off-site. The substitute is encouraged to assist the test coordinator prior to, during, and after testing and is also expected to participate in training provided by ACT prior to the test date. The substitute test coordinator can serve at only one site.

Note: In TCM, the substitute test coordinator is referred to as the test day coordinator.

Number required: One per test site

Substitute Test Coordinator Responsibilities

The substitute test coordinator is responsible for all the same activities as the test coordinator. If the test coordinator is not present, the substitute carries out all needed activities. If the test coordinator is present, the substitute may assist the test coordinator, as needed.

Note: If the test coordinator is not able to supervise the administration, the substitute must notify the district test coordinator to update the user in ACT Now. If the school already has two users with test coordinator access and one of them is the substitute test coordinator, they do not need to contact the district test coordinator.

Test Accommodations Coordinator Role

Schools may appoint a test accommodations coordinator (TAC) in ACT Now to assist with managing student information for testing with accommodations and English learner supports. A test accommodations coordinator will have access in ACT Now to review student information as well as assign TAA PINs to individual students.

Number required: Optional, recommended one or two.

Test Accommodations Coordinator Responsibilities

- Submit requests for ACT-authorized accommodations and/or English learner (EL) supports in the Test Accessibility and Accommodations System (TAA).
- Help organize materials for any examinees testing with accommodations and/or supports.
- Help with test administrations involving accommodations and/or EL supports.
- Coordinate with the test coordinator to have email communications forwarded and to compare the Accommodations Roster with each examinees' Decision Notification in TAA.

Note: If a TAC is assigned in ACT Now, then the TAC will be included in email communications that include accommodation information. The test coordinator is still ultimately responsible for ensuring students have their TAA pins applied so that they receive their accommodations.

Room Supervisor Role

Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

Note: Room supervisors are known as test event staff in TCM and are assigned by the test coordinator to supervise a specific room in TCM.

Number required: One per test room

Room Supervisor Responsibilities

Prepare for test day:

- Accept the user invitation and create an ACT Now account.
- Assist the test coordinator, as needed.
- Attend the training and briefing sessions conducted by the test coordinator.
- Review policy modules in TCM and additional training resources on your ACT-hosted web page.
- Open room in TCM.
- Prepare the room for testing (includes testing computers).
 - ~ Ensure the TestNav login has **The ACT** above the username box on all testing computers.
- Distribute student authorization tickets to examinees.

Check-in activities on test day:

- Individually identify and admit examinees to rooms; verify IDs and mark the roster.
- Remove absent examinees from the room in TCM.
- Direct examinees to seats once admitted.
- Make sure all examinees admitted to a room are assigned the same timing.
- Make sure all examinees authorized to test over multiple days are ready to begin the same test.

Administer the test:

- Unlock the examinee records in TCM.
- Take responsibility for a test room and provide an environment conducive to testing.
- Read verbal instructions on task cards verbatim to examinees.
- Monitor the TCM timer.
- Monitor assigned test room in TCM.
- Help examinees log in to TestNav.
- Retrieve seal codes from TCM and help examinees enter them to start individual tests.
- Ensure examinees submit all tests and log out of TestNav before dismissal.
- Lock each examinee in TCM if testing over multiple days.

Note: Examinees should NOT be marked complete in TCM if the examinee will continue testing on a subsequent day.

IMPORTANT: Rooms in TCM should not be closed if examinees are testing on multiple days.

- Close room and resolve any alerts before marking the task as done.

Maintain security:

- Keep test materials secure during testing and breaks.
- Monitor for prohibited behavior during testing and breaks.
- Submit irregularities in TCM.
- Collect and account for all test materials before dismissing examinees.

Ensure complete documentation:

- Complete all information in TCM, following the task cards.
- Document irregularities in TCM and, as required, void examinees' tests.
- Return all test materials to the test coordinator after testing.

Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

Note: Proctors are known as test event staff in TCM and are assigned by the test coordinator to supervise a specific room in TCM.

Number required: The following table describes the minimum number of required proctors. If your state or district has a stricter proctor policy, you should abide by that policy.

Number of Proctors Needed for Standard Time Administrations

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

Note: For online testing, ACT recommends the use of a proctor for 1–30 examinees in case of technical difficulties but it is not required.

Number of Proctors Needed for Accommodations/Supports Administrations

Number of Accommodations/ Supports Examinees	Proctors Needed
1–20	0
21–40	2
41–60	3
61 or more	1 additional proctor per every additional 20 examinees

Note: ACT recommends the use of a proctor for 1–20 examinees in case of technical difficulties, but it is not required.

Proctor Responsibilities

Before test day:

- Accept user invitation and create ACT Now account.
- Assist the test coordinator as needed.
- Attend the training and briefing sessions conducted by the test coordinator.

Check-in activities on test day:

- Help room supervisors individually identify and admit examinees.
- Direct examinees to their seats.

Administer the test:

- Log into ACT Now and launch TCM.
- Prepare the room for testing.
- Monitor testing progress.
- Help examinees log in to TestNav.
- Help examinees enter seal codes to start individual tests

- Ensure examinees submit all tests and log out of TestNav before dismissal.

Maintain security:

- Monitor for prohibited behavior during testing and breaks.
- Report any irregularities to the room supervisor immediately.
- Accompany examinees to the restroom if more than one leaves during the timed portion of the test.
- Collect and account for all test materials before examinees are dismissed.

Roving Proctor Role

Schools that use multiple rooms, floors, or buildings are encouraged to appoint roving proctors to assist the test coordinator.

Number required: Optional

Roving Proctor Responsibilities

- Log into ACT Now and launch TCM.
- Assist with check-in and/or directing examinees to test rooms and seats.
- Help the test coordinator prepare the test materials for test rooms.
- Monitor hallways or escort examinees.
- Give room supervisors a break during testing.
- Keep the hallways quiet if other rooms are still testing.
- Count and prepare test materials.

Rotating Proctor Role

Proctors are normally expected to serve in a single assigned room for the entire test session. However, if schedules require, proctors may be “rotated” or replaced at the break, provided no room is ever left unattended.

Number required: Optional

Rotating Proctor Responsibilities

Rotating proctors are responsible for all proctor tasks once they have replaced the existing proctor.

Technical Coordinator Role

The technical coordinator installs and configures TestNav and helps the test coordinator set up computers for testing.

The person in this role must be available on test day to troubleshoot any technical issues that may arise.

Note: There is not a Technical Coordinator Role to assign in ACT Now.

Number required: One per test site

Technical Coordinator Responsibilities

- Make sure the school’s computers and infrastructure meet online testing requirements.
- Prepare for testing by using the Technical Readiness Test Event in TCM. Have the test coordinator navigate to the **Monitor rooms** tab, and select one of the technical readiness rooms to open. Open the room and unlock the examinees’ tests. The test coordinator can

then provide a sample student username and password to use when logging into TestNav. Contact ACT if you are unable to successfully complete the technical readiness test.

- Help the test coordinator and other staff set up for test day (includes examinee and administrative computers and test rooms).
- Launch the technical readiness test in TestNav on one computer to confirm infrastructure.
- Rerun applicable system checks the week before test day on all applicable computers if the test environment is unfrozen for an update.
- Troubleshoot technical issues staff or examinees may have on test day.
- Refer to the *Technical Guide for Online Testing* on your ACT-hosted web page for more information.

Sign Language Interpreter/Reader/Scribe Role

Individuals who serve as a sign language interpreter, reader, or scribe must meet all the following criteria:

- Proficient in English, and if applicable, the appropriate sign system
- Experienced in administering standardized tests or other high-stakes tests
- Employed by the school district where the examinee attends school
- Agrees to administer the tests in compliance with ACT policies and procedures
- Reads and signs the agreement for their administration
- Reads and follows the *Human Reader and Sign Language Interpreter Guidelines* document
- Not a relative or guardian of the examinee
- Not a private consultant or individual tutor whose fees are paid by the examinee or examinee's family
- Not engaged in test preparation activities during the current academic year
- Athletic coaches may not supervise one-on-one testing for a student-athlete, even if their sport is not in season at the time of testing

Test scores achieved under the supervision of an individual who does not satisfy all requirements will be canceled.

Note: The human reader role is not applicable to online testing.

Sign Language Interpreter Role and Responsibilities

The sign language interpreter may sign verbal instructions to multiple examinees in the same room. If authorized to sign test items, this must be a one-to-one administration.

The test coordinator is responsible for obtaining the services of a qualified sign language interpreter. The sign language interpreter must sign the *Interpreter Agreement*. They must also read and follow the *Human Reader and Sign Language Interpreter Guidelines* document. The agreement and document are both accessible on your ACT-hosted web page.

Additional information related to administering the assessment with a sign language interpreter is located in the *Accessibility Supports Guide* on your ACT-hosted web page.

Number required: Optional

Scribe Role and Responsibilities

If authorized, an examinee may use a scribe for the writing test or to mark or enter multiple-choice answers. Examinees authorized to use a scribe must test one-to-one. The room supervisor serves as the scribe.

The scribe must sign a *Scribe Agreement*. The agreement can be found on your ACT-hosted web page.

Additional information related to administering the assessment with a sign language interpreter is located in the *Accessibility Supports Guide* on your ACT-hosted web page.

Number required: Optional

Staff Training—Paper and Online

Purpose of Training Staff

All testing staff must understand all ACT policies and procedures and their responsibility for implementing them. It is critical that all test sites follow the same procedures for a fair and standardized testing experience. Properly training staff also helps reduce the risk of a misadministration.

Staff Training Requirements

The test coordinator is responsible for providing training materials to all test center staff before test day. The test coordinator and room supervisors must log in to TCM and complete the required training. It is especially important that the room supervisors read and understand ACT policy and resource modules prior to administering the test.

Training Modules

ACT provides policy training modules to communicate its policies, procedures, and expectations. They are proprietary information and copyrighted by ACT Education Corp. Materials must not be copied or shared for any other purposes. It is important for all test event staff to read and understand the policies, procedures, and training modules in TCM.

Supplements

Supplements or notices may be sent to test coordinators before the test day via email, included in test materials shipments (for paper testing), or can be found on your ACT-hosted web page. These supplements contain the most up-to-date information on policies and procedures. They should be distributed to all test event staff and are intended to augment the policies and procedures contained in TCM.

Training Session

Test coordinators hold a training session before test day to prepare test event staff (both new and experienced) for test day activities. This training session is required. The session should be used to discuss policy, address procedural and logistical issues, and ensure everyone has a common understanding of what is to take place on test day. An outline of topics is provided to guide the discussion.

Note: This training session is separate from the briefing session conducted on test day.

Training Session Outline

The test coordinator is expected to discuss the following topics with test event staff during the training session. A separate session may be held with accommodations testing staff to cover topics relevant to accommodations. All training sessions must occur before test day and include information from training conducted by ACT.

Note: If your school will use the Schedule Flexibility policy, review the policy with testing staff. Where applicable, training should include how your school will manage either the extended break or testing over two days.

Testing systems:

- Remind staff how to open rooms, unlock the examinee's records in TCM, and locate seal codes for assessments.
- Explain how to navigate the task cards that staff must complete in TCM.
- Make sure the room supervisor checks that the correct program (i.e. The ACT, PreACT, WorkKeys, etc.) is listed above the username in TestNav and how to update to the correct product if it is incorrect.
- Provide an overview of TestNav and ensure staff are comfortable assisting examinees on test day as needed.

Facilities requirements and setup:

- Demonstrate proper seating arrangements and test room preparation, including:
 - ~ Ease of staff observation and movement
 - ~ Seating left-handed examinees
 - ~ Timepieces
 - ~ Any items in the room that need to be covered/removed for testing

Test materials:

- Discuss the difference between secure and non-secure materials.
- Discuss the difference between standard materials and accommodations materials and highlight that using the wrong test materials can result in the cancellation of scores.
- Explain materials that will be supplied by:
 - ~ ACT
 - ~ Your site
 - ~ Examinees
- Describe the process for how materials will be distributed to and from room supervisors on test day and how room supervisors will distribute materials to examinees in the test room.
- Outline the importance of:
 - ~ Never leaving materials unattended
 - ~ Verifying counts of materials before and after testing
 - ~ Not allowing unauthorized individuals access to test rooms or materials
 - ~ Removing absent students from the room in TCM prior to starting the test

Non-test activities:

- Discuss when and where all examinees, including those testing with accommodations and/or supports, will complete non-test activities. This includes answer document demographics and MyACT non-test information..
- Discuss the sections that must be completed and the importance these sections play in score reporting.
- Remind staff the verbal instructions for completing the answer document demographics section are provided in the task cards in TCM.

Test administration:

- Discuss when and where test event staff are to report on test day.
- Explain how to use the Roster.
- Review acceptable forms of identification.
- Explain the process for seating examinees and the rules to follow when choosing where to seat an examinee.
- Discuss start times and when to stop admitting examinees to the test room.
- Discuss the policy for watches, cell phones, and other electronic devices for both examinees and staff.
- Explain how to use TCM on test day, stressing the importance of following instructions exactly and reading verbal instructions on the task cards verbatim.
- Explain how to use any supplemental materials.
- Discuss timing procedures and administering breaks for all types of administrations.

- Discuss monitoring the test room and expected staff behavior, including:
 - ~ Handling prohibited behavior
 - ~ Handling testing irregularities
 - ~ Checking calculators
 - ~ Checking bilingual dictionaries
- Review how to submit an irregularity in TCM.

Note: If there are additional rules or policies specific to your state, district, or test site, be sure to also cover those items with testing staff. Staff should have a comprehensive understanding of all expectations and procedures before test day.

Available Staff Training Resources

Additional staff training resources are available on your ACT-hosted web page.

Test Day Briefing Session

A test event staff briefing session is required each test day morning, even with experienced test event staff. During this session, make sure all staff are present and make necessary adjustments to test event staff assignments. Ensure all test event staff understand their responsibilities and answer questions with the group so everyone has the same information.

Discuss the following:

- Information in any ACT notice
- Cell phone and prohibited devices policy and procedures
- *Calculator Policy* and procedures
- Test site specific information
- How staff are to communicate with the test coordinator during testing
- Arrangements for left-handed examinees
- Arrangements for examinees authorized to test with accommodations and supports
- How to handle breaks
- What to do with examinees dismissed for prohibited behavior

TEST MATERIALS

Materials Overview— Paper Only

Quantity of Materials

ACT will provide separate quantities of materials for each test date.

The quantity of materials shipped for the school's first test event is based on the student test event assignment information in ACT Now.

The quantity of materials shipped for a subsequent test event is based on the test event assignment for the subsequent test event. The test event assignments must be completed by the published deadline for materials to be shipped on time.

Test Materials Are Specific to a Test Date and Administration Type

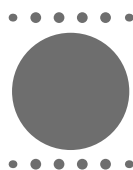
Test materials are sent for specific test dates (Test Event 1, Test Event 2) and administration types (standard, accommodated). Failure to use the correct test materials will result in a misadministration and cancellation of scores.

A test date flyer stating the specific date or window for the administration type is included in your materials shipment. If you are unsure whether materials can be used for a test date, contact ACT before using the materials.

Standard time test booklets have a triangle symbol on the cover.



ACT-authorized accommodations test booklets have a circle symbol on the cover.



Materials Provided by ACT

Secure Materials

Paper testing materials are shipped prior to the test event, as outlined in the *Schedule of Events*, and contain both secure and non-secure materials.

Test Booklets

- Regular-print (10 pt.): standard time and examinees without visual impairments.

- Large-print (18 pt.): for examinees with visual impairments, as authorized.

Large-Print

- If the examinee is authorized to use large-print, the test coordinator must transfer the responses to the regular-print answer document in the examinee's presence.
- All booklets and large-print answer documents must be returned to ACT.
- ACT will not transfer any responses.

Braille Test Book

- One volume (includes tactile graphics/raised line drawings for mathematics and science tests).
- Regular-print or large-print test book (included for room supervisor reference)
- Separate braille book (included for the writing test)

Note: Do not read tests to examinee unless the examinee is also authorized for a reader; human readers must use the Human Reader's Script.

Tactile Graphics/Raised Line Drawings

- For mathematics and science tests use only (used by examinees with visual impairments in conjunction with a human reader, screen reader software, or large-print accommodation)

Note: Do not read tests to examinee unless the examinee is also authorized for a reader; readers must use the Human Reader's Script.

Pre-Recorded Audio

- Regular-print or large-print booklet (included for examinee to follow along)
- Secure URL provided to test coordinator before test window. Audio contains test items and response options.

Note:

- *Do not read tests to examinee or play the pre-recorded audio to a group.*

Human Reader's Script

- Script containing text that the reader must read exactly
- Regular-print or large-print booklet (included for examinee to follow along)

Note:

- *The room supervisor must read tests verbatim to one examinee using the Human Reader's Script.*
- *The writing test is not contained in the Human Reader's Script—it must be read verbatim from the test booklet.*

Non-Test Materials

- *MyACT Instructions for Students*
- Barcode labels

Non-Secure Materials

Non-Test Materials

- *Administration Supplement State Use Questions* (if applicable)
- *Taking the ACT: State Testing and District Testing*

Test Administration Materials

- Site header
 - ~ The site header is pregridded by machine and identifies your site in the scoring system. It also determines the test date represented on score reports.
 - For standard time, in the white space below the Block F directions, the words State (State testing) or District (District testing) and Standard will be printed to represent the header that should be used for the administration of standard time testing.

- For Accommodations, in the white space below the Block F directions, the words State (State testing) or District (District testing) and Accommodations will be printed to represent the header that should be used for the administration of ACT-authorized accommodations testing.
- ~ Check the header for accuracy. If the pregridded information is not accurate for your site, or if you are unable to locate the pregridded site header, use the replacement site header located on your ACT-hosted web page.

Return Materials

- Processing envelopes
- Shipping boxes
- Colored return stickers

Digital Test Administration Materials

- ACT Test Center Manager (TCM)
 - ~ This digital application, accessed through ACT Now, replaces the use of traditional printed ACT administration manuals by providing separate test coordinator and room supervisor policy modules on ACT policies, test facilities, test staff, test materials, test administration, and non-test activities. Pre- and post-test checklists are also included to make sure you are prepared for test day and ready to return materials after testing.
- *Printable Administration Manual*
 - ~ This document contains all the test coordinator policy modules found in TCM in an easy-to-read, printer-ready pdf.
- *Test Day Instructions for Paper Testing*
 - ~ This document provides test day verbal instructions for paper testing in the event there are technical difficulties with TCM.

Note: The printable materials are intended to serve as guidance as you learn more about TCM and how to access and utilize test administration content. To ensure a consistent and compliant test administration, test coordinators and room supervisors are required to use the checklists and task cards provided in TCM on test day. If there are technical difficulties with TCM, the Test Day Instructions for Paper Testing may be utilized.

Materials Provided by Your Site

Your site is responsible for providing the following in each test room:

- No. 2 pencils with erasers to lend to examinees who do not bring them
- Pencil sharpener
- Reliable timepieces: watch, stopwatch, interval timer, or accurate wall clock
- Translated test directions, if needed. Directions can be found on your ACT-hosted web page
- Signs, cards, or other materials used in admissions procedures
- Permitted calculators (if your site chooses to provide them to examinees)
- Computers with headphones (if pre-recorded audio is used)
- Computers for writing section (if needed)
- Speech-to-text software (if needed)

Materials Provided by Examinees

Examinees are asked to bring No. 2 pencils with good erasers (examinees must not use mechanical pencils or ink pens), a permitted calculator (if desired) and **ACT-authorized word-to-word bilingual dictionary** (if needed). Students should check the current *Calculator Policy* at act.org/calculator-policy.html.

If any of the following are authorized for accommodations, examinees are expected to supply their own:

- Abacus
- Braille stylus
- Augmentative or alternative communication device (AAC)
- Headphones (if site cannot provide)
- Magnifying glass
- Color overlays
- Highlighter
- Snacks, drinks, and medication

Materials Overview— Online Only

Materials Provided by ACT

All Materials

Non-Test Materials

- *Taking the ACT Test: State Testing and District Testing.*
- *MyACT Instructions for Students*

Digital Test Administration Materials

- ACT Test Center Manager (TCM)
 - ~ This digital application, accessed through ACT Now, replaces the use of traditional printed ACT administration manuals by providing separate test coordinator and room supervisor policy modules on ACT policies, test facilities, test staff, test materials, test administration, and non-test activities. Pre- and post-test checklists are also included to make sure you are prepared for test day and ready to return materials after testing.
- *Printable Administration Manual*
 - ~ This document contains all the test coordinator and room supervisor policy modules found in TCM in a easy-to-read, printer-ready pdf.
- *Printable TCM Task Cards*
 - ~ This document contains all verbal instructions for all room types available in TCM in a printer-ready pdf.

Note: The printable materials are intended to serve as guidance as you learn more about TCM and how to access and utilize test administration content. To ensure a consistent and compliant test administration, test coordinators and room supervisors are required to use the checklists and task cards provided in TCM on test day since there are several actions that must be performed within the TCM application, when prompted, to ensure accurate data is collected from your site.

Materials Provided by Your Site

Your site is responsible for providing the following in each test room:

- No. 2 pencils with erasers to lend to examinees who do not bring them (for scratch work)
- Scratch paper
- Translated test directions, if applicable. Directions can be found on your ACT-hosted web page.
- Pencil sharpener
- Reliable timepieces: watch, stopwatch, interval timer, or accurate wall clock
- Permitted calculators (if your site chooses to provide them to examinees)
- Speech-to-text software (if needed)
- Computers with headphones (if text-to-speech or screen reader software is used)
- Computers with high-speed internet access

Note: Only school/district-owned and-managed testing devices may be used for testing online. The school/district must own and have the administrative rights to the testing device.

Materials Provided by Examinees

Examinees are asked to bring No. 2 pencils with good erasers (examinees must not use mechanical pencils or ink pens,) a permitted calculator (if desired) and **ACT-authorized word-to-word bilingual dictionary** (if needed). Students should check the current *Calculator Policy* at act.org/calculator-policy.html.

If any of the following are authorized for accommodations, examinees are expected to supply their own:

- Abacus
- Augmentative or alternative communication device (AAC)
- Headphones (if site cannot provide)
- Snacks, drinks, and medication

Security of Materials— Paper and Online

Secure Test Materials

Paper Only: Secure test materials include all test booklets and answer documents with an examinee's identifying information (even if the examinee completed only the demographic portions or only a barcode label was applied), barcode labels, and *MyACT Instructions for Students* form.

Online Only: Secure materials include *MyACT Instructions for Students*, student authorization tickets with examinees' individually assigned username and passwords to access the tests, and any used scratch paper.

Copyrighted Test Materials

Tests are copyrighted and cannot be reproduced nor used for any purpose other than testing. They may not be opened or accessed by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test content to anyone.

Scores earned by examinees who may have had advance access to test content will be canceled, and scores will not be reported.

Keeping Test Materials Secure

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned to ACT or securely destroyed. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

Secure Storage of Test Materials

Materials must be always be kept in secure storage before and after testing. Secure storage is defined as a locked safe or vault accessible only to the test coordinator and specifically authorized individuals. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet.
- The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

Authorized Access

Staff access to materials must be limited to necessary test day preparation activities, the test administration, and counting and packing materials for return to ACT until secure materials are addressed post testing. Access to test materials prior to test day is restricted to the test coordinator and substitute test coordinator. However, a designated staff member may assist

with materials if the test coordinator is present and if that individual does not present a conflict of interest.

Unauthorized Transfer of Materials

Test materials may not be shared between schools. Use only the test materials assigned to your school. If examinees test with materials that have been transferred from another school, the tests will not be scored.

Note: If your testing program includes district shipping, review the policies and procedures outlined in the District Shipping model section. Transfer of materials between the district and schools must be documented using the Secure Storage and Transport of Test Materials Form.

District Shipping Model

Training modules and supplements are written for school staff with the understanding that test materials are shipped directly to the school and back to ACT. However, if your program includes district shipping, then all shipments to and from ACT will first pass through a district official. ACT will inform the school test coordinator when the school is part of a district shipping model.

The district official is supplied with the *Secure Storage and Transport of Test Materials Form*. The supplement explains security measures to take and how to document the transfer of materials to and from schools. The supplement can be found on your ACT-hosted web page.

Transporting Materials for a District Shipping Model

When materials are being transported between district and school, the following requirements apply:

- A test coordinator may transport only the materials specifically assigned to his or her school for the test event.
- The vehicle used to transport the materials may not transport examinees at the same time it contains test materials.
- No other individuals or third parties (including any couriers, distribution companies, or delivery companies) may receive or transport the materials.
- The *Secure Storage and Transport of Test Materials Form* is used when transporting secure test materials between a district and a school and can be found on your ACT-hosted web page. The form documents the dates, locations, item quantities, and personnel involved in the transfers. The completed form establishes a chain of custody for the materials and helps verify that a school returned all their secure materials to the district.

Storing and Transporting Materials for Off-Site Testing

Test materials may not be stored at an off-site testing location overnight. Materials must remain in secure storage at the school until the morning of testing and returned to secure storage at the school at the close of testing each day. For each day of testing, test materials must be:

- Under the personal responsibility of the testing staff
- In a vehicle that is not transporting examinees
- Transported to the off-site location in the morning
- Transported to the school after testing

Note: If your site has multiple campuses or buildings and cannot meet these transportation requirements, contact ACT.

Security Breach

A security breach constitutes any of the following:

- Items are missing from your shipment.
- You receive test booklets that do not match the serial numbers on your packing list.
- Test booklet seals are broken at any time (except by examinees as instructed on test day).
- A test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time.
- The materials appear to have been tampered with in any way.
- You have reason to believe someone had unauthorized access to the materials.
- A student authorization ticket is lost, stolen, or otherwise missing (even if only temporarily) at any time.
- An examinee had access to a seal code during a time not authorized for that test.

Report a security breach to ACT immediately. If it occurs during testing, do not allow examinees to leave the building before calling ACT for instructions.

Receiving Materials before Testing—Paper Only

Receipt of Test Materials

Test materials will be shipped to the school where the test will be administered or to an authorized central office (e.g., district assessment office).

Follow the directions in the **Pre-Test Checklist** in TCM to understand how to receive and secure test materials.

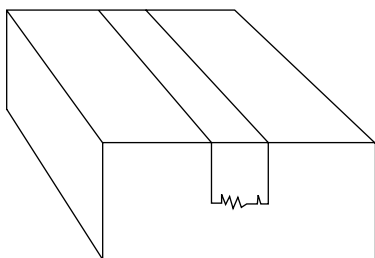
Retain Shipping Boxes

Keep the boxes in which the test materials were shipped to you. These boxes, with return shipping labels on the inside of the flaps, **MUST** be used to return ALL test materials. Return standard time materials after each standard time test date. Return accommodations and/or supports materials at the end of the accommodations and/or supports test event.

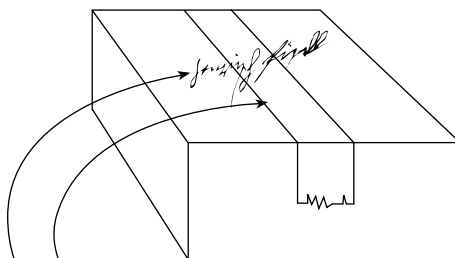
Store Your Test Materials Shipment

After you have counted and checked the condition of all materials in your shipment, securely store them following these steps.

1. Reseal the boxes.
2. Write your name across the seal.



When delivered, the box will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.



- a. Reseal in the same place as before.
- b. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

3. Store the sealed boxes in secure storage.
4. Protect the materials from damage, theft, loss, or any conditions that could allow prior access to or knowledge of the tests.

Handling Materials on Test Day—Paper and Online

Remove Materials from Storage

1. Materials must remain in secure storage until the morning of test day. At that point, the test coordinator may remove materials, check for tampering, and verify all materials are present. If anything is missing or you suspect tampering, do not proceed. Call ACT immediately.
2. If all materials are present and no tampering has occurred, prepare them for distribution to room supervisors.

Test Security During the Administration

- Guarantee the security of test materials throughout the administration.
- Keep test materials in a secure location as examinees enter and exit the test room.
- Account for all materials before testing, at break, and before dismissing examinees.
- Never leave a test room unattended, even momentarily, if examinees or materials are present.
- Ensure that each test room has sufficient staff for the number of examinees present.
- Actively monitor examinees throughout the administration.
- Pay close attention for cell phone and electronic device use.

Return Materials to the Test Coordinator After Testing

After accounting for all test materials and verifying complete documentation in TCM as part of the Close Room task, room supervisors must return materials to the test coordinator immediately after testing.

Storage After Testing

After accounting for all materials from the room supervisors, test coordinators must secure and prepare them according to their format after each test date:

- **Paper testing:** Prepare all used and unused materials for return to ACT and place them in locked storage until shipment.
- **Online testing:** Collect all used and unused materials (such as authorization tickets and translated directions) and place them in locked storage until they can be securely destroyed, following the Securely Destroy Materials after Testing policy. All materials must be returned to locked storage immediately after each test administration to maintain test security.

Materials to Reuse for Multiple-Day Testing

If testing over multiple days within a test event, keep materials secure between sittings and make sure examinees receive their own materials each time.

The following materials are to be reused:

- **Paper Only:** Test booklets
- **Paper Only:** Answer documents
- **Online Only:** Student authorization tickets

Note: If a student authorization ticket was used as scratch paper, it cannot be reused. Print a new one for the examinee.

If You Did Not Test

If you did not test any examinees with standard tests or accommodations tests (or both), the test coordinator needs to indicate this in TCM. This needs to be completed for each test date/event.

1. Complete the outside of the processing envelope(s) and mark “Did not test [provide reason].”
2. **Paper Only:** Discard the unused site header.
3. Pack the processing envelope into the box. Use the white box with the colored return sticker that is the same color as the envelope you are placing inside.
4. **Paper Only:** Follow the instructions for packing the boxes to prepare the other materials for return.
5. If you will administer makeup testing, keep unused materials and store in a secure location until you plan to test. Assign new test event to students by the deadline. ACT will ship materials for the test date.

Handling Materials on Test Day—Paper Only

Collect and Verify Test Materials After Paper Testing

After testing and before dismissing examinees, room supervisors must verify all materials.

1. Individually collect and check answer documents.
 - a. Confirm the Certification is copied.
 - b. Confirm the answer document is signed.
 - c. Confirm the legal name in Block B and date of birth in Block G are gridded.
 - d. Confirm all answer documents, even those with a barcode label, have blocks A–G completed. Missing information will cause a delay in scoring.
 - e. Confirm the form code is gridded.
 - f. Stack all answer documents so they face the same direction.
 - g. Verify the number of answer documents collected equals the number of examinees.
2. Individually collect and check test booklets.
 - a. Confirm the test booklet is signed.
 - b. Verify the number of booklets collected equals the number distributed.
 - c. Arrange the test booklets in sequential serial number order.
3. Place the collected test materials where examinees do not have access.

Once examinees are dismissed, close room in TCM, resolving any alerts before marking as "done" and following the **TCM Post-Test Event Checklist**.

Note: If using the Schedule Flexibility policy for two-day testing, paper materials need to be collected after both Day 1 and Day 2. Close the room when testing is completed on Day 2.

Handling Materials on Test Day— Online Only

Collect and Verify Test Materials From Multiple-Day Testing—Test to Continue on a Subsequent Day

If dismissing examinees for the day, instruct them to log out of TestNav. Examinee screens should say **Sign out complete**. Examinee status in TCM should be **Exited**.

1. Lock examinee records in TCM. DO NOT CLOSE THE ROOM.
2. Collect each examinee's student authorization ticket and any scratch paper that may have been provided together.
3. Count to be sure you have a student authorization ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.
4. Collect any translated test directions from any examinee that has them. 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.
5. Place the collected test materials where examinees do not have access.

Collect and Verify Materials From Final Day of Testing—Single or Multiple-Day

After testing and before dismissing examinees, room supervisors must check to make sure all examinee statuses in TCM are marked *Completed*. Then, verify all materials.

1. Collect each examinee's student authorization ticket and any scratch paper that may have been provided together.
2. Count to be sure you have a student authorization ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.
3. Collect any translated test directions from any examinee that has them. 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.
4. Place the collected test materials where examinees do not have access.
5. Once examinees are dismissed, close room in TCM, resolving any alerts before marking it as "done" and following the TCM Post-Test Checklist.

Note: If using the Schedule Flexibility policy for two-day testing, close the room in TCM when testing is completed on Day 2.

Collecting, Packing, and Returning Materials After Testing

Immediately after the administration, return the test materials to ACT. Failure to return materials in a timely manner may prevent tests from being scored.

Instructions for how to collect, pack, and return materials to ACT can be found in your **TCM Post-Test Event Checklist**.

Securely Destroy Materials after Testing— Paper and Online

Paper Only: If the *Test Day Instructions* were used, securely destroy the document once all the information has been entered into TCM.

Online Only: Securely destroy scratch paper, ACT student identification forms, completed rosters, and used/unused student authorization tickets.

Paper and Online: Securely destroy translated test directions.

Within 72 hours after testing, you should arrange for secure destruction of these ACT documents using the following guidelines:

- If your school or facility uses an external vendor to conduct document destruction for secure or sensitive academic or other records, follow those procedures for these ACT documents
- If your school or facility does not use an external vendor but has internal processes and policies for conducting document destruction for secure or sensitive academic or other records, follow those procedures for these ACT documents.

IMPORTANT: ACT reserves the right to conduct audits of your school or facility at any point to ensure proper destruction processes are being met for the ACT testing documents referenced above. These audits may be conducted in-person by ACT staff or authorized representatives of ACT or conducted via another format such as virtual inspections utilizing photographic or video-conferencing technology. Instructions for any virtual inspections will be provided to you via telephone or via email by ACT staff. If your school/facility cannot comply with the destruction requirements outlined above, or does not wish to comply, you should contact ACT for options.

TEST ADMINISTRATION

Prepare for Test Day— Paper and Online

Manage Test Day Activities in ACT Test Center Manager (TCM)

Note: Test coordinators should complete the Pre-Test Checklist prior to managing test day activities in TCM.

Test coordinators can use the **Monitor rooms** dashboard in TCM to monitor testing progress and manage technical difficulties.

1. Once you log in to TCM, locate the **Assignments** section. Find the date and select **Test Day Coordinator**.

Note: The test day coordinator will only have access to the test event assignment for seven days after the test event closes. Room supervisors will only have access to the test event assignment for three days after the test event closes.

2. Expand the **Rooms & staff** on the Event Dashboard, or select **Monitor rooms** in the left-hand navigation for a summary view of all room statuses.
3. Check the **Monitor rooms** dashboard.
 - View room name.
 - View progress of room timer.
 - View room's last completed task.
 - View and manage any room irregularities.
 - View assigned room supervisor.
4. To make changes to any test rooms, use the **Manage rooms & staff** option from **Rooms & staff** on the Event Dashboard or select **Monitor rooms** in the left-hand navigation.

Admitting Examinees— Paper and Online

Check-In Location

Examinees must be identified and checked in at the test room, individually, even if checked in previously at a central checkpoint. The marked roster must reflect the examinees present in the test room, not simply those who were assigned to the room.

Make the Electronic Devices Announcement

If possible, make the following announcement to examinees before admitting them to the test room:

Attention. Please listen carefully.

You may have a watch, timer, or stopwatch to pace yourself, however:

Cell phones, smart watches, smart glasses, fitness bands, and any other devices with recording, Wi-Fi, internet, or communication capabilities are prohibited.

All such devices must be powered off and placed out of sight. You may not handle or access your devices until you leave the test site.

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 remain out of sight.

Acceptable Identification

An examinee must have an acceptable form of identification or be personally recognized by testing staff to be admitted for testing.

Keep in mind:

- 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.

IMPORTANT: School ID must be in hard plastic card format only. Paper or electronic formats are not acceptable.

If the *ACT Student Identification Form* is needed, it can be found at www.act.org/content/dam/act/unsecured/documents/Identification-Letter-Form.pdf.

Acceptable Forms of Identification and Identification Criteria by Roster

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	Must include all the following: • Current (valid) • Issued by a city/state/federal government agency or school • Examinee's first and last names • Photo clearly recognizable as the examinee Signature is not required. Examples: Driver's license, passport, school ID, state ID.
F	<i>ACT Student Identification Form</i>	Examinees must present the <i>ACT Student Identification Form</i> if they do not have a current official photo ID as described above. All items must be completed and include: • Individually completed in English—and signed in ink—by an official at the examinee's school or notary public (official or notary cannot be a relative) • Recent, recognizable, individual (not group), photo of the examinee attached to the 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 testing staff Collect and return to ACT with the roster.
R Plus Staff Initials	Staff Recognition	• Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a staff member (staff member cannot be a relative). • That staff 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 _____").

Unacceptable Identification

- 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 that is not an official ACT identification form
- Any electronic ID (e.g., LA Wallet)
- 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 testing 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 in a 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

Admit Examinees to the Test Room

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. Then follow these steps:

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements.
3. If the ID is not presented, not acceptable, and/or examinee cannot be recognized by school staff:
 - a. Do not admit the examinee.
 - b. Write "denied" on the roster beside the examinee's name, using the following notation:
D = Denied
 - c. Submit an irregularity in TCM.
 - d. Determine if the examinee is eligible for makeup testing.
4. If the ID is acceptable or examinee can be recognized by staff:
 - a. Compare the photo on the ID to the examinee.
 - b. Mark on the roster the type of ID accepted, using the following notations as a guide: **P**= Photo ID, **F**= Student Identification Form, **R plus staff initials**: Personal recognition by staff, **—**= absent

Note: An absence must be indicated so you can decide which examinees to schedule for makeup testing.
 - c. Direct the examinee to a seat in the test room and instruct the examinee to wait patiently until testing begins.

Late Arrivals and Examinees without Identification

If an examinee can present acceptable ID or be personally recognized by staff before the test booklets are distributed in the test room, for paper testing, or student authorization tickets are distributed in the test room, for online testing, admit the examinee and submit an irregularity.

IMPORTANT: Absolutely no one may be admitted to the test room after test booklets are distributed for paper testing or student authorization tickets are distributed for online testing. If this policy is violated, scores for the examinees admitted late will be canceled.

Direct Examinees to Their Seats

After you've admitted examinees and marked the roster, direct the examinee to a specific, assigned seat using the following guidelines. **Never allow examinees to choose their own seats.**

- Examinees can be seated alphabetically.
- Separate friends and relatives or examinees who arrive together.
- You can direct the first examinee to the left side of the room, the second examinee to the middle, the third examinee to the right side, and so on.
- If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.

Note: Online Only: *If you are testing any examinees using text-to-speech or screen reader software, once seated, instruct the examinee to select **Test Audio** on the TestNav login screen to ensure the volume is right. **The screen reader or speech-to-text software must be started prior to logging into TestNav.***

Seat Left-Handed Examinees

Determine who will need a left-handed work surface. If you are not using tables, do one of the following:

- a. Ask examinees as they are admitted to the test room if they require left-handed desks.
- b. Write a statement on the board telling left-handed examinees to report to testing staff for their seating assignments.

Sequence and Timing of the Tests—Paper and Online

Sequence of Tests

The tests must be administered in the order listed: Test 1—English (first), Test 2—mathematics (second), Test 3—reading (third), Test 4—science (fourth). If this order is altered, tests will not be scored.

Note: The writing test may not be taken without first taking all multiple-choice tests.

Start Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 a.m. in all rooms to ensure adequate testing time. Start time may be adjusted for accommodations and/or supports administrations as needed.

Note: If the examinees are authorized for multiple-day testing, the session must start with sufficient time to complete the scheduled sessions with the full amount of authorized testing time. Additional time should be scheduled for administrative tasks and verbal instructions.

Late Start

If you are able to begin the standard time test administration **before 10:30 a.m.**, you may test as planned, but follow these rules:

- Do not alter the sequence or timing of tests.
- Administer all breaks as outlined in the verbal instructions.
 - ~ Do not shorten or skip any breaks to make up for the late start.
 - ~ Do not lengthen the 15-minute break after Test 2 to accommodate lunch service.
- Submit an irregularity that includes the reason for the late start.

If you will not be able to complete the tests in accordance with the outlined timing and break requirements, do not begin testing. Instead, follow the If You Did Not Test procedures located in the Test Materials policy module. Submit an irregularity including the reason why testing could not begin.

Time Allowed for Each Test

Each test has a set time allowance based on the timing authorized by ACT. The times specified in the verbal instructions for each test must be followed exactly as stated. Each room must have only one authorized time.

In the verbal task cards, you will receive clear instructions on how to continue or conclude your administration.

Timepieces

Each room needs two timepieces as a precaution in the event one fails. ACT recommends that one of these be an interval timer or stopwatch. Do not use a cell phone or smartwatch as one of your timepieces.

Breaks

Breaks are given based on the guidelines in the verbal instructions for each test administration. Test security procedures must continue to be maintained during any breaks.

Administering Breaks

- **15-minute break:** For testing in a single session, examinees should be given a 15-minute break between mathematics and reading. Administer the break according to the guidelines given in the verbal instructions.
- **5-minute break:** Give examinees the allotted time to relax and sharpen their pencils before the writing test. Examinees must remain in the room. If an examinee needs to leave the room, collect the answer document. Resume testing after 5 minutes. Do not wait for examinees who return late. Examinees who return late may be readmitted, but lost time cannot be made up.
- **Schedule Flexibility extended break:** If your school has decided to offer an extended break for lunch or a snack, follow the guidelines issued by the test coordinator. Monitor the test room; do not leave the room unattended.
- **Breaks as needed (ACT-authorized accommodation):** An examinee authorized for a single session with breaks as needed (stop-the-clock) is allowed to take a break whenever needed for as long as needed, but the total break time cannot exceed 59 minutes during a single break or 90 minutes in total breaks. Timing of the test stops (pauses) when the break begins and resumes when the break ends. More information can be found in the **Managing Breaks as Needed** document located on your ACT-hosted web page.

Note: Breaks may not occur overnight.

Schedule Flexibility Policy

IMPORTANT: The Schedule Flexibility Policy applies only if your state does not require all testing to be completed on the same day.

In addition to administering all tests in a single sitting, your school may offer more flexibility when administering the science and/or writing tests to students testing with standard time or single-day accommodations.

Flexibility allows for either an extended break when administering all tests on the same day or testing over two days.

The complete Schedule Flexibility Policy, including a two-day testing overview table, can be found on your ACT-hosted web page.

Note: If your state allows testing over two days under this policy, the second day of testing will be referred to as Day 2.

Policies Adherence

If you choose to adopt a more flexible schedule, the following policies must be strictly adhered to when implementing flexibility into your test administration:

- **Single setting:** English, mathematics, and reading tests must ALWAYS be administered on Day 1, in a single setting.
- ~ **For paper standard time testing:** Day 1 must be on Tuesday, see your Schedule of Events. Day 2 testing must be administered on Wednesday following the Tuesday test

date (this includes designated and universal supports and English learners without extended time).

- ~ **For paper single-day accommodations testing:** Day 1 can be any day during the testing event when English, mathematics, and reading are administered. Day 2 is any day after Day 1; it does not need to be consecutive when science and/or writing are administered within the same testing event/window.
- ~ **For online standard time and single-day accommodations:** Day 1 can be any day during the testing event when English, mathematics and reading are administered. Day 2 is any day after Day 1, it does not need to be consecutive, when science and/or writing are administered within the same testing event/window.
- **Science and writing test scheduling:** Science and/or writing may be administered after an extended break or on Day 2.
- **Test order:** Consistent with ACT policy, the tests must be administered in this order: English, mathematics, reading, and then science and/or writing as appropriate. If the order is altered, the tests will not be scored.
- **Administering breaks:** All policies for administering ACT standard breaks must be enforced. These include administering the normal 15-minute break between mathematics and reading at its usual length. Shortening or skipping scheduled ACT standard breaks is not allowed. If writing is administered, there may be a 5-minute break before the test to relax and sharpen pencils, depending upon your test administration choice.
- **Test materials security:** All policies for the security of test materials must be maintained during the entire administration.
- **Prohibited behavior:** All policies for prohibited behavior must be enforced, especially discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.
- **Seating:** Examinees must always be directed to report back to the same test room and seated in their original seats.

Note: ACT recommends the same person be the room supervisor for the entire test to create a consistent environment for the students' benefit. If the room supervisor is substituted, an irregularity should be completed.

- **Examinees who don't return:** If examinees do not return from the extended break or are not available for the scheduled Day 2 testing for any reason:
 - ~ **Retake, submit, or reschedule:** The test coordinator must decide if the examinee(s) should retake all tests during a later testing event (if possible) or submit only the tests completed before the extended break/Day 2 for scoring.
 - **For paper standard time administrations:** Day 2 testing must be on Wednesday following the Tuesday test date.
 - **For online standard time administrations:** The test coordinator may decide to schedule the examinee for a different Day 2 during the same testing event.
 - **For paper or online single-day accommodations:** The test coordinator may decide to schedule the examinee for a different Day 2 during the same testing event.
 - ~ **Irregularity reporting:** For ALL examinees who do not return, the test coordinator must submit an irregularity report in Test Center Manager (TCM) to document the action taken by the test coordinator.

Policies violation: Violation of these policies may result in the voiding or cancellation of test scores.

Flexible Scheduling Options

The test coordinator decides if a school's examinees test on the same day or over two days. This decision applies to ALL standard time and single-day accommodations testing rooms and administrations for that testing event at the school. Based upon this decision (same-day or two-day), please refer to the appropriate text and table below.

Same-Day Testing Schedule with Extended Break

(for schools that choose a flexible schedule)

If you are testing all students on the same day, find the correct row in the following table for the tests being administered under your contract.

Same-Day Testing Schedule—Paper and Online (Standard Time and Single-Day Accommodations)

Tests	Schedule
English Mathematics Reading + Science	1. English 2. Mathematics 3. Reading (Extended break) 4. Science
English Mathematics Reading + Writing	1. English 2. Mathematics 3. Reading (Extended break) 4. Writing
English Mathematics Reading + Science Writing	1. English 2. Mathematics 3. Reading 4. Science (Extended Break) 5. Writing OR 1. English 2. Mathematics 3. Reading (Extended Break) 4. Science 5. Writing

Extended Breaks

Test coordinators may determine the length of the extended break (e.g., lunch or snack break). All rooms at the school must resume testing on the same schedule and complete testing by the end of the school day.

Special location: While local logistics are up to the test coordinator, it may be easiest to designate a special location for students to take their extended break at the school. A special location will allow for easier coordination of examinees and for the monitoring of potential prohibited behaviors.

Two-Day Testing Schedule

(for schools that choose a flexible schedule)

If you are testing over two days, find the correct column and row in the following tables for the mode and tests being administered under your contract.

Two-Day Testing Schedule—Paper Standard Time

Tests	Schedule
English Mathematics Reading + Science	1. Tue—English 2. Tue—Mathematics 3. Tue—Reading 4. Wed—Science
English Mathematics Reading + Writing	1. Tue—English 2. Tue—Mathematics 3. Tue—Reading 4. Wed—Writing
English Mathematics Reading + Science Writing	1. Tue—English 2. Tue—Mathematics 3. Tue—Reading 4. Tue—Science 5. Wed—Writing OR 1. Tue—English 2. Tue—Mathematics 3. Tue—Reading 4. Wed—Science 5. Wed—Writing

Two-Day Testing Schedule—Online Standard Time, Online Single-Day Accommodations, Paper Single-Day Accommodations

Tests	Schedule
English Mathematics Reading + Science	1. Day 1—English 2. Day 1—Mathematics 3. Day 1—Reading 4. Day 2 (any)—Science
English Mathematics Reading + Writing	1. Day 1—English 2. Day 1—Mathematics 3. Day 1—Reading 4. Day 2 (any)—Writing
English Mathematics Reading + Science Writing	1. Day 1—English 2. Day 1—Mathematics 3. Day 1—Reading 4. Day 1—Science 5. Day 2 (any)—Writing OR 1. Day 1—English 2. Day 1—Mathematics 3. Day 1—Reading 4. Day 2 (any)—Science 5. Day 2 (any)—Writing

Start Times

For paper and online, start times on both Day 1 and Day 2 must be consistent with the *Start Time* policy. On Day 2, all rooms at the school must resume testing on the same schedule.

Guidelines for Administering the Tests—Paper and Online

Allowed and Prohibited Items in the Test Room

Cell Phones and Electronic Devices

Examinees may not use cell phones, smart watches, smart glasses, fitness bands, media players, or any other electronic devices at any time (including during the break). All devices must be powered off and stored out of sight.

If an examinee accesses such a device at any time, or if a device sounds after being stored away, the examinee must be dismissed. Staff should:

- Vigilantly and consistently monitor for 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** in locations visible in testing areas. These are available on your ACT-hosted web page.

*Note: Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for devices. **Exception:** Cell phones or other smart devices used to monitor medical conditions must be authorized in advance. Such use requires an individual administration in which the test proctor supervises use of the otherwise prohibited device to ensure it is only used for its medical purpose.*

Staff should not use cell phones or electronic devices while in the test room. If staff members have cell phones in the room, they should be turned off or silent.

Calculators

The ACT *Calculator Policy* is designed to help ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials.

- A permitted calculator may be used only on the mathematics test.
- All problems on this test can be solved without a calculator.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to a computer or device being used for testing.
- Talking, large-button, and braille calculators must be authorized in advance by ACT. Examinees with talking calculators must test one-to-one unless they use headphones.
- The current *Calculator Policy* is available on your ACT-hosted web page.
 - ~ Print and provide a copy of this policy to each room supervisor.
 - ~ Post the policy for examinees to see (e.g., at check-in stations, test rooms, etc.).
 - ~ It may be read to examinees as a general announcement before testing begins.

Examinee responsibilities:

- Bring—and use—a permitted calculator.
- Check act.org/calculator-policy.html or call 800.498.6481 for a recorded message about the current *Calculator Policy*.

Note: An approved calculator is available in TestNav.

Staff responsibilities:

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

Bilingual Word-to-Word Dictionary

The ACT-authorized bilingual dictionary list is designed to ensure English learner examinees have fair access to the test if they are not proficient in English.

- Only permitted bilingual dictionaries are allowed for the test.
- No dictionaries with definitions are allowed.

Examinee responsibilities:

- Bring their own authorized bilingual word-to-word dictionary.
- Check <https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf> to ensure their dictionary is authorized.
- Email actaccom@act.org to request approval for a new bilingual dictionary if it is not on the list. The inquiry must be made no later than two weeks prior to the test event.

Staff responsibilities:

- Check for prohibited dictionaries.
- If examinee is using a prohibited dictionary, dismiss the examinee for prohibited behavior.

Other Items

Examinees may not bring any of the following into the test room (unless part of a required and authorized accommodation or support):

- Textbooks, notes, dictionaries (unless approved by the test administrator for translations), or other aids
- Textbooks, notes, dictionaries (unless dictionary is in *ACT-Authorized Bilingual Word-to-Word Dictionaries*, found at [act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf](https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf)), or other aids
- Highlighter pens, colored pens or pencils, correction fluid/tape
- Reading material

Examinees and staff may bring snacks and beverages into the test room but may only consume them outside of the room during breaks. **Exception:** Readers are permitted to have water during testing.

Examinee Timing Devices

Examinees may use a personal timing device—such as a watch, timer, or stopwatch—to pace themselves during the test, provided the timing device is:

- On the desk (to allow testing staff to monitor for prohibited behavior)
- Not a distraction to others
- Not a prohibited device (e.g., smart watches, fitness bands)

If a timekeeping device cannot lay flat on the desk, it may be placed so that it lays on its side. Examinees are allowed to handle their watch or other timing device to check the time elapsed or remaining.

Note: Cell phones and other electronic devices are NOT acceptable.

General Announcements to Examinees

Before testing begins, 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 will not receive score results. Only devices specifically authorized as an accommodation are allowed.
- **Calculators:** Read to the examinees the current list of prohibited calculators (and calculators permitted with modification) from the **Calculator Policy**.
- **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 some 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. Some schools, for example, do not allow wearing hats. Explain to the examinee the reason for the dismissal and document in full and submit an irregularity.
- **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.

Monitoring the Test Room

Follow these policies for monitoring a test room:

- A member of the testing staff must be always physically present in the room 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 remain 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, move quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document all prohibited behavior and any actions taken and submit irregularities.
- If you suspect an examinee is engaging in a prohibited behavior but are uncertain, warn the examinee of the behavior and ask ACT for a decision before the examinee is dismissed. If the behavior continues after one warning, promptly dismiss the examinee.
- If you dismiss an examinee for prohibited behavior, follow the instructions exactly. (See **Dismiss for Prohibited Behavior**).

Answering Questions

You may answer examinees' questions about the mechanics of the test, but must not answer questions about guessing or content. Always refer examinees to the test directions. **Do not comment on or add in any way to the test directions.**

Allowing Examinees to Leave the Test Room

Examinees may go to the restroom during testing, but it is best not to announce it. Secure examinees' test materials any time they leave. Always be sure the same examinee returns after leaving. If you have doubts, recheck identification.

Unless authorized by ACT for breaks as needed, examinees who leave the test room during a timed test or return after timing has begun may not make up lost time. Pausing the timer after the test has started is not allowed.

Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

Test Administration— Paper Only

Administration Overview for Paper Testing

Note: If using the Schedule Flexibility Policy, additional guidance will be provided within the Test Center Manager (TCM) task cards.

TCM task cards guide room supervisors through the administration of the ACT. Below are the steps at a high level for training purposes.

1. Make any general announcements.
2. Begin completing TCM task cards as soon as all examinees are checked in and seated. It is recommended that testing begin by 9:00 a.m. Absolutely no one may be admitted to the test room after test booklets are distributed.
3. Distribute each examinee's answer documents.
4. Distribute the multiple-choice test booklets to examinees. Examinees will complete and sign the Examinee Statements on the test booklets.

Note: If an examinee is authorized to use translated test directions, distribute them with the test booklet.

5. Begin administering the tests in TCM starting with Test 1—English.
6. During Test 2: Check calculators. A *Calculator Policy* posted on your ACT-hosted web page or visit act.org/calculator-policy.html.
7. After Test 2: Give examinees a 15-minute break. Each room supervisor is to begin the break at the end of Test 2 as dictated by individual testing activity in the room.*
8. Collect and count the answer documents from examinees.
9. Collect and count the multiple-choice test booklets from ALL examinees.
10. If examinees are taking the writing test, allow them time to relax and sharpen pencils. Resume testing after 5 minutes.
11. Distribute the writing test booklets to examinees.
12. After the writing test: Collect and count the writing answer documents and writing test booklets.

Note: If an examinee is authorized to use translated test directions, collect them at the end of testing. Do not dismiss examinees until all translated test directions are accounted for.

13. Verify you have all the test materials you started with, including translated test directions.
14. Dismiss examinees.

*Make sure security and noise precautions are taken for the break:

- All test booklets must be closed with the answer documents inside them before the break begins.
- If examinees remain in the room, collect the materials or otherwise ensure that examinees do not tamper with them.
- Do not leave the test room unattended at any time.
- Be attentive to examinees trying to access cell phones or electronic devices. Dismiss any examinees who violate the cell phone and electronic device policy.
- Designate a break area away from test rooms or assign staff to control noise if some rooms are still testing while others are on break.

Resume testing after the break, according to your room schedule. Do not delay testing waiting for examinees who are late. Examinees who return late may be readmitted, but lost time cannot be made up. Keep conversation with examinees who return late to a minimum to limit the distraction to those already testing.

Timing the Tests

Timing or reading the verbal instructions is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room supervisor must be able to react to any problems or questions that occur in a particular room. This procedure minimizes the effects of any mistimings by isolating them to the room.

Room supervisors and proctors in paper testing rooms must follow the timer in TCM exactly but should have a back-up timepiece in the room in case of technical difficulties. Each room supervisor must be able to react to any problems or questions that occur in a particular room.

For standard time administrations, the full time for each test must be given, regardless of the number of examinees in the room.

Posting Start and Stop Times

You may post the START and STOP times or time allowed for each test on the board if one is available. Verify your calculations before writing the time on the board. Do not write time remaining on the board as it can be confusing depending on when examinees check it.

Test Administration— Online Only

Timing the Tests

Timing or reading the verbal instructions is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room supervisor must be able to react to any problems or questions that occur in a particular room.

For standard time administrations, the full time for each test must be given, regardless of the number of examinees in the room.

Room supervisors and proctors in online rooms should use the TCM timer as guidance only. TestNav keeps official time for each examinee for all timings. Each room supervisor must be able to react to any problems or questions that occur in a particular room.

For double time on writing test only: Examinees are to have 80 minutes (double time) for the writing test. 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 room administering double time on writing test only, you will need a password for each room. Passwords must be kept secure.

When the writing test's timer expires after 40 minutes, the room supervisor must enter the password and extend the time for each examinee so they receive the full time allowed.

TestNav

Unlock Examinee Records in the Test Room

Before examinees can log in to TestNav, the examinee records must be unlocked by the room supervisor. Take the following steps to unlock examinee records in TCM:

1. Select **Monitor rooms**.
2. Select the name of the room where examinees are testing.
3. Select **Mark complete & open room** to administer the test.
4. Select **Manage online testing**.
5. Once all students are checked in, locate the padlock and select **Unlock all**. The padlock next to each student's Ready status will disappear.

Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating their test is locked.

Note: Seal codes will appear when the room is opened.

6. To lock the room after testing, select **Lock all**.

Provide Seal Codes to Examinees

1. Retrieve seal codes in TCM during testing when directed to do so in the verbal instructions.
2. Verbally provide the seal code for that test to examinees. Announce it only when directed to do so in the verbal instructions.

- a. 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.
- b. 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.

Examinee Test Statuses

Examinee status is shown on the List view and Grid view when managing online testing.

Status	Description
Ready	The examinee has not yet logged in to TestNav.
Active	The examinee is logged in. <i>Note: If the examinee exits the test but the status remains set at Active, the status must be changed to Resumed for the examinee to resume testing.</i>
Exited	The examinee has exited TestNav but has not submitted test responses. <i>Note:</i> • The examinee cannot resume testing unless his or her status is changed to Resumed. • If the examinee will not resume testing, or if the examinee will be scheduled for a makeup session, the examinee's status must be changed to Marked Complete.
Resumed or Resumed Upload	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 room supervisor or test coordinator in TCM set the examinee's status to Marked Complete .

Direct Examinees to Log Out of TestNav

For examinees approved to test over multiple days or taking an extended break on Day 1 or ending testing on Day 1 (if participating in the Schedule Flexibility Policy), the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting.

In the event an examinee needs to log out of TestNav due to multiple-day testing or an irregularity, have an examinee log out of TestNav, instruct them to:

- a. Press **Ctrl+ Alt+Delete** (on Windows), or
- b. Select **Sign out of TestNav** from the **user** dropdown at the top of their screen

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**.

*Note: An **Exited** status requires submitting an irregularity if not part of breaks as needed or multiple-day administrations.*

Resume an Interrupted Test in TCM

If examinees were logged out of TestNav during a test session, you can resume testing in that session for the affected examinees.

Note:

- *Examinee records 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 **Resume Testing for a Multiple-Day Sitting** before proceeding.*

Select the down arrow next to the examinee's status and select **Resume**.

Exit Testing for a Multiple-Day Sitting or Schedule Flexibility

For examinees approved to test over multiple days or those who are utilizing the Schedule Flexibility Policy, the test rooms need to be locked at the end of each sitting and then unlocked and tests resumed at the beginning of each next sitting.

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.
3. In TCM, lock the examinee records.

Resume Testing for Multiple-Day Sitting or Schedule Flexibility

For examinees approved to test over multiple days or taking an extended break on Day 1 or ending testing on Day 1 (if participating in the Schedule Flexibility Policy), the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting.

1. In TCM, unlock the examinee records. See **Unlock Examinee Records** in the Test Room for instructions.
2. In TCM, resume the Exited status test for each examinee.
3. Start TestNav on each examinee's computer.
4. When examinees are seated, redistribute the student authorization tickets. Make sure all examinees receive their own.

Note: If the examinee used the student authorization ticket as scratch paper, give the examinee a new ticket.

5. If an examinee is authorized to use translated test directions, hand them out. Be sure examinee receives their own with their name written on the front cover. If an examinee is approved 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.
6. Direct the examinee(s) to log in.
 - a. The examinees will see the screen for the next test (where they left off).
7. Continue testing with the next test.

Lock Examinee Records in the Test Room

You must lock examinee records the test room after all examinees have completed the last test. Follow these steps:

1. Select **Monitor rooms**.
2. Select the name of the room where examinees tested.
3. Select **Manage online testing**.
4. Verify that all examinees in the room have a student test status of **Completed** or **Marked Complete**.

If not, determine the steps to take before proceeding.

- If the examinee did not begin testing (e.g. absent, not admitted) then the test coordinator must remove the examinee from the test room.
 - a. Select **Examinees & rosters** from the side panel.
 - b. Select the box next to the student name.
 - c. Choose **Manage assignment**.
 - d. Select **Unassign** and **Save**.
 - If the examinee began testing but did not finish and will not resume (e.g., dismissed, illness), then mark the examinee's test complete.
5. Select **Lock all** to lock all the examinee records the room.

Mark an Examinee's Test Complete

When an examinee submits the last test, the examinee's status is automatically updated to Completed. If an examinee does not finish testing (e.g., dismissal, illness), the room supervisor must manually mark the examinee's test complete.

Note: Only use this option if the examinee will not resume testing. (e.g., dismissed, illness).

Irregularities—Paper and Online

Submit an Irregularity

The test coordinator or room supervisor uses TCM to submit irregularities. Every occurrence should be reported and described in detail, especially those that could affect test scores.

Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If a group irregularity occurs, take security measures to safeguard test materials whenever possible and follow the instructions outlined for that irregularity.

Missing or Stolen Test Materials

Examples: Post-test counts do not match what was distributed, examinee attempts to leave with test materials, test materials are unaccounted for at any time (before, during, or after testing)

Category: Security Breach

1. Recover the missing materials (if possible).
2. Call ACT immediately.

Interruptions or Disturbances

Examples: Unexpected visitors, a noise or distraction in the room, sudden illness

Category: Distraction/Disruption, facility-related

1. If you can take action to eliminate the disturbance, do so. Otherwise, instruct examinees to stop testing.
2. If the interruption affects all examinees, lock the examinee records in the test room in TCM.
3. **Online Only:** Instruct examinees to log out of TestNav. If possible, the room supervisor should lock the examinee records in TCM and collect the test materials, or physically lock the test room.
4. Make note of the time.
5. Determine if you can resume testing.
 - a. If you can resume testing, go to the next step.
 - b. **Paper Only:** If you cannot resume testing, collect materials and follow the instructions for makeup testing in Policies module.
 - c. **Online Only:** If you cannot resume testing, call ACT for next steps.
6. Resume testing when possible.
 - a. Pick up timing where you left off.

Emergency Evacuations

Examples: Fire alarm, severe weather, public safety concern

Category: Distraction/Disruption, facility-related

1. Get examinees and staff to safety.
2. If possible, make note of the time. If testing online, have examinees log out of TestNav.
3. If possible, lock the test room in TCM and collect the test materials (or lock the test room).
4. Call ACT (when safe to do so).

Power Outages

Examples: Loss of electricity, affecting room comfort or equipment

Category: Distraction/Disruption, facility-related

1. **Paper Only:** If it is reasonable to continue testing without power, do so.
2. For a brief outage, follow the instructions under the Interruptions or Disturbances topic listed above.
3. For an extended outage, call ACT for next steps.

Reschedules

Examples: Severe weather or facility issues that prevent you from starting any testing

Category: Cancel/Reschedule Event

1. **Paper Only:** Reschedule to your makeup test event.
2. **Online and Accommodations Only:** Reschedule to another date in your test event.

Mistimings

Examples: Timepiece malfunction, examinees tested with the wrong timing assignment, staff miscalculated stop time

Category: Timing/Test Sequence

Call ACT immediately to determine next steps.

Note: If a retest is necessary, examinees must retake all tests, not just the one that was mistimed. Examinees must complete demographics on their answer document.

Individual Irregularities— Paper and Online

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). If an individual irregularity occurs, follow the instructions outlined for that irregularity.

Examinees Who Leave and Return

Examples: Examinee needs to use the restroom, examinee feels ill and needs to leave the room, examinee returns late from break

Category: Examinee Behavior/Illness/Other

1. Collect and secure the examinee's test materials; give them back upon return.
2. **Note: Online Only:** Do not have the examinee log out of TestNav. TestNav should continue running while the examinee is gone.

Time the examinee's departure. Record the lost time in the irregularity.

3. **If examinee returns during the same test:** Have the examinee continue testing where they left off and stop when time is called in the room. Lost time cannot be made up.
4. **If examinee returns during a later test:** Do not let the examinee go back to a previous test. Have the examinee start the current test and stop when time is called in the room.

Lost time cannot be made up. If the examinee is testing online, you will also need to provide the seal code to continue testing.

Note: Only one examinee may leave the test room at a time. If two or more examinees need to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. Do not leave a test room unsupervised at any time.

Examinees Who Leave and Do Not Return

Examples: Examinee becomes ill and cannot continue testing, examinee does not return after break, examinee leaves before testing is completed

Category: Examinee Behavior/Illness/Other

Note: Examinees cannot return to an incomplete test. It is in the examinee's best interest to complete a test before leaving and/or not begin a new test if they feel they may need to leave.

1. Collect and secure the examinee's test materials. If testing online, log the examinee out of TestNav.
2. **If testing on a single day:** Decide if tests should be scored or if the examinee should be scheduled for makeup testing. If testing online, manually mark the examinee's test complete in TCM.
3. **If testing with an extended break or two-day testing schedule:** For examinees who do not return, the test coordinator must submit an irregularity report. One report can be submitted to document the action taken for all examinees who do not return.
4. **If testing over multiple days:** Schedule examinee to complete the remaining tests, in sequence, within the test event.

Test Item Challenges

Examples: Examinee thinks a test item is unclear, examinee does not believe there is a correct answer choice listed, examinee finds a typographical error in a test item

Category: Item (Test Question) Challenge

1. If an examinee challenges typographical errors in the test or ambiguities, instruct the examinee to choose an answer based on the information available and report the details of the challenge after the test is over.
2. Record the following information as an irregularity:
 - a. Examinee's name
 - b. Examinee's address
 - c. Test booklet number
 - d. Test form
 - e. The test item number being challenged
 - f. Examinee's question about the item

Note: For security purposes, do not include a copy or image of the test item.

Attempts to Copy Test Materials

Examples: Taking pictures of test items or materials, removing pages from a paper testing test booklet, taking notes about the tests (handwritten or through electronic means, such as a cell phone or calculator), scanning or making copies of test materials

Category: Security Breach or Examinee Behavior/Illness/Other

1. Do not allow staff or examinees to duplicate or record any part of the test by copying, taking notes, photographing, or any other means.
2. Ensure all test materials are collected and returned.

- a. Room supervisors must collect all materials from examinees before they are dismissed.
 - b. Room supervisors must return all materials to the test coordinator immediately after testing.
 - c. The test coordinator must pack and return materials to ACT following testing.
3. If you observe an examinee attempting to copy test materials, using a photographic, recording, or scanning device, or removing test materials, dismiss them for prohibited behavior.
 - a. Confiscate and clear any devices used in an attempt to copy materials.
 - b. **Paper Only:** Inform the examinee the tests will not be scored. Write "VOID" on the answer document.
 - c. **Online Only:** Inform the examinee the tests will not be scored. Manually mark the examinee's test complete in TCM.
 - d. Note all details as an irregularity.
4. Call ACT immediately to determine if additional action is needed.

Irrational Behavior

Examples: Examinee yells or disrupts the test room, examinee becomes violent, examinee places self or others in danger

Category: Examinee Behavior/Illness/Other

1. Try to prevent other examinees from being interrupted, affected, or involved.
2. Handle the behavior as quietly as possible without physical force or contact.
3. If necessary, call security or police to protect staff and other examinees' safety.
4. Collect and retain the disruptive examinee's test materials.
5. Dismiss the examinee and inform the examinee the tests will not be scored. If testing online, mark the examinee's test complete in TCM.
6. Note details as an irregularity and attach examinee's test materials (stapled or paper clipped) to the roster.

Refusal to Turn in Test Materials

Examples: Examinee will not allow the room supervisor to collect test materials

Category: Examinee Behavior/Illness/Other

1. Warn the examinee that taking the test materials is considered theft of ACT's property and will be reported to ACT or other appropriate authorities.
2. Call ACT immediately, providing the examinee's name and test form serial number from the Seating Chart.
3. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

Individual Irregularities—Paper Only

Defective Test Materials

Examples: Test booklet(s) or answer document(s) were damaged in shipping, a printing error made some text on materials unreadable, something was spilled on materials after they were unpacked.

If an alternate test format is defective, call ACT immediately for instructions.

Replace defective test materials as quickly as possible so the examinee does not lose time. If necessary, stop testing until a replacement can be obtained.

1. If replacing a test booklet, ensure the replacement booklet is the same test form as the defective one.
 - a. The examinee changes the test booklet number recorded on their answer document.
2. If replacing an answer document, the examinee does not change the test booklet number and transfers all information exactly as originally noted to a new answer document after the test session (without access to the test booklet).
3. Print “Defective Material” across the front of the defective test materials and attach them to the roster (stapled or paper clipped). Note the details of the replacement and submit an irregularity.
4. If you do not have sufficient materials to replace those that are defective, call ACT for next steps.

Unauthorized Marking of Responses in the Test Booklet

Examples: Examinee marked all responses in the test booklet without authorization from ACT for them to do so, examinee started marking responses in the test booklet and then switched to the answer document, examinee made note of some responses in the test booklet and forgot to transfer them to the answer document.

Note: This irregularity does not require examinee dismissal.

1. If the examinee was not authorized by the test coordinator to mark responses in the test booklet, take action as soon as possible to remedy the issue.
 - a. **If the examinee is finished and time remains on the current test:** Instruct the examinee to immediately transfer responses from the test booklet to the answer document.
 - b. **If time has already been called on the current test:** No answers can be transferred at any time, including during the break or after testing.
2. Instruct the examinee to continue testing by marking responses on the answer document for any remaining tests.
3. Note the details of the marking error and submit an irregularity.
4. Determine what to do with the answer document.
 - a. **If there are some responses marked on the answer document:** Submit the answer document for scoring.
 - b. **If there are no responses marked on the answer document:** Attach the answer document to the roster.
 - c. **If the examinee is going to retest on the makeup test day:** Write “REPLACED” across the first page of the answer document and attach it to the roster. Keep the roster and answer document. Schedule the examinee for another non-test session during which the examinee can transfer the demographic information from the used answer document to a new one. Return the answer document and roster in the processing envelope.
5. Determine if the examinee can be scheduled for makeup testing.

Marking Responses in a Future Section of the Answer Document

Examples: Examinee marked Test 2 responses in the section for Test 3 (during the time for Test 2)

Note: This irregularity does not require examinee dismissal.

1. At the end of the current test, give the examinee a new answer document and collect the first answer document.
 - a. Call ACT for instructions if you do not have a new answer document to give the examinee.

2. Instruct the examinee to begin marking responses in the correct section of the new answer document.
3. After testing is completed, supervise the examinee in the transfer of the demographic information and all previous test responses from the first answer document to the correct sections on the new answer document. Examinee must not have access to the test booklet during this transfer.
4. Mark the first answer document "REPLACED" and attach it to the roster. Note details of the marking error on the irregularity.
5. Return the new answer document for scoring.

Marking Responses in a Previous Section of the Answer Document (Working on a Test Other Than the Current Test)

Examples: Examinee marked responses in the section for Test 2 during the time for Test 3

1. Dismiss the examinee. This is prohibited behavior.
2. Write "VOID" on the answer document and inform the examinee tests will not be scored.

Prohibited Behaviors at the Test Site—Paper and Online

The prohibited behaviors below are taken directly from the *Terms and Conditions* all examinees agree to when they complete their non-test sections.

Items Brought to the Test

Neither ACT nor test staff shall be responsible for loss of or damage to any items that you bring to a test center. ACT may also restrict the items you bring to the test. Items you bring or wear including, but not limited to, hats, glasses, masks, purses, backpacks, cell phones, calculators, other electronic devices, pre-approved medications or personal aids, and watches, may be searched or inspected at the discretion of ACT and test staff. Searches may include the use of tools, such as handheld metal detectors that detect prohibited metal items. ACT may confiscate and retain for a reasonable period any item suspected of having been used, or capable of being used, in violation of these Terms and Conditions. ACT may also provide such items to, and permit searches of such items by, third parties in connection with investigations conducted by ACT or others.

Prohibited Behaviors

You may not engage in any of the following behaviors in connection with taking the ACT test:

- *Filling in or altering responses to any multiple-choice questions or continuing to write or alter the essay after time has been called. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke.*
- *Looking back at a test section on which time has already been called.*
- *Looking ahead to other test sections.*
- *Looking at another person's test or answers.*
- *Giving or receiving assistance by any means.*
- *Discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.*
- *Attempting to photograph, copy, memorize, or capture test-related information or remove test materials, including questions or answers, from the test room or from an online test session in any way or at any time.*
- *Disclosing test questions or answers, in whole or in part, in any way or at any time, including through social media.*
- *Failure to comply with ACT's required computer configurations, secure testing client installation, and/or system checks if you are taking the ACT online using a device you bring.*

- *Using a prohibited calculator (described in the ACT Calculator Policy found at [act.org/calculator-policy.html](https://www.act.org/calculator-policy.html)).*
- *Using a calculator on any test section other than mathematics.*
- *Sharing a calculator with another person.*
- *Wearing a watch during test administration. All watches, timers, or other timing devices must be removed and placed on the desk while in the test room so that it remains visible to staff during the test.*
- *Using a watch or other timing device with recording, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band).*
- *Accessing any electronic device other than an approved calculator or watch. All other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time you are admitted to test until you leave the test center.*
- *Using a prohibited bilingual word-to-word dictionary not listed on the ACT-authorized list on <https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf>*
- *Using highlighter pens, colored pens or pencils, notes, dictionaries (unless approved by the test administrator for translations), or other aids.*
- *Using scratch paper.*

Note: If you are taking the ACT online, some use of scratch paper or a dry erase surface/white board may be permitted; all such use must be in accordance with ACT policies and procedures.

- *Not following instructions or abiding by the rules of the test center.*
- *Not following the rules of the test administration.*
- *Exhibiting confrontational, threatening, or unruly behavior.*
- *Violating any laws. If ACT suspects you have engaged in criminal activities in connection with a test, such activities may be reported to law enforcement agencies.*
- *Allowing an alarm on a personal item to sound in the test room or creating any other disturbance.*

Prohibited Behavior

Category: Examinee Behavior/Illness/Other

1. Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.
2. If you are certain prohibited behavior occurred, promptly dismiss the examinee. If you only suspect prohibited behavior, take these steps:
 - a. Discreetly warn the examinee.
 - b. Continue close observation.
 - c. After one warning, if you continue to suspect prohibited behavior, promptly dismiss the examinee.

Note:

- *The behavior does not need to be verified by the test coordinator or another staff member. Dismiss based on your own observation.*
- *You do not need to directly observe prohibited behavior to determine that it occurred. For example, if you are certain that ovals left unfilled at the end of a test were filled in after time was called, dismiss the examinee. Fill in the void bubble on the answer document.*
- *Students dismissed for prohibited behavior may be allowed for makeup testing if your contract allows.*
- *The decision to cancel scores due to prohibited behavior is at ACT's sole discretion and cannot be reversed or appealed.*

Dismiss for Prohibited Behavior

If you dismiss an examinee for prohibited behavior, follow these procedures exactly:

1. Take action immediately without creating a disturbance. If you cannot act immediately, wait until the end of the current timed test.
2. Collect the examinee's test materials and instruct the examinee to log out of TestNav.
Note: Staff must log the examinee out of TestNav if the examinee does not do so.
3. If you believe an electronic device or other item was used to store or exchange information, or to take an image of the test, collect the device/item from the examinee and call ACT immediately. ACT will determine if the device/item is to be retained and sent to ACT or returned to the examinee. Do not return the device/item to the examinee without ACT approval.
4. Tell the examinee:
 - a. You observed or are certain of the prohibited behavior.
 - b. The dismissal is because of the behavior.
 - c. The tests will not be scored.
5. **Paper Only:** Write VOID on page 1 of the answer document. Do so in the examinee's presence, if possible.
6. **Online Only:** Mark the examinee's test complete in TCM.
7. Dismiss the examinee.
8. Submit a detailed irregularity that includes:
 - a. The time of the incident and the name(s) of the examinee(s).
 - b. The test the examinee was working on at the time.
 - c. The test room and seating location(s) of the examinee(s).
 - d. The details of what you observed.
 - e. The statements you and the examinee(s) made and the actions that were taken.
 - f. The name(s) of the staff who observed or were certain of the irregularity.
9. **Paper Only:** Attach the voided answer document to the roster and return it in the processing envelope. Return the examinee's test booklet with the other test booklets from the room.

ACT will not score the tests if you follow these procedures exactly. You must inform the examinee the tests will not be scored and clearly indicate this on the Irregularity. Otherwise, tests may be scored.

Note: All prohibited behavior may be reported to the state or district.

Log and Review Irregularities in TCM

Test coordinators can use TCM to log site-wide irregularities and review irregularities submitted by staff on test day.

1. Select your **Test Day Coordinator** role on your **Assignments** dashboard.
2. Expand the **Irregularities** drop-down and select **Manage irregularities**.
3. Select the **Create** button.
4. Choose the irregularity that occurred and select the best option from the drop-down list that opens. Select the right arrow to then open the irregularity screens.
5. Fill in all fields of the irregularity screens, providing adequate information about what happened. Select **Continue** until you reach the final screen.

Note: If entering an individual irregularity, choose the examinee from the full name drop-down. Do not enter the name manually.

6. When all details are complete, select the **Submit** button.
7. Review all submitted irregularities on the **Irregularities** screen by expanding the **Submitted** drop-down.

Once confirmed, irregularities will show in the **Reviewed** drop-down.

NON-TEST ACTIVITIES

Non-Test Activities for Testing—Paper and Online

Introduction to Non-Test Activities

Non-test activities consist of three parts:

- **Paper Only:** Test coordinator preparing answer document
- **Online Only:** Test coordinator determining if a reporting ACT high school code should be entered in ACT Now (must be completed BEFORE testing begins)
- Examinees completing non-test information online in MyACT (optional)
- Examinees completing answer document demographics (must be completed BEFORE testing begins)

Completing the Non-Test Information Online in MyACT (Optional)

Each examinee taking the ACT via State/District testing will need an account in MyACT to complete non-test information online. For more information about completing the non-test in MyACT, see the *MyACT User Guide for Test Coordinators*.

Completing the non-test information in MyACT can be done in one of three ways:

- Recommended: Hosting a classroom session during school hours for all examinees, enabling your staff to support examinees and increase completion rates
- Using in-school, non-class time to complete the information for all examinees or for those who may have accessibility issues outside of the school setting
- Asking examinees to complete the information on their own time

Each of these options present advantages and challenges that must be weighed prior to planning how you will have examinees complete non-test information.

Session	Advantages	Challenges
In-School Session	- Staff can ensure examinees are using a personalized <i>MyACT Instructions for Students</i> form when completing the non-test information. - Staff can help answer questions and guide examinees. - Staff can ensure completion of the non-test section.	- Less flexibility for hybrid learning models - Requires school time for completion - Less visibility for parents
At Home Session	- Less overhead for testing staff - More schedule flexibility when done from home - More time for examinees to complete in a relaxed environment	- Examinees are on their own to complete the information accurately and on time. - Examinees would have to contact ACT for assistance. - There is less visibility for the school to see completion.

The non-test information in MyACT is completed with the assistance of the *Taking the ACT: State Testing and District Testing* booklet and the *MyACT Instructions for Students* form. These must be provided to every examinee prior to testing.

Taking the ACT: State Testing and District Testing

Copies of *Taking the ACT: State Testing and District Testing*, referred to as *Taking the ACT*, are included in the materials shipment. This booklet provides instructions on how to complete the MyACT non-test information. It also provides additional information that examinees need to know and carefully review with their parent or guardian about policies, privacy, and use of personally identifiable information.

Distribute one copy of *Taking the ACT* to each examinee prior to the non-test session. Examinees should keep their copies of *Taking the ACT* after the non-test session is complete.

MyACT Instructions for Students Form

ACT ships a personalized *MyACT Instructions for Student* along with a copy of *Taking the ACT* for each examinee in the testing materials shipment. The test coordinator can also print a *MyACT Instructions for Students* form from ACT Now.

- The examinee's last name and student code must match what the examinee enters in MyACT. If the examinee's last name is incorrect on their form, correct it in ACT Now. Changes to ACT Now will update immediately. If the last name is incorrect on their MyACT account, direct them to contact ACT at <https://www.act.org/content/act/en/contact-act.html> for assistance.
- The information in the upper-right corner of each form is customized for each examinee.

Note: The MyACT matching process uses the first 16 characters of the examinee's last name, excluding spaces and special characters, along with their date of birth in ACT Now. If the examinee's last name is greater than 16 characters, the examinee should create the MyACT account using their full last name, and MyACT will use the first 16 characters to match.

For more information about the *MyACT Instructions for Students* form, see the *MyACT User Guide for Test Coordinators*.

Non-Test Activities for Testing —Paper Only

Preparing the Answer Documents

Introduction

This section provides instructions to prepare answer documents for the demographics session, procedures for locating the ACT student code, instructions for applying barcode labels, and the importance of examinees completing Blocks A–G on the answer document.

ACT Student Code (Block J)

The ACT student code is the unique identifying number given to each examinee. The ACT student code is printed on the barcode labels (first nine digits under the barcode) and is assigned when the student record is created in ACT Now. **If a student does not have a barcode label, the ACT student code must be manually gridded in Block J on the answer document.**

Locate the ACT Student Code

1. Log in to ACT Now.
2. Select the **Manage Students** tile, then the **Students** tab.
3. On the **Students** screen, enter the examinee's name in the **Search by** field.
4. Select the **Search** magnifier.

The nine-digit ACT student code appears to the right of their name.

Barcode Labels

ACT will provide barcode labels if examinee information is in ACT Now by the verify enrollment deadline. Each label contains an examinee's identifying data such as name, ACT student code, and school information. It is important to use the barcode label on the examinee's answer document to ensure data integrity for scoring purposes.

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.

Sample Barcode Labels

A sample barcode label is shown in the following figure.

LASTNAMEXXXXXX, FIRSTNAMEXXXXXX M Grade: 99
DOB: MM/DD/YYYY
ACT HS CODE: 999-999
HS Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
District Code:
District Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


9 9 9 9 9 9 9 9 9 - 9

Note: Your barcode labels might not contain the same data, nor appear in exactly the same format as the sample shown.

Check Information on the Barcode Labels

Determine whether the information printed on the barcode label is accurate.

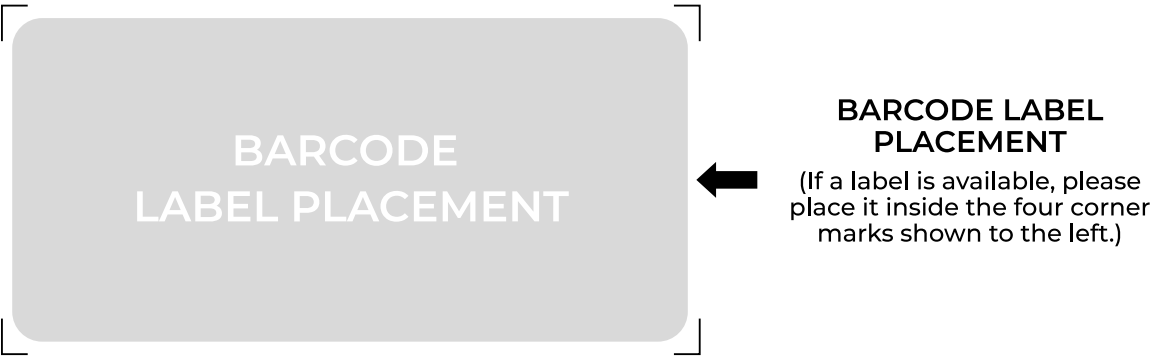
- a. **If the ACT student code is correct:** Apply the barcode label to the answer document.
- b. **If the ACT student code is incorrect:** Do not apply the barcode label to the answer document. Securely destroy incorrect barcode labels and manually grid the correct ACT student code in Block J on the answer document.

Note: Use the barcode label if the ACT student code is correct, even if other student data is not correct. You should correct the other student data in ACT Now prior to test day.

Apply the Barcode Labels

Look for the shaded area marked “BARCODE LABEL PLACEMENT” on the appropriate section of the answer document. Affix the label in this area only.

Note: Do not place the label in any other location on the answer document.



If You Do Not Have Barcode Labels

If you did not receive barcode labels, then manually grid the ACT student code for each examinee in Block J of the answer document.

J ACT STUDENT CODE <i>(To be completed by school staff, not the student.)</i>									
If the student has an ACT student code and there is no barcode label, enter the student's code here and fill in the ovals.									
	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	

ACT High School Code (Block K)

The ACT high school code determines which school receives the examinee's ACT score. Because correct reporting is critical, this field is the responsibility of the staff at the test site.

Examinees are instructed to leave Block K blank. When Block K is left blank, ACT will use the high school assigned to the examinee's record in ACT Now. If the ACT high school code gridded in Block K cannot be used for reporting, ACT will use the high school listed on the site header.

Use the following criteria to determine whether you need to complete Block K for any examinees testing at your school:

Complete Block K on the Answer Document

School Type	Definition	Procedure
Home High School	The school an examinee regularly attends (listed on the site header), where their scores and reports should be sent.	Leave Block K blank.
Receiving School	The school where the examinee's scores and reports should be sent, if not the school listed on the site header.	1. Prior to testing, testing staff determines the examinee's home high school. 2. Testing staff enters the ACT high school code for the home school in Block K.
Site for Examinees from Multiple Schools	Certain sites may serve as a test site for examinees from multiple schools.	1. Prior to test day, testing staff determines where the examinee's scores and reports should be sent. 2. Testing staff enters that ACT high school code in Block K.
GED Student	Some GED students test at their local school.	Grid ovals 960–000 in Block K. <i>Note: If this code is not used, the results will report to the testing school.</i>
Other	This option can apply to an examinee from a: • Home school program • Non-public school • Distance education program • Other accredited program	Grid ovals 969–999 in Block K. <i>Note: If this code is not used, the results will report to the testing school.</i>

IMPORTANT: Any ACT high school code gridded in Block K must be in ACT Now under the contract hierarchy which you are testing. If the school is not in the contract hierarchy, scores may be reported to an incorrect school. If uncertain which school should receive a score report for an examinee, check with your district office. Once you locate the school name, find the corresponding ACT high school code at act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html.

Local Student ID Number (Block L)

If your school or district has assigned each examinee a local ID number, and you wish to receive that number in electronic output to facilitate in matching records after testing, you may use Block L on the answer document to record this number. Write the local ID number in the boxes and grid the corresponding ovals.

Note: The local ID number can be no more than 10 digits. If the number has fewer than 10 digits, it will be reported with leading zeros added. Do not enter any other number in Block L.

Examinee Transfers

1. If an examinee transfers **into your school**, determine your steps from the following table:

If the examinee transfers...	Then...
Prior to testing and there is no barcode label	- Request a transfer from the school where they were enrolled. Select the Students tile. Select the Transfer Student link. - Grid the examinee's ACT student code from ACT Now in Block J.
Prior to testing and already finished testing at their former school	Do not submit an answer document and do not schedule examinee for testing.
At the time of testing and cannot be set up in time to test	- Schedule the examinee for makeup testing (if available). - Request a transfer from the school where they were enrolled. Select the Students tile. Select the Transfer Student link. - Grid the examinee's ACT student code from ACT Now in Block J.

2. If the examinee transfers **out of your school** prior to testing, securely destroy the examinee's barcode label, or the entire examinee's blank answer document, if the barcode label has already been applied to an answer document.

Completing the Answer Document Demographics

Introduction

Prior to testing, allow time for examinees to personally complete answer document demographics. This can be done in an in-school session before test day, or this can also be done on test day prior to starting Test 1.

Follow the *Verbal Instructions for Answer Document Demographics*, along with your *Administration Supplement* (if applicable), to guide examinees through the process.

Note: If you choose to complete the answer document demographics on test day, you will need to return to this section to read the Verbal Instructions for Answer Document Demographics.

Note: If a student does not have a barcode label, the ACT student code must be manually gridded in Block J on the answer document.

Sessions for Examinees with Accommodations and/or Supports

Examinees testing with accommodations and/or supports may complete the information during the same session as other examinees or in a separate session. The test coordinator is responsible for administration arrangements.

Required Fields

Basic identifying information and mailing address (front and back pages) are required for all examinees. At a minimum, examinees must complete the following blocks:

- A – Printed name and mailing address
- B – Legal name (first and last)
- C – Mailing address
- D – City
- E – State
- F – Zip code
- G – Date of birth
- J – ACT Student code (if no barcode label)

These blocks must be completed accurately for scores to be reported.

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. Turn your answer document to page 2 and look at Email Address. If you have an email address and choose to provide one, it will be used in accordance with the A-C-T Privacy Policy and included on score reports to colleges. Make sure you enter all letters, numbers, and symbols of your email address, using the key provided on your answer document, and fill in the corresponding ovals below each block.

9. Give everyone enough time to complete the email address block.
10. 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.

11. 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.
12. If you have examinees completing answer document demographics ON TEST DAY, continue to the **Verbal Instructions**.

Conclude the Answer Document Demographic Session

If you have examinees complete the answer document demographics **prior** to test day, complete the following steps:

- Collect the answer documents individually from each examinee.
 - ~ Collect the answer documents in an order that will ensure examinees receive their own answer documents on test day.
 - ~ Make sure the required fields have been completely gridded on the front and back pages of each answer document.
 - ~ Room supervisors should return the answer documents to the test coordinator, who then stores all partially completed answer documents in secure storage until test day.
- Inform examinees to:
 - ~ Report to the test site at the time and location you designate.
 - ~ Bring the following items on test day:
 - Acceptable photo identification
 - No. 2 pencils with good erasers (no mechanical pencils or ink pens)
 - A permitted calculator
 - Bilingual dictionary or glossary from the ACT-authorized list, if applicable
 - ~ Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.

PRE- AND POST-TEST CHECKLISTS

TCM Pre-Test Checklist

The following is the Pre-Test Checklist information that you can access and complete tasks once they are finished in TCM.

1. **Agree to training modules in TCM.** Review and agree to the training modules in TCM appropriate for your role.
Note: If you are serving as your site's test coordinator and room supervisor, you only need to agree to the training modules for the test coordinator. The information found in the room supervisor modules are captured in the test coordinator modules.
2. **Have students complete MyACT accounts.** Remind students that they should create and/or update their information in MyACT prior to testing. *MyACT Instructions for Students* may be printed from Reports on the Students page in ACT Now.
3. **Receive, secure, and check-in test materials.** As soon as the shipment arrives, lock materials in secure storage until you are ready to inspect the boxes. Complete check-in activities for all materials within 24 hours of delivery.
 - a. Alert the personnel who receive shipments at your institution to expect a secure shipment and arrange to have it delivered directly to you, unopened.
 - b. Carefully inspect the shipment for damage or tampering and check in all materials.
 - c. **Paper Only:** Make sure you have the exact quantity and serial numbers shown on your packing list. When counting, do not remove the shrink wrap from the writing test booklets until test day and do not break any seals on the test booklets.
 - d. Open the box(es) in a location where you can work securely and without interruption. You should have the following:
 1. Your own device to access your ACT Now account
 2. **Paper Only:** Packing list that indicates quantities, booklet form numbers, and test booklet serial numbers
 3. **Paper Only:** Test booklets that have a 3-character test form on the front cover
 4. *Taking the ACT Test State Testing and District Testing*
 5. A *MyACT Instructions for Students* document for every student uploaded into ACT Now by the deadline
 6. Any special notices regarding this event, if applicable
 7. **Paper Only:** Barcode labels
 8. **Paper Only:** Packing tape in peel-and-stick strips
 - e. **Paper Only: Log materials in TCM.** First, enter test booklet serial numbers as reflected on your packing list and verified during check-in. For each shipment received, enter only the first and last numbers for each unique sequence of booklet numbers. Do not enter ranges by room during initial check-in. Enter one booklet range for multiple-choice and one range for writing (repeat for any supplemental shipments). Once materials are verified against the packing list and recorded, reseal the box(es) and return them to secure storage until test day. Be sure to enter booklet ranges for each room in TCM before testing starts.
4. **Select and set up test rooms.** Set up test rooms according to the ACT Test Facilities policy requirements.

- a. Ensure lighting, temperature, and ventilation are acceptable to allow examinees to give their full attention to the tests.
 - b. Set desks or tables so that examinees all face the same direction, regardless of number of examinees or distance between them.
 - c. Check that desk or table arrangement allows at least three feet of space between examinees (side-to-side measured shoulder-to-shoulder and front-to-back measured head-to-head) or five feet apart front-to-back in multiple-level rooms.
 - d. Check that there is sufficient aisle space for staff to get to every seat during the test without disturbing examinees.
 - e. Ensure examinees are able to see the room clock, if there is one, without looking around.
 - f. Ensure there is a spot to station the room supervisor so that they are facing examinees. The station should have enough room for a computer and access to an electrical outlet.
 - g. Cover any bulletin board materials that could help examinees solve potential test questions or write essays.
 - h. Locate available seating options for left-handed examinees.
5. **Online Only: Prepare TestNav.** Use the *Technical Guide for Online Testing - ACT Now Administration* and the *Technical Readiness Checklist* found on your ACT-hosted web page to prepare devices for online testing.
6. **Complete Event Setup in TCM and ACT Now.** Take action on all TCM activities to ensure your site is ready for test day.
- a. Create or copy rooms in TCM for each test event.
 - b. Assign any staff already available in TCM to the upcoming test date.
 - c. Invite new users in ACT Now with the email addresses they provided.
 - d. Assign test event staff to roles and rooms for each event in TCM.
 - e. Delete any rooms not needed for the event.
 - f. Download the printable *Test Day Instructions* prior to test day in case of any technical issues that prevent the room supervisors or the test coordinator from accessing TCM on test day. When the tech issue is resolved, log timing, irregularities, and seating chart in TCM.

Note: if your school is using the Schedule Flexibility Policy, the test coordinator must communicate during staff training that you are using the policy, which option your school is using, and how to manage the policy in regards to breaks and other test day operations.

7. **Access rosters and assign examinees in TCM.**
- a. In TCM, select your test day assignment then select **Examinees & rosters**. Summary counts display. Students are displayed by delivery-mode options (online or paper) on separate tabs. Check all tabs when assigning examinees to rooms.
 - b. Find examinees in the displayed list and check the boxes next to examinees' names you wish to assign to a room.
- IMPORTANT: All 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. Assign examinees to separate test rooms accordingly. Tests will not be scored or scores will be canceled if this policy is violated. Refer to the Test Administration Details in the *Accommodations and Supports Guide* for details. Use the Accommodations Roster to correctly assign examinees testing with accommodations.
- If an examinee needs to be moved from one room to another, remove the examinee from the currently assigned room and assign the examinee to a different room. **Online Only:** When you remove the examinee and assign him or her to a new test room in TCM, the student authorization ticket from the previous room will not work and a new one must be printed.
- c. Use the Search by field or filters on the Examinees & rosters page to select the examinees that will test together in the same room, then select **Manage assignment**.
 - d. Rooms matching examinee selections will be available for assignment. Choose the room for those examinees and select **Save**. Repeat for each category of examinees.

Use filters to check for examinees not assigned to rooms and account for all examinees on each tab.

Note: The Select all checkbox only selects all examinees on the current page. If you have multiple pages of examinees, then you will need to navigate to additional pages to select the examinees visible on those pages.

8. **Online Only: Print student authorization tickets.** Prior to test day, in TCM, access each online test room by selecting **Monitor rooms** and select **Manage online testing** to print student authorization tickets. Keep printed tickets securely locked until test day.
9. **Print check-in rosters.** Print check-in rosters for the identification process at check-in and to document each examinee's accepted form of ID.
10. **Prepare your facility.** On the morning of test day, do a final check to ensure your facility is ready for testing.
 - a. Make sure signs are posted to direct examinees to their check-in location. If posting rosters, be sure to use Names Only rosters.
 - b. Put up Prohibited Device and Calculator Policy posters in hallways where they will be visible to examinees.
 - c. **Online Only:** Confirm internet connection for TCM and examinees devices.
 - d. Confirm all rooms are set according to facilities requirements and make any final adjustments.
11. **Distribute test materials to room supervisors:** Test coordinators distribute materials to room supervisors only on test day morning.
 - a. **Paper Only:** Count out the appropriate number of test booklets, answer documents, and ACT-authorized accommodations and English learner support materials (if applicable) for each room, if not done before test day.
 - b. **Paper Only:** In TCM, record the quantities and test booklet serial number ranges assigned to each room.
 - c. **Paper Only:** Personally hand the test materials to each room supervisor.
 - d. Have the room supervisors log into TCM and perform Open Room activities on the Test Day Checklist posted on your ACT-hosted web page. This includes completing the Room Setup and Examinee Check-in task on the Room Dashboard.
 - e. Return any excess materials to secure storage. If the secure storage location is remote from the testing area, use a room that can be locked when unattended, is convenient to the testing area, and where access is restricted to staff and authorized observers. Materials not locked in secure storage must never be left unattended.

TCM Post-Test Checklist

The following is the Post-Test Checklist information that you can access and complete tasks once they are finished in TCM.

Note: For all non-college reportable testing, references to online testing are not applicable.

1. **Collect materials from each room:** All materials must be returned to ACT according to the date listed on your *Schedule of Events*. Be sure to keep standard time, accommodations, and online testing materials separate.
 - a. **Paper Only:** Make sure you have received the following from each room supervisor:
 1. Test booklets
 2. Answer documents
 3. Completed rosters
 4. ACT Student Identification forms
 5. Signed reader/interpreter/scribe agreement forms
 - b. **Paper Only:** Ensure both used and unused test booklet counts match logged materials in TCM and that the number of answer documents you return match the total number of examinees assigned on the seating chart(s).
 - c. If you have any notes or timings logged, ensure all notes and timings are entered into TCM.
 - d. **Paper Only:** For each room's test booklets, make sure the following are done:
 1. There are no answer documents inside the test booklets.
 2. For the writing administrations, both the multiple-choice and writing test booklets are returned for each examinee.
 3. Test booklets are arranged in sequential serial number order.
 - e. **Online Only:** Make sure you have received the following from each room supervisor:
 1. Completed rosters
 2. ACT Student Identification forms
 3. Student authorization tickets (each bundled with any additional scratch paper provided to examinee)
 4. Translated test directions.

Within 72 hours after testing use the Test Materials policy module/section to arrange for secure destruction of appropriate materials.
 - f. Use the Test Materials policy module/section to identify what test administration materials need to be returned or copied and retained at your site.
2. **Complete test event checkout:** Select **Open event checkout** on your test event dashboard. Resolve all alerts before dismissing testing staff.
3. **Paper Only: Sort the answer documents.** For each room's answer documents, make sure:
 - a. Each answer document to be scored contains the required identifying information on the front and back pages (Blocks A-G).
 - b. Each answer document has a barcode affixed or the ACT student code gridded in Block J.
 - c. Any test responses marked in the test booklet or on large print answer document are transferred to a standard size regular answer document.
 - d. Voided answer documents are attached to the roster.
4. **Paper Only: Complete the site header.** To complete the site header:
 - a. Locate the Site Header for the applicable type (e.g., standard or accommodations) and test date of materials. If you are unable to locate the pregridded site header, use the replacement site header located on your ACT-hosted web page.
 - b. Follow the directions on the Site Header for this administration, completing the required blocks with a No. 2 pencil.

5. **Paper Only: Pack the processing envelopes.**

- a. **Paper Only:** Pack the Roster, site header and answer documents in the processing envelope.
 1. The Roster with form of ID identified is placed on top of the site header.
 2. Turn the answer documents to be scored the same way as the site header, with page 1 facing you.
 3. Check the booklet number and form fields on each answer document. If blank, fill in this information with a No. 2 pencil.

IMPORTANT: Put the site header on top of the answer documents to be scored. If more than one envelope is used, put the site header in envelope #1.

- b. **Paper Only: Return the following (if applicable):**

1. ACT Student Identification Forms, attached to the Roster
2. Large-print worksheets
3. *Reader's Agreement / Interpreter's Agreement / Scribe's Agreement*
4. Voided answer documents

IMPORTANT: Log an irregularity in TCM for every voided or replaced answer document, documenting the reason(s) for voiding.

Note: If you are participating in a district shipping model or your school tested at an off-site location, place the Secure Storage and Transport of Test Materials Form (found on your ACT-hosted web page) inside the processing envelope.

6. **Paper Only: Pack the white answer document boxes for return.**

- a. Pack the processing envelope(s) into the white answer document return box. Use the white answer document return box with the colored return sticker that is the same color as the envelope(s) you are placing inside.
- b. Number each answer document return box 1 of X, 2 of X, etc.
- c. Make sure your six-digit ACT high school code, institution name, and return address are all on the outside of the white answer document return box.
- d. Seal the white answer document return box and place in secure storage.

7. **Paper Only: Pack the secure material boxes for return.**

- a. Pack the following materials from paper testing into the boxes for return to ACT (use separate boxes for standard time and accommodations materials)
 1. Used and unused test booklets (all booklets must be returned)
 2. All alternate test forms (braille, etc.)

Note: Do not return the packing list. Keep it to check that you've included all test booklets and needed materials in your return shipment.

3. Securely destroy any translated test directions within 72 hours after testing.
- b. Once contents are placed in the box, reverse the flaps on the box.
- c. Number each box 1 of X, 2 of X, etc. "X" should equal only the total number of boxes for the administration type (e.g., ACT standard time) being returned. For district ship, X should equal the total number of boxes for the administration type in a school. Do not number boxes for the entire district.
- d. Add the appropriately-colored return sticker denoting administration type to an open area on the outside of the box (do not cover the prepaid shipping label).
- e. Make sure your six-digit ACT high school code, institution name, and return address are all on the outside of the boxes.
- f. Seal each box so the return shipping label and colored return sticker are visible.
- g. Place all boxes in secure storage until pickup.

8. **Update student event assignments:** Update student event assignments in ACT Now for absent or makeup students that must be moved to a later window.

9. Update student room assignments in TCM.

10. **Paper Only: Confirm materials pickup.**

- a. On the ACT scheduled pickup date, if your school's normal pickup point is secure or constantly monitored, you may leave the boxes there.

- b. If your materials are not picked up within two business days after the ACT-scheduled pickup date, follow these instructions:
 - 1. If you have FedEx return service labels applied to your package(s), call FedEx at 1-800-463-3339 to arrange your pickup. Tell the agent you have FedEx return service labels already applied to the package and give them the tracking information from the label.
 - 2. If you do not have FedEx return service labels applied to your package(s), email or call ACT to request return service labels and to schedule a pickup for your location. ACT will need your name, phone number, school/institution name, street address, city, state, and the number of packages to return in order to create the return labels.

TEST SECURITY

ACT Test Security

Test Security Hotline and Reporting Portal

ACT has a dedicated Test Security Hotline for the confidential reporting of specific test security related concerns. You should use the Test Security Hotline to report:

- Cheating and questionable test behavior (such as copying answers or using prohibited electronic devices during testing (like cell phones or tablets)
- Accessing questions prior to the test
- Taking photos or making copies of test questions or test materials
- Posting test questions on the internet
- Test staff misconduct (such as providing answers or questions to test takers or permitting test takers to engage in prohibited conduct during testing)

If you wish to report such concerns anonymously, you may do so at 855.382.2645 or at 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.

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