

Spring 2025

Test Date(s): _____

Test Room: _____

Room Supervisor: _____

High School Name: _____



ACT[®] WorkKeys[®]

Administration Manual

State Testing

Standard Time

Paper Testing

ACT[®] WorkKeys[®]

www.act.org/workkeys



CONTACTING ACT AND FINDING YOUR STATE CODE

Business Hours

Days	Times
Monday–Friday	7:00 a.m.–7:00 p.m. Central time

Contact Information for Testing Staff

Type of Question	Phone	Email
General, technical, standard time, accommodations, English learner supports	800.967.5539	workkeys@act.org

Note: The toll-free number is for testing staff. Do not provide the number to examinees or parents.

ACT WorkKeys State Codes

State Codes			
Alabama: 01	Illinois: 14	Montana: 27	Rhode Island: 40
Alaska: 02	Indiana: 15	Nebraska: 28	South Carolina: 41
Arizona: 03	Iowa: 16	Nevada: 29	South Dakota: 42
Arkansas: 04	Kansas: 17	New Hampshire: 30	Tennessee: 43
California: 05	Kentucky: 18	New Jersey: 31	Texas: 44
Colorado: 06	Louisiana: 19	New Mexico: 32	Utah: 45
Connecticut: 07	Maine: 20	New York: 33	Vermont: 46
Delaware: 08	Maryland: 21	North Carolina: 34	Virginia: 47
D.C.: 09	Massachusetts: 22	North Dakota: 35	Washington: 48
Florida: 10	Michigan: 23	Ohio: 36	West Virginia: 49
Georgia: 11	Minnesota: 24	Oklahoma: 37	Wisconsin: 50
Hawaii: 12	Mississippi: 25	Oregon: 38	Wyoming: 51
Idaho: 13	Missouri: 26	Pennsylvania: 39	

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POLICIES

General Testing

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 testing staff are required to read the digital and paper materials 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 and Times

Each standard time WorkKeys assessment is 55 minutes. The standard time WorkKeys tests given in Spanish are 70 minutes. 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.

Testing More than One Examinee at a Time

ACT requires all examinees in the room to have the same authorized timing and work on the same test at the same time (e.g., when administering Applied Math, all examinees must be working on Applied Math). This policy applies to examinees testing under standard and accommodated time. If examinees in the same testing room complete different tests or have different testing times, scores will be canceled.

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 forms and information contained in administration manuals and other 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, Irregularity Reports, etc.) are to be referred directly to ACT or the state agency.

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. 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

Accessibility Supports Overview

Accessibility supports apply to all examinees. Although we design the standardized testing experience to be the same for all examinees, ACT does provide accommodations for examinees with diagnosed, documented disabilities and English learner (EL) supports for examinees not proficient in English, to provide equitable access during the test without compromising the validity of test results. Accessibility supports emphasize an individualized approach to implementing assessment practices for examinees with diverse needs who participate in large-scale standardized testing. ACT provides a list of allowable accessibility supports and accommodations.

Use of any accessibility support that is not properly administered and/or not specified by ACT violates what the test is designed to measure and results in a score that is invalid and non-comparable for the stated purposes of the assessment. Resulting scores are not ACT WorkKeys NCRC eligible.

Determinations related to who may test with available accessibility supports on WorkKeys are made by the local educational agency. Authorization for use of accommodations and EL supports should be based on the examinee's formal education plan (e.g., IEP, 504 plan, etc.) or documented need.

Information related to available accessibility supports and testing examinees with allowable supports is found on your ACT-hosted webpage in the *ACT WorkKeys Accessibility Supports Guide (ASG)*.

TEST FACILITIES

Facility Requirements

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.

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 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, 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

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 is specified in the following table:

Required Minimum Space Between Examinees

Room Type	Required Space from Side-to-Side	Required Space from Front-to-Back
		
Single-Level	3 feet (measured shoulder-to-shoulder)	3 feet (measured head-to-head)
Multiple-Level	3 feet (measured shoulder-to-shoulder)	5 feet (measured 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

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.*

Writing Surfaces

Writing surfaces must be smooth, hard surfaces large enough for all of an examinee’s test materials. 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 writing surfaces that are large enough for left-handed 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.

Seating Arrangement Examples

Acceptable Seating Arrangement Examples

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

↔ indicates distance between examinees

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

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



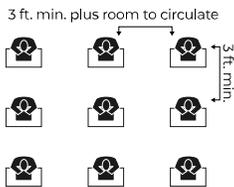
Side View



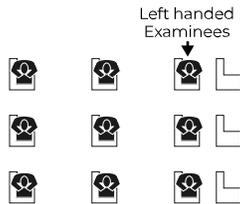
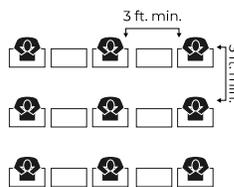
Overhead View

Examinee Spacing

Level Seating with Movable Desks

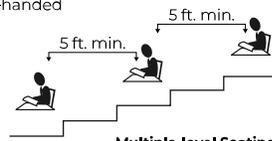


Level Seating with Stationary Desks



Left-handed Examinees at Right-handed Desks

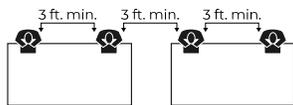
Extra Right-handed Desk



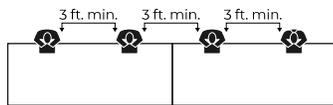
Multiple-level Seating

Table Spacing

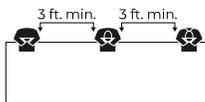
6-Foot Tables



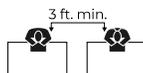
8-Foot Tables



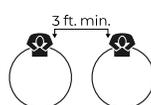
Tables more than 9 feet



Tables under 6 feet



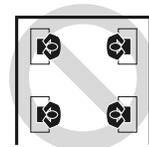
Round tables any size



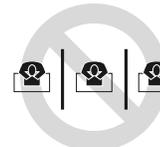
Unacceptable Seating Arrangement Examples



Examinees Facing the Wall or Each Other



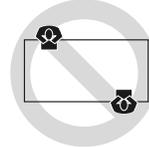
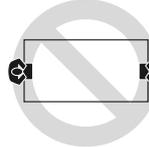
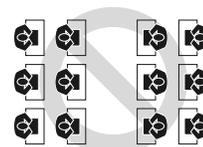
Desk Surface Too Small



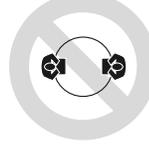
Dividers, Study Carrels, and Partitions



Examinees Too Close Together/Inadequate Aisle Space



Examinees Facing Different Directions



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



TEST STAFF

Staff Requirements

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 their testing staff. Room supervisors 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 or teacher 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 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 US 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 (except the manuals or supplements), 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 Roles and Responsibilities

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.

Number required: One per test room

Room Supervisor Responsibilities

Before test day:

- Assist the test coordinator, as needed
- Attend the training and briefing sessions conducted by the test coordinator

Check-in activities on test day:

- Individually identify and admit examinees to rooms; verify ID and mark the roster
- Direct examinees to seats once admitted
- Ensure all examinees admitted to a room are assigned the same timing

Administer the test:

- Prepare the room for testing
- Take responsibility for a test room and provide an environment conducive to testing
- Count test booklets upon receipt from the test coordinator
- Distribute test materials, keeping test booklets in sequential serial number order
- Read verbal instructions verbatim to examinees
- Properly time tests
- Monitor testing progress

Maintain security:

- Keep test materials secure during testing and breaks
- Monitor for prohibited behavior during testing and breaks
- Collect and account for all test materials before dismissing examinees

Ensure complete documentation:

- Complete all information on the appropriate administration forms
- Record detailed documentation of any irregularities and, as required, void examinees' tests
- Return all test materials and forms to the test coordinator after testing

Proctor Role

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

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

Number of Proctors Needed for Standard Time Paper Administrations

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

Proctor Responsibilities

Before test day:

- 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:

- Prepare the room for testing
- Distribute test materials, keeping test booklets in sequential serial number order
- Verify proper timing of the tests, using a different timepiece than the room supervisor
- Monitor testing progress

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

- 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 for return to ACT

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.

Staff Training

Staff Training Requirements

The test coordinator is responsible for providing manuals, supplements, and training to all test site staff before 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.

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

Non-Test Activities:

- Discuss when and where all examinees will complete non-test activities.
- Discuss the sections that must be completed and the importance these sections play in score reporting

Test Administration:

- Discuss when and where staff members 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 the manual on test day, stressing the importance of following instructions exactly and reading verbal instructions 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 authorized bilingual dictionaries
- Review how to fill out the Test Administration Forms and submit Irregularity Reports

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.

Test Day Briefing Session

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

In particular, 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
- How to handle breaks
- What to do with examinees dismissed for prohibited behavior

TEST MATERIALS

Materials Overview

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 date is based on the student enrollment in PearsonAccess^{next}, plus an additional overage.

The quantity of materials shipped for subsequent test dates is based on the additional order(s) placed by the test coordinator in PearsonAccess^{next}.

Test Materials are Specific to a Test Date and Administration

Test materials are sent for specific test dates (Test Window 1, Test Window 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.



Materials Provided by ACT

Secure Materials

Test Booklets

- Regular print (10 pt.)

Non-Test Materials

- Barcode labels

Non-Secure Materials

Non-Test Materials

- *Administration Supplement State Use Questions* (if applicable)

Test Administration Materials

- Administration manual(s)
- Applicable supplements
- Answer documents (considered non-secure until student demographics are entered or barcode labels are affixed)

- **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.
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 in the *Test Coordinator Information Manual*.
- **Test Administration Forms** (forms are separate from the manual)
 - ~ One set of forms is required for each test room
 - ~ Do not separate the pages (use and submit it as a single sheet)
 - ~ Make a photocopy of each completed form and keep for one year
 Each contains the following forms:
 - ~ Test Room Report (completed by the test coordinator and room supervisor)
 - ~ Roster (completed by the test coordinator and room supervisor)
 - ~ Seating Diagram (completed by the room supervisor)
 - ~ Timing Report (completed by the room supervisor)

Return Materials

- Processing envelopes
- Polymailer return envelope
- Shipping boxes
- Colored return stickers

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
- Signs, cards, or other materials used in admissions procedures
- Permitted calculators (if your site chooses to provide them to examinees)

Materials Provided by Examinees

Examinees are asked to bring No. 2 pencils with good erasers (examinees must not use mechanical pencils or ink pens) and a permitted calculator (if desired).

Security of Materials

Secure Test Materials

Secure test materials include all test booklets and all answer documents with an examinee's identifying information (even if the examinee completed only the demographic portions or only a barcode label was applied).

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.

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.

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.

Handling Materials on Test Day

Distribute Test Materials to Examinees

The verbal instructions tell you when to distribute test materials. To ensure security of test materials, distribute to examinees only when directed to do so in the instructions, not before.

Answer Documents

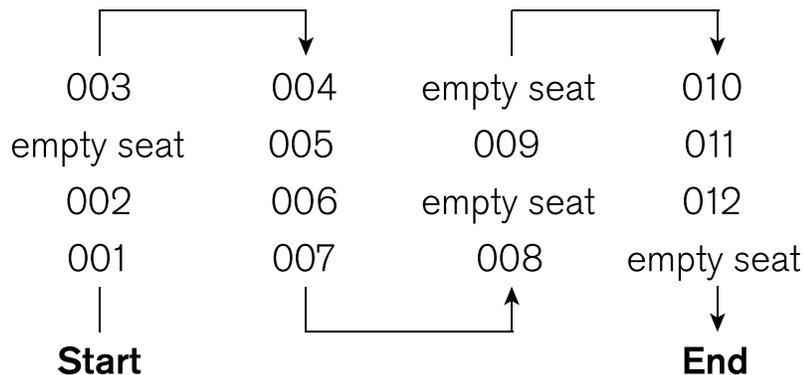
As answer documents are distributed, be sure each examinee receives the answer document with the examinee's name on the barcode label.

Test Booklets

Personally hand one test booklet individually to each examinee.

- The multiple-choice test booklets are distributed when directed in the verbal instructions. All examinees seated in the room receive a multiple-choice test booklet.
- Do not allow examinees to handle any booklet except their own. For example, do not allow booklets to be passed down rows or across aisles.
- Make sure each examinee receives only one booklet.
- Keep track of how you distributed booklets so you can document the serial number given to each examinee on the Seating Diagram.

Begin with the first serial number of your series and move down the rows handing them in sequential order to each examinee in a seat (as shown below). Do not skip serial numbers, do not leave booklets at empty seats, and do not assign or hold booklets for absent examinees. Any leftover (unused) booklets will be the last serial numbers of your series. For example, if you have 15 booklets but only 12 examinees are in the room, hand out only the first 12 serial numbers. Keep the unused booklets (with the last three serial numbers) secure during testing.



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.

Verify Test Materials after Testing

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

1. Individually collect and check answer documents.
 - a. Confirm name in block 2, ID number in block 3, and date of birth in block 4 are gridded.
 - b. Confirm the Examinee Agreement is signed.
 - c. Confirm the Test Form code is gridded.
 - d. Stack all answer documents so they face the same direction.
 - e. Verify the number of answer documents collected equals the number of examinees.
2. Individually collect the test booklet from each examinee.
 - 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.

Note: Use your Test Room Report to reconcile test booklet counts after the test.

3. Place the collected test materials where examinees do not have access.

Once examinees are dismissed, review your set of Test Administration Forms and check that all pages are complete. If you used any additional forms (e.g., Irregularity Report), ensure those forms also contain all necessary information.

Return Materials to the Test Coordinator after Testing

After accounting for all test materials and verifying complete documentation, room supervisors must return materials to the test coordinator immediately after testing.

TEST ADMINISTRATION

Admitting Examinees

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, 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 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/the-act/id.

Acceptable Forms of Identification and Identification Criteria by Roster

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	<p>Must include all of the following:</p> <ul style="list-style-type: none"> • Current (valid) • Issued by a city/state/federal government agency or school • Examinee’s first and last names • Photo is clearly recognizable as the examinee <p>Signature not required.</p> <p>Examples: driver’s license, passport, school ID, state ID.</p>
F	ACT Student Identification Form	<p>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:</p> <ul style="list-style-type: none"> • 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 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 <p>Collect and return to ACT with the roster.</p>
R Plus Staff Initials	Staff Recognition	<ul style="list-style-type: none"> • Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a 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 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.

If the ID is ...	Then ...
Not presented, not acceptable, and/or examinee cannot be recognized by school staff	<ol style="list-style-type: none"> Do not admit the examinee. Write “denied” on the roster beside the examinee’s name, using the following notation: D = Denied Complete an Irregularity Report. Determine if the examinee is eligible for makeup testing.
Acceptable or examinee can be recognized by staff	<ol style="list-style-type: none"> Compare the photo on the ID to the examinee. Mark on the roster the type of ID accepted, using the following notations as a guide: P = Photo ID F = <i>ACT Student Identification Form</i> R plus staff initials = Personal recognition by staff — = Absent (Absence must be indicated so you can decide which examinees to schedule for makeup testing.) 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 before the test booklets are distributed in the test room, admit the examinee and submit an Irregularity Report.

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

Direct Examinees to Their Seats

After an examinee has been identified and the roster marked, 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 that 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.

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

The tests may be administered in any order. However, all examinees in the room must have the same authorized timing and must work on the same test at the same time. This policy applies to examinees testing under standard and accommodated time. If examinees in the same testing room complete different tests, scores will be canceled.

Sequence of Tests

The tests must be administered in the order listed: Test 1—Workplace Documents (first), Test 2—Applied Math (second), Test 3—Graphic Literacy (third). If this order is altered, tests will not be scored.

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.

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 Report that includes the reason for the late start.

Time Allowed for Each Test

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

Timing the Tests

Room supervisors are responsible for timing the tests in their rooms. 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 and adjust timing if necessary. This procedure minimizes the effects of any mistimings by isolating it to the room.

For standard time administrations, the full time for each test must be given, regardless of the number of examinees in the room. **Take extreme care to ensure the exact time is allowed for each test.**

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.

Accurately Time the Tests

1. As you begin timing each test, enter the actual START time (e.g., 8:26) on the Timing Report.
2. Calculate the STOP time, then the time for the verbal announcement of 5 MINUTES REMAINING (subtract 5 minutes from the STOP time), and enter those times.
3. Before you announce 5 minutes remaining, and before you call stop, check your timepiece carefully against the time you have written down and verify it with the other timepiece. If a proctor is in the room, the proctor is to double-check the room supervisor's timing. Make sure you record the actual times you made your announcements on the Timing Report.

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.

Announcing Time Remaining

A verbal announcement of time remaining must be made 5 minutes before the end of each test (see the appropriate verbal instructions). It is important to give the time remaining announcement accurately as examinees rely on it to pace themselves.

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.

Break after Test 2

For standard time test rooms, ACT requires that you allow a 15-minute break at the end of Test 2 so examinees can relax or go to the restroom. Each room supervisor is to begin the break at the end of Test 2 as dictated by testing activity in the individual room. Do not attempt to preset an exact break schedule for all test rooms.

Make sure security and noise precautions are taken:

- Before the break begins, all test booklets must be closed with the answer documents inside.
- 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.

Note: This break may not include lunch.

Administering the Tests

Allowed and Prohibited Items in the Test Room

Cell Phones and Electronic Devices

Examinees may not use cell phones, smart watches, 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 the 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 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 Applied Math.
- 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.
- The current *Calculator Policy* is provided at act.org/calculator-policy.html or by calling 800.498.6481 for a recorded message.
 - ~ 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 *ACT Calculator Policy*.

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.

Applied Math Formula Sheet

A formula sheet that includes all formulas required for the *Applied Math* test is provided in the test booklet. If torn out during testing, the formula sheet must be collected from the examinee at the end of the test along with the test booklet.

Other Items

Examinees may not bring any of the following into the test room:

- Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- Highlighter pens, colored pens or pencils, correction fluid/tape
- Reading material
- Tobacco of any kind

Examinees and staff may bring snacks and beverages into the test room but may only consume them outside of the room during break.

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.
- **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 on the Irregularity Report.
- **Nervous noise:** Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
- **Restrooms:** Describe the location of restrooms and drinking fountains available during the break.

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 on the Irregularity Report.
- If you suspect an examinee is engaging in a prohibited behavior, 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.

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.

Irregularities

Submit an Irregularity Report

- Submit an Irregularity Report for group or individual irregularities. (If no irregularities occur, do not submit an Irregularity Report.)
- Describe in detail any irregularity, especially those that could affect test scores.
- Include the names of any examinees involved.
- Paper clip any affected answer documents to the Irregularity Report.
- Return Irregularity Reports and affected answer documents in the processing envelope.

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)

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

1. If you can take action to eliminate the disturbance, do so. Otherwise, instruct examinees to stop testing.
2. Have examinees close their test booklets and put their answer documents inside.
3. Make note of the time.
4. Determine if you can resume testing.
 - a. If you can resume testing, go to Step 5.
 - b. If you cannot resume testing, collect materials and call ACT for next steps.
5. Resume testing when possible.
 - a. Pick up timing where you left off.

Emergency Evacuations

Examples: Fire alarm, severe weather, public safety concern

1. Get examinees and staff to safety.
2. If possible, make note of the time.
3. If possible, 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

1. If it is reasonable to continue testing without power, do so.

2. For a brief outage, follow the instructions for **Interruptions or Disturbances**, page 31.
3. For an extended outage, call ACT for next steps.

Reschedules

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

1. Mark documentation as "Did not test."
2. Reschedule to your makeup test date.

Mistimings

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

Call ACT immediately to determine next steps.

Individual Irregularities

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

1. Collect and secure the examinee's test materials; give them back upon return.
2. Time the examinee's departure. Record the lost time on the Irregularity Report.
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.

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

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.
2. **If testing on a single day:** Decide if tests should be scored or if the examinee should be scheduled for makeup testing.

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

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 on the Irregularity Report:
 - 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.

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

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 Irregularity Report. Note the details of the replacement on the Irregularity Report.
4. If you do not have sufficient materials to replace those that are defective, call ACT for next steps.

Attempts to Copy Test Materials

Examples: Taking pictures of test items or materials, removing pages from a 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

1. Do not allow staff or examinees to duplicate or record any part of the test by copying, taking notes, photographing, scanning, 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. Inform the examinee the tests will not be scored. VOID the answer document.
 - c. Note all details on the Irregularity Report.
4. Call ACT immediately to determine if additional action is needed.

Unauthorized Marking of Responses in the Test Booklet

Examples: Examinee marked all responses in the test booklet without authorization from the test coordinator 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 on the Irregularity Report.
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 Irregularity Report.
 - 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 Irregularity Report. Keep the Irregularity Report 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 Irregularity Report in the processing envelope with the makeup Test Administration Forms.
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 Irregularity Report. Note details of the marking error on the report.
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 the tests will not be scored.

Irrational Behavior

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

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. Write "VOID" on the answer document.
6. Note details on the Irregularity Report and attach examinee's test materials to the report.

Refusal to Turn in Test Materials

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

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 booklet serial number from the Seating Diagram.
3. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

Prohibited Behaviors at the Test Site

The following behaviors are prohibited:

- Filling in or altering responses after time has been called. This means that the examinee cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark.
- Looking back at a test section on which time has already been called.
- Looking ahead in the test.
- 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, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way or at any time.
- Disclosing test questions or answers in any way or at any time, including through social media, in whole or in part.
- Using a prohibited calculator (act.org/calculator-policy.html).
- Using a calculator on any test section other than math.
- Sharing a calculator with another person.
- Wearing a watch during test administration. All watches must be removed and placed face up on the desk.
- Using a watch 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 the examinee is admitted to test until the examinee is dismissed.
- Using highlighter pens, colored pens or pencils, notes, dictionaries, or other aids.
- Using scratch paper without prior authorization.
- Not following instructions or abiding by the rules of the test site.
- Not following the rules of the test administration.

- Exhibiting confrontational, threatening, or unruly behavior.
- Violating any laws. (If ACT suspects the examinee 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.

ACT may restrict the items examinees bring into the test site. All items examinees bring into the test site, such as hats, glasses, purses, backpacks, cell phones, calculators, other electronic devices, pre-approved medications or personal aids, and watches, may be searched at the discretion of ACT and testing staff. Searches may include the use of tools, such as hand-held metal detectors, that detect prohibited 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 the Terms and Conditions. ACT may also provide such items to and permit searches of such items by third parties in connection with an investigation conducted by ACT or others. Neither ACT nor testing staff shall be responsible for loss or damage to any items that examinees bring to a test site. The test site may also have additional procedures with which examinees must comply.

Prohibited Behavior

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.*
- *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.
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. Write "VOID" on page 1 of the answer document. Do so in the examinee's presence, if possible.
6. Dismiss the examinee.
7. Submit a detailed Irregularity Report 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.
8. Attach the voided answer document to the Irregularity Report (do NOT staple) 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 Report. Otherwise, tests may be scored.

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

NON-TEST ACTIVITIES

Preparing the Answer Documents

Introduction

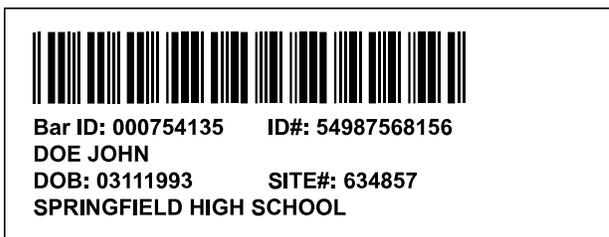
This section provides instructions to prepare answer documents.

Barcode Labels

ACT will provide barcode labels if examinee information is in PearsonAccess^{next} by the verify enrollment deadline. Each label contains an examinee’s identifying data such as name and school information. It is important to use the barcode label on the examinee’s answer document to ensure data integrity for scoring purposes.

Sample Barcode Labels

A sample barcode label is shown in the following figure.

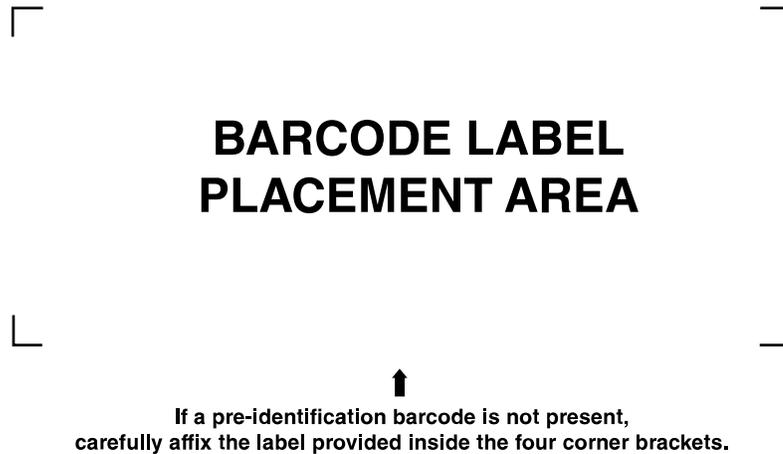


Note: Your barcode labels might not contain the same data, nor appear in exactly the same format as the sample shown.

Apply the Barcode Labels

Look for the area marked “BARCODE LABEL PLACEMENT” on the appropriate section of the answer document. If a pre-identification barcode is not present, carefully affix the label provided inside the four corner brackets. 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 state-assigned student ID for each examinee in Block 3, ID Number, on the answer document.

Note: If you do not know the student ID number, contact your school's district office. Do not enter the examinee's Social Security number.

Reporting High School Code (Block 18)

Scores must be reported to each examinee's home high school.

Scores are reported to the high school code printed on the site header for all answer documents included under the header. If examinees test at their home high school, use the pregridded site header, and leave block 18 on the answer document blank.

If examinees test at your school, but attend a different high school, grid the reporting school code in block 18 on each of these examinees' answer documents to correctly report scores to their 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 high school code at <https://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>.

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	<ul style="list-style-type: none"> a. Add the examinee following the Add or Remove Students process in the <i>PearsonAccess^{next} User Guide</i>. b. Grid the examinee's state-assigned student ID in Block 3.
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	<ul style="list-style-type: none"> a. Schedule the examinee for makeup testing (if available). b. Add the examinee following the Add or Remove Students process in the <i>PearsonAccess^{next} User Guide</i>. c. Grid the examinee's state-assigned student ID in Block 3.

Note: If you do not know the state-assigned student ID number, contact your school's district office. Do not use the examinee's Social Security Number in Block 3.

2. If the examinee transfers **out of your school** prior to testing:
 - a. If the barcode label has not been applied to an answer document, securely destroy the barcode label.
 - b. If the barcode label has been applied to an answer document or any demographic portions were completed, keep the answer document for 6 months. Then, securely destroy.

Completing the Non-Test Information

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. **This must be completed before testing begins.**

Follow the *Verbal Instructions for Completing Non-Test Information*, 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 Completing Non-Test Information.

Required Fields

Examinees are required to complete identifying information and mailing address fields on their answer document.

At a minimum, examinees must complete the following blocks:

- 2 – Name (first, last, middle initial)
- 4 – Date of birth
- 12 – Mailing address
- 13 – City
- 14 – State code (see the following State Codes table for this code)
- 15 – ZIP code

Verbal Instructions for Completing Non-Test Information

Find your state code in the State Codes table (see **Contacting ACT and Finding Your State Code**, inside front cover) to provide when reading these instructions. Locate your *Administration Supplement* and follow the instructions for completing Block 26, if this is a state requirement, when you reach that step.

1. Read aloud all instructions in the shaded boxes. Do not depart from this text.
2. Begin by saying:

You will now complete the non-test portions of your answer document.

3. Distribute answer documents.
4. Use of barcode labels determines the next instruction.
 - If there are barcode labels, go to step **5**, page 41.
 - If there are no barcode labels, go to step **7**, page 42.
5. Say:

Turn the answer document over to the back page. Your name should appear on the barcode label at the top right. Raise your hand if you do not receive your own answer document.

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

7. Continue by saying:

Place your answer document so that page 1 faces you. In Block 1, print the name of this site [announce the name], city, state, and ZIP code.

8. When examinees have completed Block 1, say:

These fields: First Name, Last Name, Date of Birth, and ID Number are used to match you to your score record and to create an A-C-T WorkKeys National Career Readiness Certificate. To be sure your data merges into your MyWorkKeys Account, be sure to enter your name the same way it appears on the barcode label, if it is present.

9. Say:

If you are taking these tests to receive the A-C-T National Career Readiness Certificate or a local career readiness certificate, your name will be printed on the certificate as it appears on the barcode label, or if you don't have a barcode label, as you grid it in Block 2 on the answer document.

10. Continue by saying:

Names on certificates are printed in all capital letters and do not include hyphens. If you put spaces in the first or last name, it will be printed this way on the certificate.

11. Continue by saying:

In Block 2, print your first and last name and your middle initial. In Block 4, enter your date of birth. Put one letter or number in each box and fill in the corresponding oval below. Even if your document has a barcode label, you must fill in blocks 2 and 4 completely and accurately. Skip Block 3. If you have a question, raise your hand. When you have completed Blocks 2 and 4, put your pencil down and look up.

12. When everyone has completed Blocks 2 and 4, say:

You are encouraged, but not required, to complete Blocks 5 through 11. If you have a question, raise your hand. When you have completed these blocks, put your pencil down and look up.

13. When everyone is ready, say:

Now, turn to page 2. Complete Blocks 12 through 15. For Block 14, state code, enter [announce your state code from the State Codes table]. Fill in the blocks completely and accurately. Look up when you are finished.

14. If your state requires you to enter information in Block 26, Local Items, use the instructions in your *Administration Supplement* for completing this information.

15. Use the following to determine your next step.

- If you are completing only the non-test session at this time, continue to step **16**, page 43.
- If you are administering the test, proceed to the Verbal Instructions to begin testing.

16. Instruct examinees to do the following.
 - 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
 - Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.
17. Collect the answer documents individually from each examinee.
18. Dismiss examinees.
19. Return answer documents to the test coordinator.

VERBAL INSTRUCTIONS

Standard Time Testing

Introduction

This section contains verbal instructions to be read to examinees and instructions for staff activities during testing. Familiarize yourself with these instructions and practice reading them before test day.

Before You Begin

Before you begin reading the verbal instructions, make sure:

- You have the correct test booklets (triangle symbol on the cover)
- You have the correct Test Administration Forms
- You have an Irregularity Report
- Identify where the Terms and Conditions are located in the test booklet. If the Terms and Conditions are located on the back of the test booklet, you will need to read the alternate set of verbal instructions provided in the section below.

Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes.
- Do not read aloud text in (parentheses).
- Pause frequently and wait for examinees to finish the task before proceeding. Look at examinees to be sure they are following instructions.
- Read the correct instructions for your test room.
- Perform all tasks only when directed to do so.

Begin Testing

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

You are about to take A-C-T WorkKeys assessments, composed of three tests: Workplace Documents, Applied Math, and Graphic Literacy.

The tests will be administered under standard time conditions. If you believe you are not to test with standard time, raise your hand.

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

4. Say:

All items brought into the test room are subject to search. Items suspected of being used to engage in misconduct may be confiscated and retained.

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

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

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.

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

5. Say:

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

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

6. Check all devices were stored, then say:

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

7. Wait for examinees to clear their desks.

8. Say:

- You may not fill in or alter responses to any multiple-choice questions after time has been called. This includes fixing stray marks.
- You may not look at any section of the test outside of the designated time for that test.
- You may not give or receive assistance by any means. This includes looking at another person's test.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss or

share test questions, answers, or test form identification numbers during test administration, during breaks, or after the test.

- You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- Eating, drinking, and the use of reading materials are not permitted in the test room.

If you are observed or suspected of engaging in prohibited behavior, you will be dismissed and your tests will not be scored.

Do you have any questions about prohibited behavior?

9. Address questions.
10. Choose one of the following steps:
 - **If you are completing non-test information on test day prior to beginning Test 1:**
 - ~ Hand each examinee their answer document
 - ~ Go to the **Verbal Instructions for Completing Non-Test Information**
 - ~ Follow the verbal instructions in that portion of the manual, then come back here and proceed to the next step when finished.
 - **If a non-test session was held before test day:** Hand each examinee their answer document. Then say:

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

11. Say:

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

12. Next, you will instruct examinees to fill in the Form Type for Test Window 1 (Initial), Test Window 2 (Makeup), or Test Window 3 (Emergency) on the answer document. Say:

Open your answer document to page 2 and look at Block 16, Form Type. Fill in [indicate Initial, Makeup, or Emergency].

13. Say:

I will now hand you a test booklet. Do not break the seal or open it. Wait for instruction after I have finished distributing test booklets.

14. Hand one test booklet to each examinee in the room, in sequential serial number order. Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.
15. **Important:** When distributing test booklets, note where the Terms and Conditions are located in the booklets. The verbal instructions that follow regarding reading the Terms and Conditions differ, and are based on the specific location of the Terms and Conditions in booklets (i.e., inside front cover or back cover). Read the appropriate instructions.
16. **Important:** Do not admit examinees to the test room after you start distributing test booklets.
17. If there is an Examinee Statement, Certification, and Signature block on the front cover of test booklets, then the Terms and Conditions are located **inside** the test booklet. Read the following instruction.

18. Say:

This test booklet contains your Terms and Conditions. Break the seal on your test booklet. Turn to page one (inside front cover) and read the Terms and Conditions. Do not turn pages past the Terms and Conditions. After you have finished reading the Terms and Conditions, turn back to the front page of your test booklet and read the Examinee Statement and Certification. If you agree, sign and date the test booklet. If you do not agree, please raise your hand. Put your pencil down and look up when you are finished.

19. Wait for examinees to read the Terms and Conditions and sign the Examinee Statement and Certification on the test booklet.

20. If the Terms and Conditions are located on the **back cover** of test booklets, read the following instruction.

21. Say:

The back cover of your test booklet includes Terms and Conditions. Turn your test booklet to the back cover, and read the Terms and Conditions. Put your pencil down and look up when you are finished.

22. Wait for examinees to read the Terms and Conditions.

23. **Important:** Any examinee who raises their hand because they disagree with the Terms and Conditions should be dismissed. Document the action on the Irregularity Report.

24. Say:

Your answer document has an Examinee Agreement on page 2, block 25. Turn to page 2, read the agreement, and then sign your name and enter today's date.

25. Wait for examinees to finish the agreement.

26. Say:

In the top-left corner of your booklet, find the 7-digit number and copy it onto your answer document at the top of page 3, in the Booklet Number boxes. Fill in the corresponding oval below each box.

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

28. Say:

Listen carefully. The use of scratch paper is not permitted. Do any figuring or scratch work inside your test booklet.

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

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

29. Say:

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

Remember to keep your answer document flat on your desk and placed so that others cannot see it.

When I tell you to stop at the end of each test, put your pencil down immediately and look up at me. If you finish before I call time, remain quiet in your seat. Do not engage in any disruptive activity.

30. Go to the Verbal Instructions page for the first test that you will be administering.

Test 1—Workplace Documents



1. When everyone is ready, say:

Test 1 is Workplace Documents. Do not begin work until I tell you. You are to work only on Test 1. If you finish early, place your answer document inside your test booklet and close the cover.

2. Say:

Open your test booklet to the cover page for Test 1, Workplace Documents. In the top-right corner, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document. Leave the Admin. Code blank.

3. Move around the room to be sure examinees are entering the test form number.

4. Wait for examinees to finish.

5. Say:

Turn the page, read the directions, and look at me when you are finished.

6. When everyone has read the directions, set your timer to 55 minutes (70 minutes for Spanish), then say:

You have 55 minutes (70 minutes for Spanish) to work on this test. Turn to Test 1 and begin work.

7. Begin timing.

8. During the test, do the following:

- a. Record the start time on the Timing Report and calculate warning and stop times.
- b. Complete your Seating Diagram, but wait until break to verify any serial numbers.
- c. Move around the room to monitor for prohibited behavior.

9. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

10. When the timer reaches zero, say:

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

11. Verify everyone has stopped.
12. Proceed to the next test.

Test 2—Applied Math

2 2

1. When everyone is ready, say:

Test 2 is Applied Math. Do not begin work until I tell you. All problems on the math test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now.

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

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

2. Answer any questions.
3. Say:

Turn to the cover page for Test 2, Applied Math, in your test booklet. In the top-right corner, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document. Leave the Admin. Code blank.

4. Move around the room to be sure examinees are entering the test form number.
5. Wait for examinees to finish.
6. Say:

Turn the page, read the directions, and look at me when you are finished.

7. When everyone has read the directions, set your timer to 55 minutes (70 minutes for Spanish), then say:

You have 55 minutes (70 minutes for Spanish) to work on this test. Do not begin work until I tell you. You are to work only on Test 2. If you finish early, turn your calculator off, place your answer document and, if loose, the formula sheet inside your test booklet, and close the cover. Do not go on to the next test and do not fill in or alter ovals for previous tests. Do any figuring in your test booklet or on your formula sheet. There will be a break after this test. Turn to Test 2 and begin work.

8. Begin timing.

9. During the test, do the following:
 - a. Record the start time on the Timing Report and calculate warning and stop times.
 - b. Refer to the *Calculator Policy* and check all calculators periodically throughout testing. Dismiss any examinees who use a prohibited calculator. They will not be allowed to take any other tests.
 - c. Move around the room to monitor for prohibited behavior.
10. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.
11. When the timer reaches zero, say:

Stop, put your pencil down, close your test booklet, and look up at me now.
12. Verify everyone has stopped.

Break

1. Continue by saying:

Now, place your answer document and, if loose, the formula sheet inside your closed test booklet. Then, put your calculator away. You will have a 15 minute break. Testing will resume at _____. If you return late, you will not be allowed to make up lost time.

Remember, you will be dismissed if you access phones or other electronic devices during the break. Watches and other timing devices must remain in the test room during break, but should be removed from the desk and put away. Test materials may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room. Please be quiet in the halls.

(Give directions and locations of restrooms and drinking fountains. Announce any rules about leaving the building, avoiding restricted areas, etc.)

2. During the break, do the following:
 - Monitor for cell phone and electronic device usage. Dismiss any examinees observed accessing a device.
 - Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets.
 - Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
 - Double-check all required blocks of the answer documents are filled in. Check that test booklets have been signed.
 - Monitor hallway activity (or ask a proctor to assist with this).

Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, do not void the answer document until it is decided whether to schedule the examinee for makeup testing.

3. At the end of the break, say:

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, test booklet, answer document, and watch (if applicable). Do not open your test booklet, but remove your answer document and check the front page to verify it has your name on it.

Test 3—Graphic Literacy

3

3

1. When everyone is ready, say:

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

2. Say:

Turn to the cover page for Test 3, Graphic Literacy, in your test booklet. In the top-right corner, find the test form number. Print it in the Test Form boxes on your answer document, and fill in the matching oval below each box. If the test form number is not entered correctly, ACT may not be able to score your answer document. Leave the Admin. Code blank.

3. Move around the room to be sure examinees are entering the test form number.
4. Wait for examinees to finish.
5. Say:

Turn the page, read the directions, and look at me when you are finished.

6. When everyone has read the directions, set your timer to 55 minutes (70 minutes for Spanish), then say:

You have 55 minutes (70 minutes for Spanish) to work on this test. Turn to Test 3 and begin work.

7. Begin timing.
8. During the test, do the following:
 - a. Record the start time on the Timing Report and calculate warning and stop times.
 - b. Collect materials off the desks of any examinees who did not return from break.
 - c. Move around the room to monitor for prohibited behavior.
9. When 5 minutes remain on the timer, say:

Attention. You have 5 minutes remaining.

10. When the timer reaches zero, say:

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

11. Verify everyone has stopped.

12. Say:

I will now collect the answer documents and test booklets. Do not pass them in. You may not leave the room. Remain quietly in your seat until I have checked all documents.

You may not access your cell phone or other electronic devices until you leave the test site.

13. While examinees remain in their seats, follow the instructions below:
- a. Individually collect answer documents from the examinees.
 - Confirm the answer document is signed.
 - Confirm the form codes are gridded.
 - Stack all answer documents so they face the same direction.
 - Verify the number of answer documents collected equals the number of examinees.
 - b. Individually collect the test booklet and, if loose, the formula sheet from each examinee.
 - Confirm the test booklet is signed.
 - Verify the number of booklets collected equals the number distributed.
 - Arrange the test booklets in sequential serial number order.
 - c. Keep the collected test materials where examinees do not have access.

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

14. Say:

No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media.

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

15. Make certain examinees do not have access to the test materials as they leave the room.

Grid the Admin Code for Spanish

For test administrations using Spanish and standard time, grid the administration code 400 on page 3 of each examinee's answer document before returning materials to the test coordinator.

Test Room Report Instructions

Before Testing

Test Booklets Received

1. Complete sections A and B in the presence of the test coordinator, at the time you receive your room's test booklets.
2. If there is a discrepancy in your materials, notify the test coordinator immediately and do not proceed until the discrepancy is resolved.
3. Room supervisor—sign to certify that you personally counted and verified your materials.
4. Test coordinator—initial to acknowledge the materials were received and accounted for.
5. Room supervisor—you are now responsible for these materials until they are returned to the test coordinator.

During Testing

Examinee Count During Test 1

1. During test 1, count the examinees in the room.
2. In the top section of the Test Room Report, enter the number of occupied seats you marked on your Seating Diagram in the Number of Examinees Seated in This Room field. This serves as a cross-check to make sure the number of occupied seats on the Seating Diagram equals the number of examinees in the room.

After Testing

Test Booklet Count

1. When testing is complete, collect and count the test booklets, and complete sections C–F of the form. Do not allow any examinee to leave the room until all materials have been accounted for.
2. Be certain the total number of used and unused test booklets returned equals the number of booklets you started with. If a booklet is missing, check the booklet numbers on the answer documents to determine which examinee's booklet is missing. No one may leave the room until any discrepancy is resolved.

Answer Document Count

1. Be certain you have an answer document for every examinee—check against your roster to be sure. Record the numbers of answer documents to be scored, voided, or replaced in section D.

Return All Materials to the Test Coordinator

1. Test coordinator—count and verify all materials returned by the room supervisor. Sign section F to certify that you personally counted and verified the returned materials.
2. Room supervisor—initial in section F to acknowledge all materials were returned and accounted for.
3. Test coordinator—return the completed forms to ACT after testing.

Sample ACT WorkKeys Test Room Report



Test Administration Forms Standard Time, Paper Test Room Report



ACT High School Code 9 8 7 6 5 4 State MI

School Name ACT High School Test Date 2/27

Room Supervisor Marcus Fields Room 201

Testing at school Testing off-site—provide off-site location name and address:

Location Name _____

Address/City _____

Number of Examinees Seated in This Room 18

Number of Staff in This Room 2

BEFORE TESTING: Complete A through B to record and account for ALL TEST BOOKLETS provided to this room.

A. Test Booklets

First Serial Number

Last Serial Number

Total # Booklets

1 0 0 0 0 0 1 to 1 0 0 0 0 2 1

Additional serial numbers not within the sequence above, if any:

A 0 1 0

B. Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.

Room Supervisor Signature Marcus Fields Test Coordinator Initials BK

AFTER TESTING: Complete C through F to record and account for ALL MATERIALS returned to the test coordinator.

C. Test Booklets

Used

Unused

Total # Booklets

0 1 8 + 0 0 3 =

0 2 1
Must equal "A" above

D. Answer Documents
(used only)

To Score
0 1 8

Voided
0 0 0

Replaced
0 0 0

Attach AD to Irregularity Report

Attach AD to Irregularity Report

Be sure there is one (to score or voided) for every examinee.

E. Test Coordinator—After testing, mark (✓) as you confirm counts and completeness/correctness of documents that apply to this room.

Test Booklets	Answer Documents	Test Room Report	Seating Diagram	Timing Report	Roster	ACT ID Forms	Irregularity Reports
<input checked="" type="checkbox"/>							

If applicable, submit an Irregularity Report to explain test booklet and/or answer document discrepancies.

F. Sign and initial as indicated to confirm the transfer of test booklets to the test coordinator.

Test Coordinator Signature Bob Kellen Room Supervisor Initials MF

Test Coordinator—Return this completed folder in the PURPLE envelope. Keep all pages together (do not separate).

Sample Seating Diagram



Test Administration Forms Standard Time, Paper Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- Enter test booklet serial numbers during the first test.
- If using tables, show which examinees are at the same table.
- Draw your own diagram and attach it to this form if this diagram doesn't fit your room

Each box represents one seat.

Write test booklet number here	1
	2
	3

You may use scratch paper or the numbered spaces (1, 2, 3) to track unfinished ovals at the end of each test.

See the *Administration Manual* for acceptable seating arrangements and a sample completed form.

1	Room Type
<input checked="" type="checkbox"/>	Single Level
OR	
<input type="checkbox"/>	Multiple Level

2	Writing Surfaces
<input checked="" type="checkbox"/>	Desks: <u>18</u> in. by <u>24</u> in.
<input type="checkbox"/>	Tables: _____ in. by _____ in., # _____ per table

3	Distance between Examinees
Shoulder-to-Shoulder:	Head-to-Head:
<u>4</u> ft.	<u>3</u> ft.

4	BACK					BACK					
	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3						
			1000013	1000018							
	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3						
	1000004	1000008	1000012	1000017							
	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3						
	1000003	1000007	1000011	1000016							
	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3						
	1000002	1000006	1000010	1000015							
	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3						
	1000001	1000004	1000009	1000014							
	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3						
	FRONT										

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.

ACT[®]