

ACT State Testing – Frequently Asked Questions Standard Time

General Information – In addition to the hard copies you may receive in shipments from ACT, ACT posts PDF copies of the *ACT Supervisor's Manual - State Testing* and *Taking the ACT – State Testing* online at the web address listed on your *Checklist of Dates*.

	Topic Category	Question	Answer
1.	Barcode Label	If a label is placed on an answer document for a student but the student does not test, what do we do with the answer document?	Your actions will depend on whether the test was taken on the initial test date or the makeup test date. Please refer to the After the Test section of the <i>ACT Supervisor's Manual - State Testing</i> for more information. <i>Note: Not all states or districts use barcode labels.</i>
2.	Barcode Label	What should I do if I am missing a barcode label for a student?	Ensure that the student is eligible to test. All questions regarding eligibility should be directed to your state's Department of Education. Michigan only – Print a barcode label using the BAA Secure Site. All other states –Grid Block U of the answer document with the state-assigned student ID. Refer to the Barcode Labels section of the <i>ACT Supervisor's Manual - State Testing</i> and the training presentation for more information.
3.	Pretest Session	Can staff complete the non-test information to save time?	No. The basic student information, High School Course/Grade Information, ACT Interest Inventory, and Student Profile Section are to be completed on the answer document by students, including those scheduled to test with accommodations. Please refer to the Completing the Non-Test Portions Before Test Day section of the <i>ACT Supervisor's Manual - State Testing</i> for further instructions.
4.	Pretest Session	If a student is absent during the pretest session, can he or she complete the pretest information after testing?	No. If a student has not completed the pretest session before the initial test date they are not permitted to test and should be scheduled for the makeup test date. Please refer to the Sessions for Absent Students section of the <i>ACT Supervisor's Manual - State Testing</i> for instructions.
5.	Pretest Session	If a student has previously taken the ACT and has completed the Student Profile and Interest Inventory, does the student need to complete these sections again?	Yes. Information from prior ACT testing will not carry forward for State Testing. Completing this portion of the answer document is optional; however, it is an integral part of the score report that is sent to colleges. Please refer to the ACT Interest Inventory and Student Profile section of the <i>ACT Supervisor's Manual - State Testing</i> . ACT encourages all students to complete the pretest sections of the answer document.

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6.	Pretest Session	Do students have to include their Social Security number on the answer document?	<p>No. Students are not required to include their Social Security number on the answer document. If a Social Security number is not provided, ACT will assign an ACT ID and that number will appear on score reports.</p> <p>Kentucky only – Provision of the student’s Social Security number is optional. However, inform students during the pretest session that they must provide their SSN in order for their record to be available for the Kentucky Education Excellence Scholarship.</p> <p>Please refer to the Social Security Number section in the <i>Taking the ACT – State Testing</i> for more information.</p>
7.	Pretest Session	May the school provide the student a copy of his/her transcript to assist in completing the High School Course/Grade information on the answer document?	Yes. If the high school would like to provide the grade information or copies of the student’s transcript for reference during the pretest session, they may do so.
8.	Pretest Session	How long is the pretest session?	<p>The pretest session should take approximately one hour.</p> <p>Please refer to the Completing the Non-Test Portions Before Test Day section of the <i>ACT Supervisor’s Manual - State Testing</i> for more information.</p>
9.	Off-Site	What are procedures for testing off-site? Can any school test off-site?	<p>ACT expects nearly all high schools will be able to make arrangements to administer the ACT in school.</p> <p>We understand that some exceptional circumstances may make this impossible. If your school cannot meet ACT’s Standard Testing Requirements, the Test Supervisor must identify a suitable off-site location.</p> <p>A link to the off-site proposal form is available on your state’s website. This form must be completed and submitted to ACT for approval. Refer to your <i>Checklist of Dates</i> for the application deadline.</p>
10.	Off-Site	If we were approved last year for an off-site administration of the ACT and the site will be the same this year, do we need to submit another proposal this year?	Yes. ACT requires the Test Supervisor to reevaluate their testing facility each year to determine if it still meets the Standard Testing Requirements. The Test Supervisor must complete an off-site proposal each year to ensure this information is current.
11.	Rosters	Will we get rosters as we do for the National ACT Saturday testing dates?	No. ACT does not provide standard time rosters for State Testing; the school decides which students are eligible to test and is responsible for producing rosters for the standard time room(s).

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12.	Materials	How does ACT determine the number of test materials to ship to the schools? What should I do if I need additional materials?	<p>The quantity of test materials shipped for the initial test date is based on the enrollment figure provided to ACT by the Test Supervisor, plus an appropriate overage.</p> <p><i>Note: Michigan and Montana enrollments are based on data provided by the state directly to ACT.</i></p> <p>If after receiving and checking in your materials, you find the number of students scheduled to test exceeds the number of materials you have received, contact ACT at 800.553.6244, ext. 2800 for assistance.</p>
13.	Materials	Are schools allowed to do a practice test prior to actual ACT test day?	<p>Yes. Schools may do a practice test using ACT prep materials. However, the answer documents received in your shipment of test materials may not be used for a practice session. For information regarding ACT test preparation materials, please visit ACT's website at www.actstudent.org/testprep.</p>
14.	Materials	How do I order materials for the makeup test date?	<p>The quantity of standard time test materials for makeup testing is collected using ACT's Online Services for State Testing website for all states but Michigan. Consult your Test Administration training materials for details on ordering makeup materials.</p> <p><i>Note: For Michigan, schools provide data to the BAA Secure site.</i></p>
15.	Materials	What if materials do not arrive by the delivery date as indicated on the <i>Checklist of Dates</i> ?	<p>Contact ACT at 800.553.6244, ext. 2800.</p>
16.	Materials	How do I return all of the materials to ACT?	<p>ACT will schedule two separate pickups; one for initial testing and one for makeup testing. Refer to your state's Checklist of Dates for the exact date of the scheduled pickups. The Test Supervisor must ensure that materials are packed correctly and picked up.</p> <p>Please refer to the <u>After the Test</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
17.	Materials	Who do I contact if my materials are not picked up?	<p>If it is past 5 p.m. on the scheduled day of pickup and the carrier has not arrived to pick up your materials, please contact ACT at 800.553.6244, ext. 2800 to reschedule a secure carrier pickup. Return your materials to secure storage until the rescheduled pickup date.</p>

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18.	Test Administration - Staffing	What are the restrictions for serving as a Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator if that person has a relative taking the ACT through the statewide or district wide administration?	<p>A Test Supervisor (TS) or Back-up Test Supervisor (BU) cannot serve in that role if they have a relative taking the test anywhere in the state with standard time materials.</p> <p>If the relative is taking the test with accommodated materials, then it is okay for the TS/BU to continue to serve.</p> <p>A Test Accommodations Coordinator (TAC) cannot serve in that role if they have a relative taking the state test anywhere in the state if the relative is testing with accommodated materials.</p> <p>If the relative of the TAC is taking the test with standard materials, then it is okay for the TAC to continue to serve.</p> <p>Refer to the <u>Testing Staff Requirements</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
19.	Test Administration - Staffing	What are the restrictions for serving as a room supervisor or proctor if that person has a relative taking the ACT through the statewide administration?	<p>A room supervisor or proctor must not be assigned to test in a room where his or her relative or ward is testing. The room supervisor or proctor must not have access to that student's test materials.</p> <p>Refer to the <u>Testing Staff Requirements</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
20.	Test Administration - Staffing	How do we inform ACT of a change to our testing staff?	In order to change testing staff mid-year, you must complete and submit the <i>Profile Change Form</i> . This form can be accessed by going to the web address listed on your <i>Checklist of Dates</i> .
21.	Test Administration - Staffing	Specifically, what are the rules regarding coaches participating as part of the testing staff?	Athletic coaches may serve as Test Supervisor, but may not serve as a room supervisor in any one-on-one situation where a student athlete is testing.
22.	Test Administration - Staffing	What are the ACT room staffing requirements?	<p>ACT requires one room supervisor for each room, plus one proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2). Please remember these are the minimum requirements. You may always have additional staff to ensure that all test administration duties are performed efficiently and securely. Make sure to report all staff that assisted in the test administration on the State Testing Staff List returned to ACT upon completion of testing.</p> <p>Refer to the <u>Testing Staff Requirements</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
23.	Test Administration - Staffing	May we rotate our room supervisor or proctors throughout the test?	<p>The room supervisors are required to serve for the entire test session in the room to which they are assigned. If for some reason a room supervisor is unable to serve the entire test session, ACT prefers that the change take place at an assigned break to minimize distraction. Also, the change must be recorded on the State Testing Staff List and an Irregularity Report will need to be completed.</p> <p>Refer to the <u>Testing Staff Requirements</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>

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24.	Test Administration - Timing	What timepieces does ACT require to be in the testing room?	<p>ACT requires two reliable timepieces in the room: one must be an accurate clock or watch that shows the actual time of day; the second may be a stopwatch or interval timer. Do not use a cell phone as one of your timepieces.</p> <p>Refer to the <u>Timepieces</u> and <u>Timing the Tests</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
25.	Test Administration - Timing	What should I do if a student is late returning from the 15 minute break?	<p>Students who return late from break may be readmitted, but may not make up lost time. Do not hold up testing to wait for late students. Document the situation on an Irregularity Report and return the Irregularity Report.</p> <p>Refer to the <u>Break After Test 2</u>, and <u>Students Who Leave During a Test and Return</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
26.	Test Administration - Timing	If a student does not return to the test room from a break, what do I do?	<p>Collect and secure the answer document and test booklet. Document everything on an Irregularity Report. After testing, decide whether the student will be scheduled for makeup testing.</p> <p>Refer to the <u>Students Who Leave Early</u>, <u>Scheduling Students for Makeup Testing</u> and <u>Individual Irregularities</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
27.	Test Administration - Timing	If testing in multiple rooms, do we wait until all rooms are finished with a test section before going to the next test section or releasing students for break?	<p>No. Each room supervisor is responsible for timing the tests in his or her own room. Reading the Verbal Instructions or timing the tests is not to be controlled from a central location for multiple rooms (for example using bells, a PA system, or loudspeaker). You should not expect each room to follow a preset schedule.</p> <p>Refer to the <u>Test Day Schedule and Timing the Tests</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
28.	Test Administration - Timing	Our school does not start until after 9:00 a.m. Can we have a waiver allowing us to start testing after 9:00 a.m.?	<p>No. ACT does not issue waivers for late starts. Testing must begin no later than 9:00 a.m. in all rooms.</p> <p>Note: Starting the Verbal Instructions after 9:00 a.m. may result in the cancellation of scores.</p> <p>Refer to the <u>Test Day Schedule</u> and <u>Test Room Starting Time</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
29.	Test Administration - Timing	I know we cannot start testing after 9:00 a.m. but can we start earlier?	<p>Yes. You may begin testing earlier than 9:00 a.m. if all students have been identified and seated.</p> <p>Refer to the <u>Test Day Activities</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
30.	Test Administration – Timing	What do you do if you discover you have mistimed a test?	<p>Contact ACT immediately at 800/553-6244 extension 2800 800.553.6244, ext. 2800 for direction.</p> <p>Refer to the <u>Mistiming</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>

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31.	Test Administration – Timing	If all students in a room have finished a test section before the time allotted can we move on to the next test section?	<p>No. All students must be afforded the full time for each test. If students finish before time is called they may review their answers for that test. They may not go back to previous tests or work on future tests. If they have finished reviewing their work they should place their answer document inside the test booklet on the last page of the test and close the test booklet until time is called.</p> <p>Refer to the <u>Sequence of Tests</u> and <u>Timing the Tests</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
32.	Test Administration - General	What if a student mistakenly answered in a future section of the answer document?	<p>As soon as this error in marking is detected, give the student a new, blank answer document and have the student resume testing by marking answers in the correct section of the new answer document. Document the situation on an Irregularity Report.</p> <p>Refer to the <u>Marking Responses in a Future Section of Answer Document</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.</p>
33.	Test Administration - General	Are we allowed to have more than 100 students in one test room?	<p>ACT prefers smaller single-level classrooms, seating 15 to 30 students and recommends no more than 100 students test in one room.</p> <p>Refer to the <u>Type and Size of Rooms</u> section in the <i>ACT Supervisor's Manual - State Testing</i> for more information. To ensure you have adequate staffing, refer to the <u>Proctor</u> section of the <i>ACT Supervisor's Manual - State Testing</i>. For further guidance, contact ACT at 800.553.6244, ext. 2800.</p>
34.	Test Administration - General	Are cell phones or other electronics allowed in the testing rooms?	<p>No. Cell phones, media players, or any electronic devices (other than an approved calculator) are not allowed in testing rooms or at any time during testing or during breaks. If a student is in possession of an electronic device (other than an approved calculator) dismiss the student from testing and void his/her answer document.</p> <p>ACT recommends that you take advantage of the opportunity during the pretest session to warn students that if they bring cell phones, media players, or any electronic device (other than an approved calculator) into the test room or use one during break they will be dismissed and their answer document will not be scored.</p> <p>Refer to the <u>Prohibited Behavior</u> section in the <i>ACT Supervisor's Manual - State Testing</i> for more information. You can also find information in <i>Taking the ACT- State Testing</i> in the <u>Prohibited Behavior at the Test Site</u> section.</p> <p><i>Note: Students dismissed for prohibited behavior may not be scheduled for makeup testing.</i></p>

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35.	Test Administration - General	Our state has multiple days of testing, if a student is dismissed for prohibited behavior from the ACT test day can the student still test on the state's remaining test days?	Refer to your training materials for details. Illinois – if a student is dismissed on the ACT Day 1 test day they must still be scheduled to test on Day 2. Michigan – if a student is dismissed on the ACT test day, the student is not permitted to complete any additional testing including the makeup.
36.	Test Administration - General	How do we accommodate a student's request to use the restroom?	Students may be dismissed, one at a time, to use the restroom. Collect test booklets and answer documents from students that go to the restroom and return their materials when they return. Be sure the same student returns after testing. <i>Note: Any testing time lost while using the restroom cannot be made up.</i> Refer to the <u>Students Who Leave During a Test and Return</u> section in the <i>ACT Supervisor's Manual - State Testing</i> and your training materials for more information.
37.	Test Administration - General	Can we schedule the students for lunch during the 15 minute break?	No. The break between the end of Test 2 and the beginning of Test 3 is to be no longer than 15 minutes. The break may not include lunch. If it does, scores for all students may be cancelled. If school regulations permit, students may eat or drink outside the testing room during break. Refer to the <u>Break After Test 2</u> section in the <i>ACT Supervisor's Manual - State Testing</i> for more information.
38.	Test Administration - General	Who determines if a student is an 11 th grader and eligible to test?	ACT does not determine eligibility to test. States/Schools have established policies on what constitutes a grade 11 student. If you have questions on a student's eligibility to test you should contact your state Department of Education.
39.	Student Illness	If a student becomes ill and does not want their current answer document scored, what do we do?	If a student cannot finish testing because of illness, you must decide whether the answer document should be scored or the student should be scheduled for makeup testing. Students do not make this decision. Refer to the <u>Students Who Become Ill, Scheduling Students for Makeup Testing and Voiding Answer Documents</u> sections of the <i>ACT Supervisor's Manual - State Testing</i> .
40.	Makeup	If a student is dismissed for prohibited behavior should they take the makeup test?	No. Students dismissed for prohibited behavior must not be scheduled for makeup testing. Refer to the <u>Dismissal for Prohibited Behavior</u> section of the <i>ACT Supervisor's Manual - State Testing</i> for more information.

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41.	Makeup	What if a student is absent on both initial and makeup test dates?	<p>If a student is absent on both dates, they will not be able to participate in the statewide administration.</p> <p>For Colorado and Illinois only - Refer to your state's Answer Document Supplement, which can be found in your training packet and with your nonsecure materials, for instructions on how to return answer documents for students who are enrolled but do not test.</p>
42.	Reporting	Do students receive ACT scores at home or school?	<p>Students will be sent an ACT Student Report to the home address they gridded on their answer document.</p> <p>Refer to the <u>Reporting Schedule</u> section of <i>Taking the ACT – State Testing</i> for more information.</p>
43.	Reporting	How will individual ACT score reports be reported? When will we receive these reports?	<p>Standard ACT High School Reports are sent from ACT approximately 3 to 8 weeks after testing to Director of Counseling.</p>
44.	Reporting	Will students be able to check their scores online?	<p>Yes. Students have the option to view their scores online at www.actstudent.org.</p> <p>Students may access online scores after they receive their score report from ACT in the mail. Information on the paper score report will be needed to access the online information.</p> <p>Refer to the <u>Viewing Your Scores and Score Report on the Web</u> section of <i>Taking the ACT – State Testing</i> for more information.</p>
45.	Reporting	Is there a cost if a student requests to report scores to colleges?	<p>A student has the option of sending scores to four colleges or scholarship agencies at no charge by entering the correct code(s) on his/her answer document during the pretest session. These codes cannot be changed or deleted once the answer document has been returned to ACT. Additional Score Reports (ASR's) are available later for a fee.</p> <p>Refer to the section of <i>Taking the ACT – State Testing</i> labeled <u>ASR Services Available</u> for more information.</p>
46.	Reporting	Who accepts State Testing scores?	<p>State Testing scores from ACT Standard Time and ACT-Approved Accommodation testing are accepted at colleges.</p> <p>The NCAA may also accept college reportable ACT scores from State Testing for purposes of Initial Eligibility determination.</p> <p>Refer to your <i>Taking the ACT – State Testing</i> for further information.</p>