Use this manual for all extended time test administrations, including those for Tryout test dates.
How to Contact ACT

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

*Note: If you were assigned a six-digit code, have it available or on your correspondence when contacting ACT. It is located on your roster(s) or Test Materials Distribution List.*

**Address**

ACT Test Administration  
301 ACT Drive  
PO Box 168  
Iowa City, IA 52243-0168

**Hours of Operation**

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

<table>
<thead>
<tr>
<th>If you are calling on ...</th>
<th>Then the hours are ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday test day</td>
<td>6:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Sunday test day</td>
<td>6:00 a.m. – 11:30 a.m.</td>
</tr>
</tbody>
</table>

*Note: All hours of operation are central time.*

**Phone**

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

<table>
<thead>
<tr>
<th>If you are in ...</th>
<th>Then call ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The United States or Canada</td>
<td>800.553.6244, ext. 1510</td>
</tr>
<tr>
<td>US territories or Puerto Rico</td>
<td>319.337.1510</td>
</tr>
</tbody>
</table>

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

**Fax**  
319.339.3039

**Supplier Registration and Payment System (SRPS)**

https://srps.act.org

**Email**

For questions  TestACT@act.org
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Introduction

This manual details ACT’s required testing procedures for administering the ACT test, popularly known as the A-C-T, under extended time conditions. Every staff member administering extended time testing is expected to read this manual. If you have any questions regarding any of these procedures, do not hesitate to contact ACT Test Administration. Contact information is provided on the inside front cover.

Test Options

Examinees can register to take one of two test options: the ACT (no writing) or the ACT with writing. Each examinee’s test option is identified on the Extended Time Roster (see “Rosters,” page 12, and Figure 7, page 53) and on the examinee’s admission ticket (see “Tickets,” page 17; Figure 9 and Figure 10, page 55). Each test option and the materials to be used are described in Table 1.

<table>
<thead>
<tr>
<th></th>
<th>ACT (No Writing)</th>
<th>ACT with Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Four multiple-choice tests in English, mathematics, reading, and science</td>
<td>Four multiple-choice tests in English, mathematics, reading, and science, plus a writing test</td>
</tr>
<tr>
<td>Extended Time Roster</td>
<td>‘Extended Time’ at top of page</td>
<td>‘Extended Time’ at top of page AND ‘Writing’ next to each examinee’s name</td>
</tr>
<tr>
<td>Extended Time Admission Ticket</td>
<td>‘ACT (No writing)’ as the Test Option</td>
<td>‘ACT with Writing’ as the Test Option</td>
</tr>
<tr>
<td>Answer Document</td>
<td>1-page ACT Answer Sheet with four multiple-choice test sections</td>
<td>8-page ACT with Writing Answer Folder for both the multiple-choice and the writing test</td>
</tr>
<tr>
<td>Test Booklet(s)</td>
<td>ACT test booklet</td>
<td>ACT test booklet AND ACT writing test booklet</td>
</tr>
</tbody>
</table>

Extended Time Testing Overview

The following is an overview of the extended time administration.

- All examinees in the room begin testing at the same time and then progress through the multiple-choice tests and take breaks individually at their own pace. See “Timing the Tests,” page 28.
- Examinees have up to 5 hours to complete the multiple-choice tests (English, math, reading, and science). Writing examinees then have an additional hour to complete the writing test.
- Each examinee notifies the room supervisor when he or she has finished a test and is ready to move on to the next test.
- The room supervisor documents each examinee’s start and stop times for each test section on the Extended Time Testing Examinee Progression Report.
- Each examinee is dismissed when he or she finishes.
Eligible Examinees

Extended time testing is available only for examinees approved by ACT. These examinees will be listed on the Extended Time Roster and "Extended Time" will be noted on the examinees’ tickets.

Note: If any of these examinees are to receive accommodations and/or English learner supports in addition to extended time, they will also be listed on the separate Test Accommodations Roster.

If an examinee tests under extended time conditions without authorization from ACT, the answer document will not be scored or the scores will be canceled.

Extended Time Manual

The instructions in the Administration Manual National Testing Extended Time (this manual) must be used to administer the tests in extended time rooms.

Important Changes

Changes this year include the following.

• Our policy on timing extended time testing has changed. All examinees will have up to 5 hours (self-paced) to complete the multiple-choice tests. Writing examinees will now have a hard stop after their multiple-choice tests and then have one hour to complete their writing test.
• Extended time examinees now complete the Student Review.
• The policy regarding admission tickets has been updated. See “Tickets,” page 17.
• Matching an examinee’s gender is no longer required for admission.
• Information about English learners supports has been added (for examinees approved by ACT for their use).
• Updated sections include:
  ~ Extended Time Testing Overview, page 1
  ~ Security during the Administration, page 12
  ~ Rosters, page 12
  ~ Test Materials Shipment, page 13
  ~ Test Day Schedule (approximate)—Extended Time Testing, page 14
  ~ Security during Admission, page 16
  ~ Tickets, page 17
  ~ Admitting Late Examinees, page 18
  ~ Admission Requirements, page 18
  ~ Verifying Identification, page 19
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  ~ Student Review, page 31
  ~ Collecting Materials from Examinees, page 32
  ~ Irregularities, page 33
  ~ Prohibited Behavior at the Test Center, page 38
  ~ How to Dismiss for Prohibited Behavior, page 39
  ~ Verbal Instructions for Extended Time Testing, page 41
ACT Policies and Procedures

For the ACT to successfully measure examinees’ academic skills, it must be uniformly administered. As a person giving the ACT, you therefore assume important professional responsibilities. As with all standardized testing, it is critical that the procedures you employ at your test center are identical to those at other centers. If you have any questions that are not addressed in the manual, be sure to call ACT Test Administration for instructions. By strictly following ACT policies and procedures you will help to ensure a fair and equitable testing environment.

Relationship with ACT

Test center staff are independent contractors, not employees of ACT.

When you become an ACT test coordinator or a substitute test coordinator, you must sign an agreement that you will comply with all ACT policies and procedures. Room supervisors and proctors must also read and agree to follow the policies and procedures described in this manual.

Test administration activities are an ACT function. As test center staff, you act on behalf of ACT—not the host facility (e.g., your school or institution)—on test day and in all matters regarding administering the tests at your test center. Test center staff who are also employed by the host facility (e.g., counselors and teachers) need to be particularly sensitive to this distinction.

Whenever an ACT policy conflicts with the policy of the host facility, ACT policy must prevail for all test administration activities. For example, a school policy which allows students to drink water in the classroom cannot be applied to ACT test administrations at that facility. Similarly, a test center at an institution with a religious affiliation may not include religious observance, such as prayer, at their ACT test administrations. Contact ACT Test Administration to resolve any policy conflicts.

Confidentiality

As test center staff, you have access to information about examinees and test procedures you are not permitted to share with anyone outside of ACT, including your own institution’s administrators and staff, teachers, counselors, or clerics. Questions from anyone other than ACT must be referred directly to ACT Test Administration.

Information about examinees and their actions on test day is confidential and may not be provided in any form to anyone outside of ACT without the express consent of the examinee and ACT—including an examinee’s name, photo, registration status, attendance, test accommodation, test room or seat assignment, behavior, materials, documents, or anything that might identify an examinee or their actions (even if the examinee is a student at your own school). To ensure confidentiality, you may not copy documents containing individually identifiable information, or use such information for any purpose other than administering the tests. If you post rosters to assist with room assignments, post a “Names Only” roster (see “Rosters,” page 12). Do not post “Full” rosters. Destroy unused rosters securely.
Test administration information is confidential and cannot be provided in any form to anyone outside of ACT without the express consent of ACT. This includes test day activities, test administration procedures, manuals, or test date documents (e.g., Seating Diagrams, Rosters).

Investigations
In cases of suspected or documented irregularities, all test center staff are obligated to cooperate fully with ACT in subsequent investigations and respond to ACT’s requests for information in a timely manner.

In cases where an examinee disputes an ACT decision or communication regarding the ACT test administration, the examinee and/or his or her representative may contact you directly and request information. In such cases, you should not become involved in the situation. Specifically, test staff is not authorized to provide test administration information to the examinee, his or her representatives (including parents or legal counsel), law enforcement, an arbitration agency, or to anyone else (see also “Confidentiality,” page 3). Any such requests must be directed to ACT Test Administration, who will handle the requests, as may be required by applicable rule or law, pursuant to ACT’s information request procedures.

Equal Treatment
All staff are required to administer and supervise the ACT in a non-discriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

Standardized Procedures
Throughout this manual, there are detailed directions for selecting facilities and staff, protecting test security, and administering tests in a standardized manner. All test center personnel, including room supervisors and proctors, are required to read the materials provided by ACT, including this manual. Adherence to these standardized procedures is mandatory.

Test Dates and Times
The ACT must be administered only on the day and at the time scheduled for your center. Tests administered on any other date or time, without prior approval from ACT Test Administration, will not be scored.

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:


Facilities and Staff
The test coordinator is committed to provide both facilities and test center staff. In the event a center must cancel a test date to which it has committed, the test coordinator must notify ACT Test Administration immediately so we can secure alternate facilities and staff.

Right to Terminate
ACT reserves the right to terminate its relationship with any test center or test center personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.
Safety
The safety of staff and examinees at the test center is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to diffuse the situation. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT Test Administration immediately and document the details on the Irregularity Report (page 61).

Authorized Observers
An observer authorized by ACT may visit the test center on test day. The 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. An observer must have all of the following:
   - Photo ID (driver’s license, employer ID, etc.)
   - Employer ID, business card, etc. showing company/agency affiliation
   - Written authorization from ACT
   
   Note: If an employer ID has a photo, separate photo ID is not needed.

2. Call ACT Test Administration to confirm the authorization.

3. If the observer provides the necessary credentials and authorization is confirmed by ACT, give him or her your full cooperation. If not, deny access to the testing area and test materials.

4. Complete an Irregularity Report that includes the observer’s name and company/agency and whether or not he or she was admitted.

Note: The visit may include conducting enhanced test security procedures, including but not limited to collecting images of examinees during check-in or other security activities on test day.

Unauthorized Observers and Media
To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, 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 site until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT Media Relations (800.553.6244, ext. 1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is answered uniformly.
Preparing for Test Day

Assigning Examinees to an Extended Time Room
Follow these principles when assigning examinees to an extended time room:

• Examinees testing with extended time must test in an extended time room.
• Only examinees approved for extended time can test in an extended time room.
• Examinees taking the ACT (no writing) and the ACT with writing can test together in the same extended time room.

If examinees testing with extended time and standard time test together in the same room, all scores from that room will be canceled.

Number of Extended Time Rooms
Use Table 2 to determine the number of extended time rooms to use.

Table 2. Number of Extended Time Test Rooms

<table>
<thead>
<tr>
<th>If your test center has…</th>
<th>Use…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–10 extended time examinees</td>
<td>1 extended time room</td>
</tr>
<tr>
<td>11 or more extended time examinees</td>
<td>1 or 2 extended time rooms</td>
</tr>
</tbody>
</table>

Writing Surfaces
Writing surfaces must be large enough to accommodate both the test booklet and the answer document. Lapboards that must be balanced on examinees’ legs are not allowed under any circumstances. Temporary surfaces that rest on the chair arms or the back of the row in front may be used only after prior approval by ACT Test Administration.

Bulletin Boards
Make sure bulletin board materials related to potential test questions (English, mathematics, reading, and science), charts, and maps that provide strategies for solving problems or writing essays are removed or covered. Geographical maps and periodic tables need not be covered.

Clocks
If possible, every test room should have a clock, although this is not a requirement. Each room supervisor must have two timepieces in the test room to ensure accurate timing. An accurate wall clock may serve as one of the required timepieces.
Environment
Make sure the lighting, temperature, and ventilation in each room allow examinees to give their full attention to the tests.

Room Setup and Seating Arrangements
If seats are stationary, leave empty rows and columns of seats between examinees to achieve the required spacing. If seats are not stationary, move them to meet requirements before examinees are admitted to the room. Spread examinees out in the room as much as possible, using all the space. Seating arrangements must minimize the possibility that an examinee will communicate with a neighbor or look at a neighbor’s test materials. Staff must be able to see every examinee clearly. Seating with dividers or partitions, such as study carrels, partitioned tables, or booths are not acceptable because they obstruct staff’s view of examinees.

Test rooms must be set up according to the following requirements:
• All examinees in the test room must face the same direction, regardless of the number of examinees in the room or the distance between them.
• There must be at least three feet of space between examinees (side-to-side measured shoulder-to-shoulder, and front-to-back measured head-to-head).
• In multiple-level rooms, examinees must be at least five feet apart front-to-back.
• There must be sufficient aisle space for staff to get to every seat during the test without disturbing examinees.
• Seat examinees in straight rows and columns, directly in line with each other.
• If a clock is in the room, seat examinees facing the clock whenever possible so they can see it without looking around.
• The room supervisor must be stationed in the room facing the examinees.

Proper Use of Tables
If tables are used, arrange them so that all spacing and room setup requirements are met (see Figure 1, page 8). Examinees must all face the same direction and therefore must be seated along the same side of the table, not at opposite ends or sides. If tables are joined together, do not seat an examinee where the tables join. Use the following rules to seat examinees:
• ROUND TABLES: only one examinee per round table, regardless of size.
• TABLES LESS THAN 6 FEET: only one examinee per table.
• TABLES 6 TO 9 FEET: only two examinees per table. If 6-foot tables are used to seat two examinees, a 3-foot space is required between the tables.

Left-Handed Examinees
Appropriate writing surfaces must be provided for left-handed examinees. Examinees who indicated they were left-handed when they registered will be noted on your roster.

Use standard left-handed desks or use 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 and have the left-handed examinee use both surfaces. Seat all examinees in the room to minimize the opportunity to look at another’s answer document.
Figure 1. Seating arrangement examples

Acceptable
Seating Arrangement Examples

Unacceptable
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

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

Table Spacing

6–Foot Tables
3 ft. min.  3 ft. min.  3 ft. min.

8–Foot Tables
3 ft. min.  3 ft. min.  3 ft. min.

Tables More Than 9 Feet
3 ft. min.  3 ft. min.

Tables Less Than 6 Feet
3 ft. min.

Round Tables Any Size
3 ft. min.

Figure 1. Seating arrangement examples
**Attentiveness**

Staff must remain attentive to their testing responsibilities throughout the entire administration. Reading (except this manual), 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. No one, including staff, may eat or drink in the test room (unless approved by ACT for medical reasons). See “Prohibited Items in the Test Room,” page 23.

Staff must walk around the test room to monitor examinees and ensure they are working on the correct test. Walking around the test room discourages prohibited behavior and makes staff available to answer questions, respond to illness, or replace defective test materials.

**Test Preparation**

Due to potential conflict of interest, those involved in ACT test preparation activities at any time during the current testing year (September 1 to August 31) may not serve as test center personnel.

ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

**Relatives Testing**

To avoid the appearance of a conflict of interest—and to protect you and your relatives or wards from allegations of impropriety—you may not supervise the administration of the ACT or have access to secure test materials if any relative or ward will be testing on the same test date at any test center in the United States, US territories, Puerto Rico, or Canada. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

Because test coordinators and substitute test coordinators have access to secure test materials, for the test date a relative or ward will be testing, that individual must delegate all supervisory responsibilities—including the receipt and return of test materials—to a qualified colleague and notify ACT Test Administration of this action prior to receipt of the test materials.

If an examinee tests at a center where a relative or guardian serves as a room supervisor or proctor, that examinee must not be assigned to the room where the relative or guardian is working. The relative or guardian must not have access to that examinee's answer document or test materials.

Scores for an examinee will automatically be canceled without refund if that examinee:

- Tested on the same test date on which a relative or guardian served as a test coordinator at any test center or had access to secure test materials
- Tested in a room in which a relative or guardian served as a room supervisor or proctor or had access to that examinee's answer document or test materials

**Room Supervisors—Extended Time Testing**

Each extended time test room must have a room supervisor, who is required to serve for the entire session. The room supervisor must not be a relative or guardian of any of the examinees, may not be a private consultant or tutor, may not be engaged in test preparation activities, and may not be involved in high school or college athletics (if any of the examinees participates in athletics).

Specific responsibilities include:

- Read this manual and understand the policies and procedures it describes.
- Attend both the training and briefing sessions.
- Take responsibility for a test room and provide an environment conducive to testing.
- Identify and admit examinees.*
- Mark attendance and identification on the roster(s).*
- Collect ID forms.*
Direct examinees to seats.*
Count test booklets upon receipt from the test coordinator.
Distribute test materials, keeping test booklets in sequential, serial number order.*
Collect admission tickets.*
Read verbal instructions to examinees.
Properly time tests, using two timepieces (e.g., interval timer and wristwatch, or your watch and a proctor’s watch); record the Start, time remaining, and Stop times in the manual; complete the Extended Time Testing Examinee Progression Report.
Complete all required forms and documentation.
Be attentive to examinees and materials at all times.*
Walk around the test room to ensure examinees are working on the correct sections of the test booklet and answer document.*
Walk around the test room to discourage and detect prohibited behavior.*
Collect and account for all materials after testing.*
Document irregularities and void examinees’ tests, as required.

*Proctor may assist with these activities.

Proctors—Extended Time Testing
Use Table 3 to determine the number of proctors needed in the room to assist the room supervisor.

**Table 3. Number of Proctors Required**

<table>
<thead>
<tr>
<th>Number of examinees in the room</th>
<th>Number of proctors required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—10</td>
<td>No proctors are allowed unless approved by ACT</td>
</tr>
<tr>
<td>11—20</td>
<td>One proctor</td>
</tr>
<tr>
<td>21—30</td>
<td>Two proctors</td>
</tr>
<tr>
<td>31 or more</td>
<td>One additional proctor for every additional 10 examinees</td>
</tr>
</tbody>
</table>

The proctor must not be a relative or guardian of any of the examinees, may not be a private consultant or tutor, may not be engaged in test preparation activities, and may not be involved in high school or college athletics (if any of the examinees participates in athletics).

Specific responsibilities include:
- Read this manual and understand the policies and procedures it describes.
- Attend both the training and briefing sessions.
- Identify and admit examinees.
- Mark attendance and identification on the roster(s).
- Direct examinees to seats.
- Distribute test materials, keeping test booklets in numerical order.
- Collect admission tickets.
- Verify the timing of the tests using a different timepiece than the room supervisor (e.g., own watch or interval timer).
- Be attentive to examinees and materials at all times.
- Walk around the test room to ensure examinees are working on the correct sections of the test booklet and answer document.
- Walk around the test room to discourage and detect prohibited behavior.
- Help collect and account for all materials after testing.
- Report irregularities to the room supervisor.
Roving Proctors—Extended Time Testing

If roving proctors stay to assist with extended time testing and materials, they will be paid as an extended time proctor. A roving proctor may be used to:

- Monitor the check-in area and direct examinees arriving at the center.
- Assist with checking in examinees and directing them to their seats in the test room.
- Assist the test coordinator with preparing test materials.
- Monitor hallways; escort examinees.
- Give room supervisors a break during testing.
- Keep the hallways quiet during breaks if other rooms are testing.
- Assist the test coordinator with counting and preparing test materials for mailing after testing.

Security of Test Materials

Secure test materials include ACT test booklets, ACT writing test booklets, and used answer documents.

The test coordinator is responsible for the security of all test materials from the time the carrier delivers them to the time they are in the return carrier’s possession. Protect the materials from damage, theft, or loss; and from conditions that could allow prior access to the tests.

ACT test booklets are copyrighted and cannot be photocopied or used for any other purpose. Under no circumstances is a test booklet seal to be broken by anyone other than the examinee on test day. Staff and examinees are prohibited from disclosing test questions, essay topics, or response choices to anyone.

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

Distributing Materials—The Chain of Custody

- Materials may be counted out for individual test rooms before test day but may not be distributed to room supervisors until the morning of test day.
- All test booklets must be recounted and inspected on test day.
- The test coordinator must personally hand the test booklets to the room supervisor on test day and both must verify and document the specific booklets being transferred using the Test Room Report. This process is to be reversed when the room supervisor returns the test materials to the test coordinator after testing.
- Each time test booklets change hands, they must be counted and the serial numbers verified to ensure the correct booklets are received.

In the Event of a Security Breach

A breach in security of test materials may result in invalidating and canceling test scores and/or scheduling a retest.

Notify ACT Test Administration immediately of any missing test booklets or tampering with materials. If tampering is suspected or a test booklet is missing, even temporarily, do not begin testing. If testing is already underway when the security breach is detected, do not permit examinees to leave. Call ACT Test Administration for instructions.
Security during the Administration

Control access to the test room and testing area at all times. Follow all identification and admission procedures to ensure that the person listed on the roster is the individual admitted to the test room.

Test materials must be secure at all times. Ensure security of test materials by:

- Keeping test materials in a secure location as examinees enter and exit the test room
- Accounting for all test booklets before testing, each time they change hands, and before dismissing examinees
- Never leaving a test room unattended, even momentarily, if examinees or materials are present
- Ensuring that each test room has sufficient staff for the number of examinees present

Prevent and detect prohibited behavior by:

- Adhering to seating space requirements
- Directing examinees to specific seats
- Actively monitoring examinees throughout the administration
- Paying close attention for cell phone and electronic device use
  - Make sure to not only monitor examinees for the use of cell phones and electronic devices during testing, but also during breaks.
  - All electronic devices should remain powered off and stored away at all times once an examinee has entered the testing site.

Rosters

Extended Time Roster

All examinees approved for extended time, regardless of test option, are listed alphabetically on the Extended Time Roster. “GROUP C” and “Extended Time” are printed at the top of each page, and each examinee’s test option is noted as “Writing” or left blank to signify no writing.

Examinees granted accommodations and/or supports in addition to extended time, will be noted as “ACCOM: A” on the Extended Time Roster, and also be listed on the separate Test Accommodations Roster (see below).

Test Accommodations Roster

You will receive a Test Accommodations Roster only if any examinees are approved to test with accommodations and/or supports in addition to extended time. This roster tells you the specific accommodations or supports approved by ACT for each examinee. Do not provide any accommodation or support that is not specifically listed on this roster.

The Test Accommodations Roster is for planning purposes only. Mark attendance and room assignment for these examinees on the Extended Time Roster. Return the Test Accommodations Roster with your other rosters.

You may not provide any test accommodation or support that is not specifically authorized by ACT unless it is a simple seating accommodation such as wheelchair access or seating at the front of the room. In all cases, the examinee must test in his or her assigned test room. See also “Examinees with Hearing Impairments,” page 13.

Examinees approved to test with extended time, accommodations, and/or supports may elect to test without them. In such cases, document the examinee’s decision on the Irregularity Report and have the examinee sign it. You do not need ACT approval to grant an examinee’s request to test without accommodations or supports.
For more information on administering accommodations or English learner supports on the ACT test, see the resources available for educators and administrators on the Accommodations and Supports page of www.act.org.

Test Materials Shipment
Large Type Test Booklet Packet
If an examinee is authorized by ACT to test with a large type booklet, a packet will automatically be included with your test materials. The packet will contain detailed instructions.

Translated Test Directions
If an examinee is approved by ACT to test with translated test directions, the translations will automatically be included with your test materials. Instructions are printed on the front cover of the translated test directions booklet.

Examinees with Hearing Impairments
The following arrangements for examinees with hearing impairments do not require additional staff or a separate test room:

- **Interpreter:** The interpreter cannot be the examinee’s relative or guardian, and must complete the Sign Language Interpreter’s Certification. Return the completed form in the Test Administration Forms envelope. Seat an examinee using an interpreter at the front of the room. The interpreter will sign all verbal instructions and may also translate any questions from examinees to the staff and sign the responses to those questions. However, the interpreter may not translate or answer any test questions for the examinee. The interpreter is expected to stay in the room throughout the administration.

- **Lipreading:** Assign an examinee who lip-reads to a seat with a clear view of the room supervisor. Make sure all instructions (both from this manual and any other spoken message) are given in sight of the examinee.

- **Written Notes:** You may prepare written notification (e.g., index cards with Start, the amount of time remaining, and Stop printed on them) or touch the examinee on the shoulder to indicate the Start, time remaining, and Stop times to the examinee. Work with the examinee before testing starts to agree on the method to be used for time notification.
Test Day Activities

Test Day Schedule (approximate)—Extended Time Testing
The sample test day schedule in Table 4 is provided as a guideline. Actual schedules vary because of the large variation in the number of examinees at different test centers and the amount of time used by each examinee. See also “Test Room Starting Time,” page 25.

Table 4. Sample Test Day Schedule - Extended Time Testing

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approx. 7:30 a.m.</td>
<td>Arrival of testing staff</td>
</tr>
<tr>
<td>Approx. 7:45 a.m.</td>
<td>Briefing session</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>Arrival, identification, and seating of examinees begins</td>
</tr>
<tr>
<td>Approx. 8:30 a.m.</td>
<td>1. Begin reading the verbal instructions</td>
</tr>
<tr>
<td></td>
<td>2. Distribute multiple-choice test materials to examinees</td>
</tr>
<tr>
<td></td>
<td>3. Administer the tests as directed in the verbal instructions—up to 5 hours for the multiple-choice tests (English, math, reading, and science); up to 1 hour for the writing test</td>
</tr>
</tbody>
</table>

Dismiss examinees individually as they notify you they have completed their last test.

Staff Reporting Time
All test center staff must be at the test center at least 30 minutes before examinees begin checking in, normally no later than 7:30 a.m. Allow sufficient time before examinees are admitted for staff to attend the briefing session and to prepare rooms and materials.

Briefing Session
All staff members are required to attend the briefing session held by the test coordinator each test day morning.

Distributing Test Materials to Room Supervisors
The morning of test day, the test materials are removed from secure storage, checked for tampering, and recounted to verify all materials are present.

If anything is missing or tampering is suspected, do not proceed. Call ACT immediately for instructions.

- The test coordinator must personally hand the test materials to the room supervisor.
- Record the quantities and test booklet serial number ranges on the Test Room Report, located on the separate folded forms sheet.
• Upon receipt, the room supervisor must count the booklets in the test coordinator’s presence to verify what was received. Resolve any discrepancies before proceeding. The Test Room Report must accurately reflect the booklets that are in the room supervisor’s possession.

• The test coordinator must initial and the room supervisor must sign the “Before Testing” section of the Test Room Report at this time.
Admitting Examinees

Examinees approved to test under extended time conditions may be anxious when arriving at the test center. Since they have been instructed in advance that they will test in a separate extended time only test room, it may be helpful to have signs or a staff member direct them to this room to avoid delays and confusion at check-in. Please do what you can to avoid singling out these examinees while making sure they can find their assigned test room.

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

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

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

Security during Admission

The identification and check-in procedures help ensure that the individual who registered to test is the individual who takes the test. Carefully checking identification and controlling access to each test room is critical.

- Examinees must be identified and checked-in at the test room even if checked previously at a central checkpoint.
  - Admit examinees to the test room one-by-one, checking identification at the door.
  - Do not allow any examinee to enter a test room until the room supervisor or proctor has verified the examinee’s identification.
- Each room supervisor must have a copy of the final roster with photos that includes the examinees assigned to that room in order to verify identification, mark attendance, and mark the type of photo ID accepted.
  - The marked roster must reflect which examinees are actually in the test room, not simply those who were assigned to the room. This prevents examinees from switching places after check-in and testing as someone else.
- Control who enters and leaves the test room at all times.
  - If the room has more than one entrance, restrict examinees to the use of one designated entrance or assign enough staff to control all entrances.
  - Once admitted, examinees must stay in the test room except for breaks between tests.
Tickets
At the time examinees register or request standby testing, they provide their photo and first and last names. This photo and identifying information are printed on both the examinee’s ticket and your roster. The ticket is printed by examinees from their ACT web accounts or mailed to examinees by ACT (see Figure 9 and Figure 10, page 55). Examinees are told to bring their admission ticket to the test site but it is not required for admission.

If an examinee does not have an admission ticket at check-in, but staff can verify identity through comparing the photo ID to the roster, admit the examinee for testing.

Do not collect tickets at check-in. The ticket contains Matching Information the examinee must use to accurately complete page 1 of the answer document. Room supervisors collect tickets during the verbal instructions. Tickets contain confidential, individually identifiable information. Keep them secure at all times and return them with your test materials after testing.

Examinee Payments and Fees
Under no circumstances are you to collect any payments or fees at the test center, including fee waivers and vouchers. This prohibition is for your protection. Examinees must send all payments and fees directly to ACT. If an examinee tests and owes a fee, ACT will contact the examinee directly.

Examinee Reporting Time
Examinees must be at the reporting location designated on their admission tickets by 8:00 a.m.

Check-In Time
Check-in must begin no later than 8:00 a.m. and end by 9:00 a.m. so all test rooms can start by 9:00 a.m. (see “Test Room Starting Time,” page 25). If everyone on your Test Center Rosters is present before 8:00 a.m. you may close check-in; otherwise, you must hold check-in open at least until 8:00 a.m. to allow everyone who arrives on time the chance to test. Allow a few minutes leeway for differences in individual timepieces, weather conditions, etc., before you close check-in.

All examinees must be identified and checked in at the room they will test in, using the roster that has the examinee’s name and photo.

At the time of check-in, make the following announcement to all examinees:

Attention. Please listen carefully.

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

Once you are checked into your test room, all devices must be powered off and placed out of sight. You may not handle or access such devices until you leave the test center.

If you have a cell phone or electronic device and can store it in a car, locker, or somewhere outside of the test room before you are checked in, please do so at this time.
Admitting Late Examinees

Examinees who arrive after 8:00 a.m. and examinees who cannot present acceptable identification by 8:00 a.m., are late. Never delay check-in, testing, or hold seats for late examinees. If an examinee is late, that examinee’s seat and materials become available for assignment to examinees who have requested Test Option Changes.

If an examinee can present acceptable identification while you are still checking in the examinees who were present on time and before the test booklets are distributed in the test room, admit the examinee and document it on the Irregularity Report (page 61).

Absolutely no examinee may be admitted to a test room after the test booklets have been distributed in that room. Answer documents of examinees allowed to violate this policy will not be scored.

If the late examinee is admitted to a room where examinees have already filled in their identifying information on the front of the answer document, the late examinee must complete that information after testing (NOT during any of the breaks) without access to the test booklet. A member of the test center staff must always supervise this process closely to ensure the examinee does not alter or add any test responses.

Admission Requirements

Admit the examinee only if ALL of the following requirements are met:
1. Examinee is listed on your final Extended Time Roster.
2. Examinee presents acceptable photo ID at the time of check-in.
3. Names and photos on ID and roster match the examinee.
4. Test booklets have not been distributed in the test room.

Note: Examinees are told to bring their admission ticket to the test site but it is not required for admission. Failure to provide an admission ticket may delay scores; however, if testing staff can verify the examinee’s identity by comparing the photo ID to the roster, admit the examinee for testing.

Denying Admission


Figure 2. Roster entry showing a student denied entry

Determining Test Options

Rosters: Examinees who registered for the ACT with writing with extended time will be listed on the Extended Time Roster with the notation “Writing.” Examinees who registered for the ACT (no writing) with extended time will be listed on the Extended Time Roster with no notation.

Admission Tickets: The examinee’s test option is noted as either “ACT (no writing)” or “ACT with writing.”
Examinees with standby tickets cannot test with extended time, even if previously approved.

Test Option Change on Test Day

At check-in, examinees may request a different test option than they registered for. You may assign them to a different option only if you have a seat and materials available for that test option. An examinee wishing to change options must wait until all other examinees registered for your center on the current test date and present at 8:00 a.m. have been seated for their option, so you can determine if you have seats and materials available for that option. If you admit a Test Option Change examinee before the other registered examinees present at 8:00 a.m. have been admitted, you may be giving away another examinee's seat. If you do not have a seat and materials for that test option, deny the requested change and submit an Irregularity Report. You may admit the examinee to test with his or her registered test option, or the examinee may choose to leave.

For example, an examinee may be registered for the ACT (no writing) with extended time but wishes to take the ACT with writing with extended time instead. If you have a seat and materials available after all the other registered writing test examinees have been admitted, allow the examinee to change test options to the ACT with writing. Once you begin reading the verbal instructions, examinees may not request a Test Option Change.

The examinee MUST be identified and checked-in at the room he or she will test in, using the roster that has the examinee’s name and photo. Document the examinee on THAT roster:

- Add or cross out “WRITING”
- Enter the room name/number in which the examinee actually tests
- Circle the type of ID accepted

![Roster Entry]

Figure 3. Roster entry identifying a student with a Test Option Change

Do not collect any fees. ACT will determine if a billing adjustment is necessary for any examinees making test option changes.

NOTE: Extended time is not a test option; it is a test accommodation. Extended time must be pre-authorized by ACT; therefore, an examinee registered to take either test option with standard time may not change to extended time on test day.

Verifying Identification

Identify examinees at the test room even if ID was checked previously. All examinees are required to present acceptable identification before being admitted to the test room. If an examinee without acceptable identification is permitted to begin testing, the examinee must be dismissed and the answer document will not be scored—even if acceptable identification is presented later.

Two photo documents are used to verify an examinee’s identification; the documents must clearly match each other; the documents must clearly match the examinee.

- Acceptable ID (see “Acceptable Identification,” page 20)
- Roster with photo listing the examinee (see “Rosters,” page 12)

Note: The ticket for your test center and the current test date may be used to verify identification but it is not required (see “Tickets,” page 17).
Admitting Examinees

Required Steps:
1. Verify that the ID is acceptable (see “Acceptable Identification,” page 20).
2. Verify that the name and photo on the ID match the roster (and ticket, if provided).
3. Make eye contact with the examinee and carefully compare photos on the ID and roster (and ticket, if provided) to the individual to verify it is the same person.
4. If “F” or “X” ID, have student sign it in your presence and compare the examinee’s signatures to be sure they match.
5. Document the type of ID (“P,” “F,” or “X”) accepted for admittance on the Roster (see Table 5).
6. Collect all “F” and “X” forms of ID that you accept as identification and send them to ACT with the roster. It must be the actual item presented, not a photocopy, and must be signed by the examinee on test day, in the presence of a staff member.
   • ACT Student Identification Forms
   • ACT Talent Search Student Identification Forms
   • ACT Photo Exception Identification Forms

Acceptable Identification

Acceptable forms of identification and the identification criteria are shown in Table 5. Keep in mind:
• Personal recognition by testing staff or anyone else is NOT acceptable identification.
• 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.

Table 5. Acceptable Forms of Identification and their Roster Notations

<table>
<thead>
<tr>
<th>Roster Notation</th>
<th>Type of ID</th>
<th>Criteria for Acceptance</th>
</tr>
</thead>
</table>
| **P**           | Current Official Photo ID | Must include ALL of the following:  
  • Current (valid)  
  • Issued by a city/state/federal government agency or school.  
  Note: School ID must be in hard plastic card format only. Paper or electronic formats are NOT acceptable.  
  • Examinee's first and last names in English  
  • Photo is clearly recognizable as the examinee  
  Signature not required.  
  Examples: driver's license, passport, school ID, state ID. |
| **F**           | ACT Student Identification Form with Photo (see Figure 13, page 56) | Examinees MUST present the ACT Student Identification Form with Photo if they do not have a current official photo ID as described above. ALL items must be completed and include:  
  • Individually completed in English—and signed in ink—by official of the student’s school or notary public. The official or notary may not be a relative  
  • Recent, recognizable, individual (not group), photo of the examinee attached to or printed on the letter  
  • School or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo  
  • Examinee's first and last names—names must match the roster (and ticket, if provided)  
  Note: If different, see “Examinee with a Different Name on Identification,” page 22  
  • Examinee's date of birth, gender, and school name and location  
  • Signed by the examinee in ink in the presence of the school official or notary  
  • Signed by the examinee on test day, in the presence of testing staff  
  Collect and return to ACT with the roster. |

Table continued on next page
Table 5. Continued

<table>
<thead>
<tr>
<th>Roster Notation</th>
<th>Type of ID</th>
<th>Criteria for Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>ACT Approved Exceptions—Examinees exempted from the photo requirement do not upload a photo at registration. The roster and ticket will have a silhouette icon with the words “ACT Approved Exception Photo Not Required” printed across. The exception applies ONLY if the silhouette icon is on the roster.</td>
<td></td>
</tr>
<tr>
<td>ACT Talent Search Student Identification Form (see Figure 11, page 56)</td>
<td>Examinees not yet in high school (8th grade or younger). ONLY if roster HS Code is “NOT YET IN HS.”</td>
<td></td>
</tr>
<tr>
<td>ACT Photo Exception Identification Form (see Figure 12, page 56)</td>
<td>Examinees who have applied for and been approved for an exception due to religious beliefs. Examinee MUST present the ACT Photo Exception Identification Form. ALL items must be completed and include:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name and test date completed by ACT (section 1)—must match roster (and ticket, if provided)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individually completed in English—and signed in ink—by official of the student’s school or notary public (the official or notary may not be a relative)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examinee’s first and last names (section 2)—must match section 1 and roster (and ticket, if provided)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examinee’s date of birth, gender, and school name and location</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examinee’s physical description (age, height, eye color, and hair color)—must match the individual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signed by the examinee in ink in the presence of the school official or notary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signed by the examinee on test day, in the presence of testing staff Collect and return to ACT with the roster.</td>
<td></td>
</tr>
</tbody>
</table>

Examples of Unacceptable Identification

- ACT ticket alone
- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter or form that is not an official ACT identification form
- Learner’s driving permit, temporary or replacement driver’s license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified
- Personal recognition by anyone, including members of the test center staff, classmates, parents, counselors, and teachers
- Photo ID of parents
- Photo with examinee’s name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
• Printed, stamped, or photocopied signatures
• Published photo, including yearbook or newspaper
• Report card
• Social Security card
• Telephone calls to counselors, teachers, or school officials to identify the examinee
• Traffic ticket, even with a physical description and signature
• Transcript, even with photo
• Web page with photo

Examinee with a Different Name on Identification
The first and last names on the ID must be consistent with the names on the roster. If there is a significant difference, do not admit the examinee. In all cases (admit or deny), fully document the difference and your decision on the Irregularity Report. Base your decision on the following guidelines:
• Differences in last name are NOT acceptable.
• Slight differences in the first name due to shortened names (such as “Dave” vs. “David” or “Jen” vs. “Jennifer”) are acceptable.
• Differences in the first name due to traditional nicknames that are not based on shortening the name (such as “Jack” vs. “John” or “Peggy” vs. “Margaret”) are NOT acceptable.
• Differences because the examinee goes by a middle name but the photo ID lists the first name, (e.g., “David Smith” vs. “James David Smith” or “James D. Smith”) are NOT acceptable.
• The use of initials in place of first and last names (such as “JD” or “MJ”) is NOT acceptable on the roster, ticket, or the photo ID.

Examinees with Questionable ID
If you cannot make a positive identification or if you suspect the ID presented has been forged or tampered with in any way, deny the examinee admission. You do not need to call ACT unless you are unsure whether the ID presented is acceptable or the denied examinee insists on verification directly from ACT.

Examinees without Identification
If an examinee cannot present acceptable identification, do not admit the examinee, even if you personally know the examinee. If an examinee does not have acceptable identification at first, but can present it before test booklets are distributed in the test room, follow the procedure in “Admitting Late Examinees,” page 18.

Marking the Roster
Mark every name on the roster as indicated below and in Figure 7, page 53—do not leave any names unmarked.

EXAMINEES ADMITTED TO TEST—Write the examinee’s test room in the “Room” box and circle the appropriate notation—“P,” “F,” or “X”—in the “ID Verification” box (see “Acceptable Identification,” page 20).

EXAMINEES DENIED ADMISSION—Write “DENIED” in the space next to the examinee’s name.

ABSENT EXAMINEES (did not come to the test center)—Circle “A” in the “ID Verification” box.
Prohibited Items in the Test Room

Examinees may not use cell phones, media players, or any other electronic devices at any time, including during breaks, and the examinee must not be able to access them during testing. Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them.

Calculators may be used during the Mathematics Test but they must be turned off and put away when the examinee is not working on that test.

In addition, examinees are not permitted to use or access the following items at any time while in the test room:

- Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- Highlight pens, colored pens or pencils, correction fluid/tape
- Reading material
- Tobacco in any form
- Food or beverages, including water.

Note: Staff and examinees may bring snacks and beverages into the test room but may consume them only outside the test room during break.

Staff may not eat, drink, use tobacco, or use cell phones, recording or media devices in the test room. Staff cell phones must be turned off or “silent” during testing.

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

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

Direct Examinees to Their Seats

Upon admittance to the test room, direct each examinee to a specific seat. Separate friends and relatives. Examinees who arrive together must not sit near each other.

Never allow examinees to choose their own seats. All examinees in a test room must face the same direction.

Random seating is recommended. For example, you might direct the first examinee to the left side of the room, the second examinee to the middle of the room, the third to the right side, and so on. Seating examinees alphabetically can be acceptable; however, you must accommodate left-handed examinees and separate relatives and friends who end up in proximity.

Spread examinees out in the room as much as possible, using all the space. If you are using tables large enough for two examinees, start by seating one examinee per table until all tables have one person, then go back and fill the remaining seats.

To reduce the opportunity for examinees to copy from each other, seat examinees directly in line with each other. (See “Room Setup and Seating Arrangements,” page 7).

Seating Examinees with Large Type/Large Displays

Seat examinees with large type test materials and those with large- or raised-display calculators where other examinees cannot see these materials, such as in a back row.
Seating Left-Handed Examinees
Seat left-handed examinees where they cannot see others’ materials or vice versa, normally in a back row or along a wall (see “Left-Handed Examinees,” page 7). Examinees who registered as left-handed are noted on your roster.

Admission at a Glance—Extended Time Testing

Admission Criteria

- Examinee must be on your Extended Time Roster.
- Examinee must have acceptable photo ID and be positively identified, comparing the photo ID to the roster. You may also use the ticket, if provided.
- Examinee must be on time.

Admit examinees in the following order:

1st—Examinees listed on your roster that are present at 8:00 a.m.
2nd—Examinees listed on your roster that request a Test Option Change
As Possible—Late examinees who can be admitted to a test room before the test booklets are distributed

Required Admission Steps

1. Verify examinee has an acceptable photo ID
2. Verify examinee is listed on your Extended Time Roster
3. Determine Test Option
4. Assign a test room
5. Verify identification at the test room
6. Mark the Roster at the test room
7. Collect “F” and “X” ID, if used
8. Direct examinee to a specific seat in the test room
9. Document if examinee is denied admittance
Administering the Tests

This section describes the procedures for administering the tests with extended time after examinees have been checked in and seated. Room supervisors and proctors must be familiar with this section, as well as the sections on Irregularities and verbal instructions.

- The tests must always be administered under supervised, timed, secure, standardized testing conditions.
- Staff must be attentive to their responsibilities at all times.
- No test room may be left unattended while examinees or test materials are present, even if only one examinee is testing.
- Throughout testing, examinees and test materials must be monitored closely.

Test Room Starting Time

Testing starts when the room supervisor begins reading the verbal instructions. Begin reading the verbal instructions in the extended time room as soon as all examinees present by 8:00 a.m. have been checked in and seated. Do not wait for examinees who are not at the test center by 8:00 a.m. (see "Admitting Late Examinees," page 18).

If you are using more than one extended time test room and you do not assign rooms alphabetically (i.e., you are assigning and filling up one room at a time), each room may begin as soon as it is filled. At least one extended time room must wait until after 8:00 a.m. to allow time for examinees who arrive at 8:00 a.m. to be admitted.

Note: Under no circumstances can a room be scheduled to begin earlier than 8:00 a.m. If this occurs, the answer documents for that room will not be scored.

The verbal instructions must begin no later than 9:00 a.m. If a room starts later than 9:00 a.m., fully document the time and the reason on the Irregularity Report.

General Announcements to Examinees

Before testing begins, make announcements regarding:

- Cell phones and electronic devices: All devices must be powered off and stored away at all times. If an examinee accesses a device, or if a device activates, the examinee must be dismissed and his or her test will not be scored.
- Calculators: Read to examinees the current list of Prohibited Calculators (and Calculators Permitted with Modification). This list is updated and provided to test centers every test date, and should be distributed to all room supervisors.
- Hats: Some hats may obstruct your view of examinees’ eyes and may allow examinees to conceal prohibited behavior, such as accessing a cell phone, earpiece, or other electronic device. However, not all hats may hinder your ability to monitor examinees and some examinees may wear hats due to religious convictions or medical reasons. The announcement to remove hats is left to your discretion.
- Institutional requirements: Examinees can be dismissed for not abiding by the rules of the test center (see “Prohibited Behavior at the Test Center,” page 38), but only if they are informed of the rules through clearly posted signs or verbal announcements. For example, if examinees cannot leave the building before testing concludes, make that announcement prior to testing and/or at the break. Explain to the examinee the reason for the dismissal and write a complete explanation 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 examinees are taking breaks.

- Restrooms: Describe the location of restrooms and drinking fountains available during breaks.

**Overview of Administering the Tests—Extended Time Testing**

- Make any general announcements (optional)
- Begin reading the verbal instructions—perform the activities as prompted
- Distribute the answer documents—1-page to ACT (no writing) examinees; 8-page to ACT with writing examinees
- Examinees complete identifying information on their answer documents
- Distribute the multiple-choice test booklets to examinees
  
  *Note: If an examinee is approved by ACT to use translated test directions, distribute them with the test booklets.*

- Collect admission tickets
- Record the Start and projected Stop time on the Extended Time Testing Examinee Progression Report
- As each examinee notifies you he or she has completed a test, authorize the examinee to take a break or begin the next test, then record the actual Stop time for that examinee on that test. Complete the Extended Time Testing Examinee Progression Report with actual Start and Stop times for each examinee on each test.

  - During Test 1: Complete the Seating Diagram
  - During Test 2: Check calculators
  - After Test 4: Examinees complete the Student Review
  - Collect and count the 1-page answer documents from no writing examinees
  - Collect and count the multiple-choice test booklets from ALL examinees

- Verify you have all the test materials you started with
- Dismiss ACT (no writing) examinees
- Distribute the writing test booklets to ACT with writing examinees
- During the writing test: Update the Seating Diagram
- After the writing test: Collect and count the 8-page answer documents
  
  *Collect and count the writing test booklets*

- Verify you have all the test materials you started with
- Dismiss ACT with writing examinees

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

**After Testing:**

- Complete the Irregularity Report (as necessary)
- Complete the "After Testing" section of the Test Room Report
- Return all test materials and forms to the test coordinator
- Sign the Test Room Report
Read the Correct Verbal Instructions
The extended time verbal instructions begin on page 41. They include instructions for staff activities during testing as well as the verbal instructions to be read aloud to the examinees. All instructions in this manual are for extended time testing. If examinees in your room are to test with standard time, you must read the verbal instructions for standard time testing in the separate standard time administration manual.

Distributing Test Materials to Examinees
The verbal instructions tell you when to distribute each type of answer document, test booklet, and translated test directions (if applicable). To ensure security of test materials, distribute each item to examinees only when directed to do so in the verbal instructions, not before.

Answer Documents
- Distribute answer documents in the order they are packaged. Different shading patterns on page 2 are intentional.
- Be certain each examinee receives the correct answer document. Only examinees taking the ACT (no writing) use the 1-page answer sheet. Examinees taking the ACT with writing must use the 8-page answer folder for both their multiple-choice and essay responses.
- All answer documents have a Test 5 Code block and sections for five multiple-choice tests.
- Examinees need to leave the Test 5 Code block and section for Test 5 blank. Extended time examinees do not take Test 5.

Figure 4. Test 5 Code block

Test Booklets
- Do not distribute test booklets to examinees until directed to do so in the verbal instructions.
- Personally hand one test booklet individually to each examinee, in sequential serial number order, and only to examinees who are in the room. 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.
- Do not allow examinees to handle any booklet except their own. For example, do not allow examinees to pass booklets down rows.
- Make sure each examinee receives only one booklet.
- Keep unused booklets secure during testing.
- Keep track of how you distribute booklets so you can document the serial number given to each examinee on the Seating Diagram.
**Multiple-choice booklets** are distributed to all examinees in the room at the same time. Begin with the first serial number of your series and walk down the rows handing them in sequential order to each examinee in a seat. For example, if you have 15 booklets but only 12 examinees are in the room, hand out only the first 12 serial numbers:

```
003  004  empty seat  010
  empty seat  005  009  011
002  006  empty seat  012
001  007  008  empty seat
```

**Writing test booklets** are distributed as each ACT with writing examinee completes Test 4 and notifies you he or she is ready to begin the writing test. Hand the first serial number of your series to the first examinee who is ready to begin the writing test, hand the second serial number to the next examinee who is ready, etc. Accurately depict the location of each booklet by serial number on the Seating Diagram.

**Translated Test directions**

The translated test directions are distributed with the test booklets—when directed in the verbal instructions—to any examinee approved by ACT for their use. Make sure examinees receive only one copy of the translated test directions.

- Translated test directions are not serialized and do not have to be handed out in any specific order.
- Translated test directions do not need to be recorded on the Seating Diagram.

**Collecting Admission Tickets**

Collect admission tickets before Test 1 begins, when directed in the verbal instructions (see “Tickets,” page 17).

**Sequence of Tests**

All tests must be administered in the order listed below for all examinees. If this order is altered, the answer documents will not be scored.

- Test 1 = first
- Test 2 = second
- Test 3 = third
- Test 4 = fourth
- Writing Test = fifth

Examinees cannot take the writing test without first taking the multiple-choice tests in the same session.

**Timing the Tests**

Each room supervisor is responsible for timing the tests in his or her own room. Reading the verbal instructions or timing the tests is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room must use two (2) timepieces to time the tests, as a precaution in the event one fails. One timepiece must be an accurate clock or watch that shows the actual time of day. ACT also recommends that one of these be an interval timer or stopwatch. Do not use a cell phone as one of your timepieces.
All examinees approved for extended time testing begin Test 1 at the same time, then work at their own pace for the multiple-choice tests. When work is completed on a test, the examinee may take a break or begin the next test. The examinee must notify the room supervisor when he or she has completed a test. Once the examinee has notified the room supervisor that he or she has completed a test, the examinee may not return to that test. The room supervisor must record the actual Start and Stop times for each examinee on each test on the Extended Time Testing Examinee Progression Report.

Examinees approved for extended time are allowed up to five hours, including breaks between tests, to complete the four multiple-choice tests. ACT with writing examinees approved for extended time are then allowed up to 1 hour to complete the writing test. Examinees may be individually dismissed as soon as they notify you they have completed all their tests.

If an examinee continues to work after time has been called, the answer document will not be scored.

**Multiple-Choice Tests**

As you begin timing Test 1, enter the actual Start time (e.g., 8:32) on page 48. Calculate the projected Stop time (exactly 5 hours after Start), then calculate the projected times for your time remaining announcements. Enter those times in the spaces provided on page 49. Double-check your calculations carefully. If your actual time remaining and Stop announcements differ from the calculated times, change what you entered to reflect the actual times you made your announcements.

Before you make each time remaining announcement, 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.

**Writing Test**

You will need to time each writing examinee individually for their writing test. Record the time that each examinee starts their writing test. Calculate the projected 5 minutes remaining and Stop times for each examinee. Use scratch paper or individual timers to track these times for the every writing examinee. You will need to make these announcements individually to each examinee as needed.

Double-check your calculations carefully. Before you communicate to each examinee the time remaining and Stop announcements, 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.

**Announcing Time Remaining**

Verbal announcements of time remaining must be made every hour and when there are 5 minutes remaining. It is important to give the time remaining announcements accurately as examinees rely on them to pace themselves.

**Posting Times on the Board (optional)**

You may post the Start and Stop times on the board if one is available (e.g., Start time—8:45, Stop time ACT (no writing)—1:45, Stop time ACT with writing—2:45). 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. Time remaining must be a verbal announcement.

**Breaks between Tests**

Examinees approved for extended time may take a short break after each test. If additional breaks are taken, report them on the Irregularity Report. The total testing time allowed includes time for breaks. Do not stop timing when an examinee takes a break. Lost time may not be made up. Examinees must notify you when they have completed each test. At that time, they may take a break or begin the next test.
When an examinee leaves the room, make sure the answer document is inside the closed test booklet. Monitor the examinee's materials or collect them until the examinee returns. Be sure the same examinee returns after leaving. If you have doubts, recheck the identification. If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. If no proctor is available, only one examinee may leave the room at a time. Do not leave the test room unsupervised at any time, even if only one examinee is testing. Be attentive to examinees trying to access cell phones or electronic devices. Dismiss any examinees who violate the cell phone and electronic device policy.

**Monitoring the Test Room**

Follow these policies for monitoring a test room.

- A member of testing staff must be physically present in the room at all times to monitor the examinee(s). Monitoring through glass partitions or via security cameras is not allowed. The examinee(s) cannot be left unattended, even briefly.

- The room supervisor must be in the room for the entire session, except when relieved by a proctor for a short break.

- One room supervisor cannot supervise multiple rooms at the same time.

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

**Checking for Prohibited Behavior**

Throughout testing, walk quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent. See “Prohibited Behavior at the Test Center,” page 38.

**Accessing a Cell Phone or Electronic Device**

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

**Working Behind/Working Ahead**

Examinees may only look at or work on the current test. They must notify you they have completed a test before looking at or beginning work on the next one. They may not return to a test once they have notified you they have completed it. There are symbols at the top of every test booklet page to help you identify the different tests. If you are testing a group of examinees, you must keep track of the test each examinee is working on, since all examinees work at their own pace.

**Giving or Receiving Assistance**

Make sure examinees are keeping their eyes on their own work and not communicating with others. If you suspect communication or copying is taking place, but are uncertain, move the suspect to another seat and continue to observe closely. If you are certain, dismiss the examinee(s). In all cases, document carefully which examinees are involved.

**Marking Ovals after Time**

Examinees are not permitted to mark, erase, or otherwise alter their responses in any way once they have notified you they have completed a test or once Stop is called. This is perhaps the most common prohibited behavior. When you call Stop, look up at the examinees—all pencils must be put down immediately. Anyone continuing to work must be dismissed.

After each examinee notifies you he or she has completed a test, note any unfinished ovals. Use a suitable method to keep track such as making notes on the Seating Diagram or scratch paper. If you later see any of the previously incomplete ovals filled in, dismiss the examinee. Examinees may not ‘undo’ their behavior by erasing marks they made after time was called.
Removing Test Materials
Watch for note-taking, phone use, cameras, recording devices, tearing out whole or partial pages of the test booklet, not turning in a test booklet or answer document, taking another examinee’s or an unused test booklet, etc. Whenever possible, recover the material from the examinee. Call ACT Test Administration before allowing the examinee to leave the test center. Document completely.

Using Notes or Aids
Make sure all personal belongings are inaccessible and that examinees have nothing on their desks except a test booklet, answer document, pencils, and eraser. Calculators must be turned off and put away when examinees are not working on the Mathematics Test. Watch for notes in an examinee’s purse or book bag and inside a calculator cover, for notes or codes written on unlikely items such as erasers or clothing, and for headphones, earplugs, dictionaries, language translators, etc. Document any incident carefully on the Irregularity Report and attach the notes or aid in question whenever possible.

Checking Calculators during Test 2
When you authorize each examinee to begin Test 2 (mathematics), you must check his or her calculator. Check periodically to make sure the examinee did not switch calculators after the first check. If an examinee uses a prohibited calculator, follow the procedures in “Voiding Answer Documents,” page 39 to dismiss the examinee and void the answer document. Document this dismissal on the Irregularity Report.

Calculators
The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing room, and protect the security of the test materials.

- All problems on the Mathematics Test can be solved without a calculator.
- A permitted calculator may be used on the ACT Mathematics Test only.
- The calculator must be turned off and put away during all other tests.
- A current Calculator Policy was provided in your materials shipment.
  ~ Each room supervisor must be given a copy of the policy.
  ~ Post it 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:
  ~ Ensure any calculator brought on test day is permitted.
  ~ Check [www.actstudent.org](http://www.actstudent.org) or call 800.498.6481 for a recorded message about the current ACT calculator policy.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Student Review
Examinees are asked about their testing experiences, test preparation activities, and communication methods in the Student Review, to be completed after Test 4. Examinee responses do not affect test scores.

Examinee Questions, Suggestions, or Concerns
You may answer questions about the mechanics of a test, but must not answer questions about guessing or content. Instead, refer them to the directions in their test booklets.

Examinees are encouraged to write to ACT Test Administration about any aspect of testing. Provide examinees with the email or mailing address of ACT Test Administration given on the inside front cover of this manual. Urge them to write within two weeks describing their concerns in detail and to include the name and location of their test center.
ACT will respond promptly and also will contact you for your response. When a complaint involves a matter you can control, try to take steps that will correct the condition during future administrations. If examinees or others disagree with an action taken at the test center, refer them directly to ACT Test Administration.

Collecting Materials from Examinees
- The verbal instructions tell you when to collect each type of answer document, test booklet, and translated test directions (if applicable).
- Examinees must remain in their seats while materials are collected. No one may leave the room until materials are counted and verified.
- Materials must be collected individually from each examinee—do not allow them to be passed in.
- Collect and check answer documents first, then collect and check test booklets and translated test directions (if applicable) separately.
- Examinees may not have access to their answer documents or test booklets after they have been collected.
- Count and verify all materials and complete the Test Room Report.
- Make sure you have an answer document and test booklet for every examinee marked present on your roster.

Dismissing Examinees after Testing
- Examinees must remain in their seats until dismissed by the room supervisor.
- Examinees may not be dismissed until test materials have been collected and verified.
- Dismiss each examinee individually as he or she completes the last test.

Required Test Room Documentation
The room supervisor in each extended time room must submit the following documentation to the test coordinator after testing concludes.
- Test room copy of the roster marked for attendance and the type of ID accepted for each examinee admitted to the room (see “Verifying Identification,” page 19).
- All “F” and “X” ID forms collected (see “Verifying Identification,” page 19).
- All collected tickets.
- Test Room Report—Documents the transfer of test materials between test coordinator and room supervisor and accounts for the test materials assigned to each test room.
- Seating Diagram—Documents the test room setup, location of each examinee in the room, and the specific test booklet(s) used by each examinee.
- Extended Time Testing Examinee Progression Report—Documents the actual Start and Stop times for each examinee on each test.
- Irregularity Report—as necessary. Documents testing irregularities and examinees denied admission (see “Irregularities,” page 33).
Irregularities

The Irregularity Report
Complete an Irregularity Report (page 61, remove it from the manual) for each room in which an individual or group irregularity occurs and return it with your answer documents. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of examinees who were dismissed from or left the test center without completing all their tests. If there are no irregularities in any test rooms, do not return a report.

Group Irregularities
A group irregularity is one that affects a group of examinees (such as an entire test room or the whole test center). If this occurs, follow the instructions below and call ACT Test Administration as soon as possible. Remember to safeguard the security of the test materials at all times.

Interrupting a Test
If you must interrupt testing, instruct examinees to stop testing and close their test booklets with their answer documents inside; record the elapsed testing time. Collect the materials if necessary to maintain security. When you resume testing, begin timing where you left off to give examinees the remaining time allowed for their test option. If the interval is significant, add two additional minutes to the remaining time so examinees can regain their concentration. Each examinee must resume the test he or she was working on when testing was interrupted. If you cannot resume testing, contact ACT immediately for further instructions.

Disturbances and Distractions
If a disturbance or distraction occurs that affects examinees’ concentration and it cannot be stopped, or the examinees cannot be moved to another room, immediately call ACT Test Administration. Do not dismiss examinees until you have received instructions. If you do not have a proctor to assist you, stop testing and collect all test materials before leaving the room to call ACT.

Report all disturbances and distractions, however minor (including examinee illness), on your Irregularity Report. Remember that examinees who are not familiar with your facility may be distracted by sounds or movements that do not seem distracting to you.

Emergency Evacuation
In the event of an emergency evacuation, your first concern must be for the safety of your examinees and your staff. If an emergency occurs, note the testing time that has elapsed and—if time permits—have examinees close their test booklets and place their answer documents inside them.

Collect the test materials only if time permits. Instruct the examinees and staff to leave the building. If it is safe to do so, lock the test room. Call ACT Test Administration as soon as you can safely reach a telephone.
Missing or Stolen Test Materials
A missing or stolen test booklet is one of the most serious irregularities that can occur at a test center.

If—at any time—a test booklet is unaccounted for, you must immediately call ACT Test Administration at 800.553.6244, ext. 1510. We will advise you regarding what actions must be taken. (See “In the Event of a Security Breach,” page 11.)

Mistiming
Announcing Stop at the wrong time can constitute a serious irregularity that is difficult to resolve.

MISTIMINGS CAN BE PREVENTED BY CAREFUL SUPERVISION. Scores cannot be adjusted to compensate for a mistiming. If a retest is necessary, examinees must retake all tests, not just the one they were working on when Stop was called.

If Stop is called too early, allow examinees to make up the shortage before leaving the test center. Each examinee must work only on the test he or she was working on when Stop was called—not on any other test. Document the problem and its resolution on the Irregularity Report.

If a mistiming is discovered after examinees have been dismissed, call ACT Test Administration immediately. This irregularity must be resolved before answer documents are scored and early notification is critical. Please attach only the affected answer documents to your Irregularity Report so the situation can be resolved as expeditiously as possible.

Making a time remaining announcement at the wrong time can adversely affect an examinee’s performance. Examinees rely on your announcements to pace themselves through each test within the total time allowed for their test option. You must verify the actual time remaining before making each of your announcements.

Power Failure
If a power failure occurs and examinees cannot be moved to a location with adequate heat, ventilation, light, and examinee spacing, try to determine from local sources when power will be restored. Then, call ACT Test Administration immediately to determine what to do next. Do not dismiss examinees until you have received instructions to do so. If you do not have a proctor to assist you, collect all test materials before leaving the test room to call ACT.

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). Follow the directions for each type of individual irregularity.

Examinees Who Leave Early
If an examinee leaves the test room and does not return, collect and secure his or her test materials. Examinees will sometimes leave before completing all of their tests. Document early departures on the Irregularity Report. Return the answer document for scoring. Do not attach it to the Irregularity Report. Do not void the answer document unless the examinee has asked that it not be scored (see “Void at Examinee’s Request,” page 40).

Test Item Challenges
If an examinee challenges typographical errors in a booklet or ambiguities in particular test items, tell the examinee to answer the item as it is written and report the details of the challenge to you after testing concludes.

Complete an Irregularity Report with the examinee’s name, address, Match Number, test booklet number, test form, the item number being challenged, and the examinee’s question about the item. For security reasons, do not include a copy of the test item in question. Fax or email a copy of the Irregularity Report to ACT Test Administration on test day or the next business day.
Examinees Seated in the Wrong Room

It is the room supervisor’s responsibility to double-check rosters and admission tickets to make sure examinees admitted to the test room are in the correct room. All room supervisors must have a copy of the appropriate full (with photos) roster(s) to mark attendance.

- If an examinee is mistakenly seated in the extended time room or an examinee approved for extended time is mistakenly seated in a standard time room. If testing has not started, move the examinee to the correct room. If testing is underway, you must call ACT Test Administration immediately for instructions. It may be necessary to dismiss the examinee. Be prepared to tell ACT what test the examinee is working on and how much time was used on each test to that point.

Defective Test Materials

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

- Be sure the replacement booklet is the same test form as the defective booklet. A replacement answer document does not need to have the same shading pattern.
- Print “Defective Material” on the cover of the test booklet or across the front page of the answer document and attach it to the Irregularity Report. Explain the circumstances on the Irregularity Report.
- If an answer document is defective, the examinee must transfer, under your supervision, all information exactly as originally noted to a new one after the test session and without access to the test booklet.
- Call ACT for instructions if you do not have sufficient materials to replace those that are defective.

Duplicating Test Materials

Test personnel and examinees are not permitted to duplicate or record any part of the ACT or ACT with writing by copying, taking notes, photographing, scanning, or using any other means. All answer documents, test booklets, and translated test directions (if applicable) must be returned to test center personnel. No portion of these materials may be retained by examinees.

If you observe an examinee using photographic, scanning, or recording devices during the test or removing pages from a test booklet, follow the procedures in “How to Dismiss for Prohibited Behavior,” page 39, or “Refusal to Turn in Test Materials,” page 40.

In all cases, examinees observed using photographic, scanning, or recording devices, or observed removing pages from a test booklet, are to be dismissed, the device confiscated or cleared, and the answer document marked VOID. Inform the examinee the answer document will not be scored and include all necessary information on the Irregularity Report. Call ACT Test Administration (during testing, if possible) to determine if any additional action is required.

Failure to Follow Directions in Marking Responses on the Answer Document

Only answers properly marked on the answer document during the time allowed for a particular test can be scored. If an examinee is not properly marking responses on the answer document, follow the instructions for the relevant error (see page 36).

Note: These errors in marking are not prohibited behavior, do not dismiss the examinee.
• Unauthorized Marking of Responses in the Test Booklet

ACT will notify you before test day if an examinee has been approved to mark responses in the test booklet instead of on the answer document. If an examinee was not approved to mark responses in the test booklet, immediately take these steps.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time remains on the current test</td>
<td>Instruct the examinee to immediately transfer responses from the test booklet to the answer document for that current test only (no previous tests can be transferred).</td>
</tr>
<tr>
<td>Time has been called on that test</td>
<td>No answers can be transferred at any time, including during the break or after testing.</td>
</tr>
</tbody>
</table>

2. Instruct the examinee to continue testing by marking responses on the answer document.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| There are some responses marked on the answer document | Submit the examinee’s answer document for scoring.  
Note: Unless the examinee tells you the answer document should not be scored, it will be scored as received. |
| There are NO responses marked on the answer document | Attach the answer document to the Irregularity Report. |

• Marking Responses on the Wrong Answer Document

If a no writing examinee is using a writing answer document, take these steps.
1. Allow the examinee to continue testing with the writing answer document, leaving the essay section blank (do not mark the essay section void).
2. Submit the answer document for scoring with your other writing answer documents.

If a writing examinee is using a no writing answer document, take these steps.
1. When the examinee has completed his or her current test, give the examinee a writing answer document and collect the first answer document.  
Note: Call ACT for instructions if you do not have a writing answer document to give the examinee.
2. Instruct the examinee to begin marking responses on the new answer document.
3. After testing is completed, supervise the examinee as he or she transfers the information from page 1 and all previous test responses from the first answer document to the new answer document.  
Note: This transfer must occur under close supervision and without access to the test booklet.
5. Mark the first answer document “REPLACED” and attach it to the Irregularity Report.
6. Return the new answer document for scoring.  
Note: Call ACT for instructions if a number of writing examinees are using no writing answer documents.

• Marking Responses in a Future Section of the Answer Document

Example: Marking Test 3 responses in the section for Test 4 during the time for Test 3.

If an examinee is marking responses in a future section, take these steps.
1. When the examinee has completed his or her current test, give the examinee a new answer document and collect the first answer document.  
Note: 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 as he or she transfers the information from page 1 and all previous test responses from the first answer document to the correct sections on the new answer document.

   *Note: This transfer must occur under close supervision and without access to the test booklet.*


5. Mark the first answer document “REPLACED” and attach it to the Irregularity Report.

6. Return the new answer document for scoring.

---

The following errors are prohibited behaviors and the examinee must be dismissed (see “Prohibited Behavior at the Test Center,” page 38):

- Marking a previous section of the answer document (e.g., marking the section for Test 2 during the time for Test 3)
- Working on any test other than the current test

---

**Examinees Who Become Ill**

Collect the test booklet and answer document from an examinee who becomes ill and asks to leave the test room. If the examinee returns and continues testing, lost time may not be made up. Record the time lost on the Irregularity Report.

If an examinee becomes ill and cannot finish testing, ask if the examinee wants the answer document scored or not. If the examinee becomes ill during the writing test, ask if the examinee wants the entire answer document or just the multiple-choice tests scored (i.e., void the writing test only). Clearly indicate the examinee’s decision on the Irregularity Report.

Do not void the answer document unless the examinee tells you it should not be scored. If the examinee tells you not to score the answer document (or the writing test only), follow the procedures for “Void at Examinee’s Request,” page 40. Otherwise, include it with your other answer documents to be scored; do not attach it to the Irregularity Report.

Once an examinee breaks the seal on the test booklet, the examinee is considered to have tested, whether or not he or she chooses to have the answer document scored. Do not return the admission ticket to the examinee.

**Irrational Behavior**

If an examinee acts in an irrational or violent manner, proceed as follows:

- Try to prevent other examinees from being interrupted, affected, or involved.
- Collect and retain the examinee’s test materials without physical force.
- Dismiss the examinee from the test room as quietly as possible, without physical force or contact.
- If necessary, call security or police to protect staff and other examinees’ safety.
- Inform the examinee that the answer document will not be scored.
- Give a detailed explanation on the Irregularity Report, void the answer document, and attach the examinee’s test materials to the report.
Prohibited Behavior at the Test Center

The prohibited behaviors listed below are taken from the Terms and Conditions all examinees agreed to when they registered to take the ACT test.

The following behaviors are prohibited. You may be dismissed and/or your answer document may not be scored, at ACT’s sole discretion, if you are found:

• Filling in or altering responses on your answer document or continuing to write the essay after time has been called on that test section. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke.

• Looking back at a test section on which time has already been called.

• Looking ahead in the test booklet.

• Looking at another person’s test booklet or answer document.

• Giving or receiving assistance by any means.

• Discussing or sharing test content, test form identification numbers, or answers during test administration, during breaks, after the test, or on social media.

• Using a prohibited calculator (www.act.org/calculator-policy.html).

• Using a calculator on any test section other than mathematics.

• Sharing a calculator with another person.

• Using a watch with recording, internet, or communication capabilities.

• Accessing any electronic device other than an approved calculator or watch. All other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time you are admitted to test until you leave the test center.

• Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way, including through social media.

• Using highlight pens, colored pens or pencils, notes, dictionaries, or other aids.

• Using scratch paper.

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

• Not following instructions or abiding by the rules of the test center.

• Exhibiting confrontational, threatening, or unruly behavior, or violating any laws. If ACT suspects you are engaging in criminal activities, such activities will be reported to law enforcement agencies.

• Allowing an alarm to sound in the test room or creating any other disturbance.

ACT may restrict the items you bring into the test center. All items brought into the test center, such as hats, purses, backpacks, cell phones, calculators, and other electronic devices, may be searched at the discretion of ACT and its testing staff. Searches may include the use of tools, such as handheld metal detectors, that detect prohibited devices. ACT and its testing staff may confiscate and retain for a reasonable period of time any item suspected of having been used, or capable of being used, in violation of these prohibited behaviors. ACT may also provide such items to and permit searches by third parties in connection with an investigation conducted by ACT or others. ACT and its testing staff shall not be responsible for lost, stolen, or damaged items that you bring to a test center. Your test center may also have additional procedures with which you must comply.

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

If you are certain prohibited behavior occurred, promptly dismiss the examinee. Follow the How to Dismiss for Prohibited Behavior procedure exactly.
If you suspect prohibited behavior occurred but are not certain, take these steps:
1. Discreetly warn the examinee that he or she is suspected of prohibited behavior.
2. Continue close observation.
3. After one warning, if you continue to suspect prohibited behavior, promptly dismiss the examinee. Follow the How to Dismiss for Prohibited Behavior procedure exactly.

Notes:
- 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.

How to Dismiss for Prohibited Behavior
If you dismiss an examinee, follow these procedures exactly:
1. Take action immediately without creating a disturbance. If you cannot, wait until the examinee completes his or her current test.
2. Collect the answer document and test booklet.
3. If you believe an electronic device or other item was used to store or exchange information, or to make 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. He or she is being dismissed because of the behavior.
   c. The answer document will not be scored.
5. Write VOID on the front of the answer document. Do so in the examinee’s presence if possible.
6. Complete a detailed Irregularity Report that includes:
   a. The time of the incident and the name(s) of the examinee(s).
   b. The number of ovals the examinee(s) had filled in at the time of the incident.
   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.
   f. The name(s) of the staff who observed or were certain of the prohibited behavior.
7. Attach the voided answer document to the Irregularity Report and return it with your other test date documentation.

ACT will not score the answer document(s) if you follow these procedures exactly. However, you must inform the examinee that the answer document will not be scored and clearly indicate this on the Irregularity Report. Otherwise, the answer document will be scored.

Voiding Answer Documents
Void an answer document for the following reasons only:
- The examinee becomes ill and asks that the answer document not be scored.
- The examinee asks that the answer document not be scored for any reason.
- The examinee is dismissed for prohibited behavior and has been told the answer document will not be scored.

In all cases, complete an Irregularity Report to document the reason.
Void for Prohibited Behavior

If an examinee is dismissed for prohibited behavior, you must void the entire examination—no part of the answer document will be scored. You must tell the examinee that the answer document will not be scored. If you do not, the test may be scored. Follow procedures for “How to Dismiss for Prohibited Behavior,” page 39.

Void at Examinee’s Request

An examinee may request that the entire examination not be scored or that the writing test only not be scored. If an examinee chooses to void the writing test only, all four multiple-choice tests will be scored. It is not possible to selectively score certain multiple-choice tests. It is not possible to void the multiple-choice tests and score only the writing test. Clearly indicate the examinee’s decision on the Irregularity Report.

How to Void an Answer Document

Using a soft lead No. 2 pencil only (no ink, no mechanical pencil), mark the answer document void and process it according to the instructions in Figure 5.

<table>
<thead>
<tr>
<th>To Void the Entire Examination</th>
<th>To Void the Writing Test Only</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Void entire examination" /></td>
<td><img src="image" alt="Void writing test only" /></td>
</tr>
</tbody>
</table>

- Write “VOID” across page 1.
- Attach it to the Irregularity Report so it will not go through scoring.
- Return the Irregularity Report with attached answer document inside the Test Administration Forms envelope.
- Write “VOID WRITING” on the first line of the essay area on page 4. Do not mark any other pages or in the top part of page 4.
- Return the answer document with your other answer documents to be scored so the multiple-choice tests will be scored.
- Return the Irregularity Report (do not attach the answer document) inside the Test Administration Forms envelope.

**Figure 5.** Left, how to void the entire examination; right, how to void the writing test only

Refusal to Turn in Test Materials

Examinees must return all test materials before leaving the test room. If an examinee refuses to turn in a test booklet, warn the examinee that the police will be contacted and this action may result in fines and imprisonment. Call ACT immediately and describe the situation in detail, including the examinee’s name and Match Number (from your roster) and the test booklet number. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

Reporting Personal Injury/Property Damage

It is critical that any incident involving injury to ACT test center staff, personal injury to an examinee, or property damage to the test center be clearly and completely documented and reported at once by contacting ACT Test Administration. We will provide instructions on how to document and report the situation. The occurrence of property damage must also be reported to the appropriate authority at the test center.
Verbal Instructions for Extended Time Testing

This section contains the verbal instructions to be read aloud to examinees and instructions for staff activities during testing. These instructions are for test rooms in which examinees are taking the tests under extended time conditions. The verbal instructions for standard time testing are in the separate standard time administration manual.

The tests must always be administered under supervised, timed, secure, standardized testing conditions. No test room may be left unattended by test personnel, even momentarily, if examinees or test materials are present. Do not leave the room even if only one examinee is testing. To ensure security of test materials, distribute answer documents and test booklets only when directed by the instructions.

- Read aloud the instructions in the shaded boxes. Read them loudly and clearly, exactly as written. Do not depart from this text. (Do not read text in parentheses.)
- Pause after each series of dots ( . . . ) and look at the examinees to be sure they are following instructions. Wait for everyone to finish before proceeding.
- An arrow (→) indicates an action you must perform at that point in the instructions.

Time the tests exactly. Follow the directions in “Timing the Tests,” page 28, for timing the tests and documenting elapsed time accurately. A mistiming may require examinees to retake the entire examination. All examinees must complete Test 4 no later than 5 hours after you announce “START.” Examinees taking the ACT with writing must complete the writing test in one hour.

You must periodically walk around the room throughout the tests.

- Check that examinees are working on the test you authorized them to begin.
- Observe examinees and check for prohibited behavior. If you observe prohibited behavior that requires you to dismiss the examinee and void the answer document, follow the procedures in “How to Dismiss for Prohibited Behavior,” page 39, exactly. You must inform the examinee the answer document will not be scored and the reasons for your action. Detailed irregularity descriptions and procedures are provided in “Irregularities,” page 33.

English Learner Supports

If an examinee is approved by ACT to use a word-to-word bilingual dictionary and/or translated test directions, note the following:

- Using a dictionary or translated test directions without ACT approval is prohibited.
- It is the examinee’s responsibility to bring an approved dictionary.
- The examinee may not bring a copy of the translated test directions. Only the translated test directions you hand out on test day may be used.
- The dictionary and/or translated test directions may be kept on the examinee’s desk and used throughout testing.
- Writing or marking anything in the dictionary and/or translated test directions is prohibited behavior.
• Only one dictionary can be used for the entire test.

• Prior to testing:
  ~ Confirm that the examinee’s dictionary is on the ACT-Approved Bilingual Word-to-Word Dictionaries list. Using an unapproved dictionary is prohibited behavior. 
  
  Note: The list of approved dictionaries can be found at: http://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf.
  
  ~ Inspect (flip through) the examinee’s dictionary and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the examinee must store the dictionary out of sight and cannot use it. Using or accessing a notated dictionary during testing is prohibited behavior.

• Before dismissing examinees at the end of testing:
  ~ Collect all translated test directions that were handed out.
  ~ Inspect (flip through) all dictionaries used during testing to confirm that nothing is written or enclosed in them.

  Note: See “How to Dismiss for Prohibited Behavior,” page 39.

► When all examinees have been admitted and seated, and everyone has a pencil, greet the examinees and, if you wish, introduce yourself and your proctors. Make any general announcements (see “General Announcements to Examinees,” page 25), then begin.

► In an extended time room, begin by saying:

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

The tests will be administered under extended time conditions. If you were not authorized by A-C-T to test with extended time, your answer document will not be scored. Please look at your admission ticket. If it does not say “Extended Time,” raise your hand now.

Do not proceed until you have confirmed that all examinees are in the correct room. Verify that each examinee is on your Extended Time Roster and has an admission ticket with “Extended Time” on it. If not, immediately confer with the test coordinator to move the examinee to the correct room. DO NOT leave the test room unattended to do so.

► If examinees are in the correct room, continue by saying:

All items brought into the test center may be searched. 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, 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.

If you have a cell phone or other electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will be out of sight. . . .
Wait for examinees to power off and store their cell phones, then continue by saying:

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

Are there any questions? . . .

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

Please clear your desk of everything except soft lead No. 2 pencils, erasers, and your ticket. Place all personal items under your seat. You will not be able to access them during testing or during breaks. A-C-T and this test center are not responsible for the loss of any personal items. If you brought a calculator, put it under your seat now; you may use it only during the mathematics test. Please keep the aisles clear. . . .

Wait for examinees to clear their desks, then say:

A complete list of the prohibited behaviors was provided during the registration process. Please be reminded of the following:

• You may not access an electronic device at any time during testing or during a break.
• You may not fill in or alter a response, or continue writing, after time has been called on that test section. This includes fixing stray marks. You may not look at any section of the test booklet outside of the designated time for that test section.
• You may not give or receive assistance by any means. This includes looking at another person’s test booklet or answer document.
• You are not allowed to use highlight pens, colored pens or pencils, notes, dictionaries, scratch paper, or other aids.
• You may not allow an alarm to sound in the test room or create any other disturbance. If you are wearing a watch with an alarm or have any other alarm device, you must be sure it is turned off.
• The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss the test questions or responses at any time, including during the break.
• Finally, eating, drinking, and the use of tobacco or reading materials are not permitted in the test room.

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

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

► Distribute the 1-page answer documents to ACT (no writing) examinees.
► Distribute the 8-page answer documents to ACT with writing examinees.
► After the answer documents have been distributed, say:

If you are taking the A-C-T without writing, you should have a 1-page answer document. If you are taking the A-C-T with writing, you should have an 8-page answer document. Taking the test with the wrong answer document can result in additional fees and will delay your scores, possibly up to eight weeks. If you do not have the correct answer document, raise your hand now. . . .

► When everyone has the correct answer document, continue by saying:

Your answer document will be scored by machine. Make all marks heavy and black. Fill in each oval completely without extending your marks outside the lines. Stray marks, smudges, or errors not carefully and cleanly erased can affect the scoring of your answer document. Use only a soft lead No. 2 pencil. Do not use a mechanical pencil, ink pen, or correction fluid. If you do, A-C-T will not be able to score your answer document accurately.

Turn your answer document to Page 1. In Block A, print your name, current mailing address, and telephone number. . . .

► Wait for everyone to finish, then say:

Refer to your ticket now and locate the box labeled “Matching Information. . . .” Even if the Matching Information on your ticket is incorrect, copy it EXACTLY as it appears into Blocks B, C, and D on your answer document and fill in the corresponding ovals.

If you do not copy it exactly, or if the ovals are not filled in, your scores will be delayed up to eight weeks. When you finish, leave the ticket on your desk; it will be collected later.

It is important that examinees complete Blocks A through D correctly in order to receive their scores. If there are questions, refer to Figure 8, page 54. If an examinee finds an error in the Matching Information, he or she must contact ACT Student Services during normal business hours to make corrections.
Wait for everyone to finish, then say:

Please turn your answer document to Page 2. I will now hand you a multiple-choice test booklet. Do not break the seal or open it until I tell you to do so. Test booklets are the property of A-C-T and must be returned before you are dismissed. You are strictly prohibited from disclosing test questions, essay topics, or response choices to anyone. When you receive your test booklet, read the directions. When you finish, look up. . . .

Hand one multiple-choice test booklet, individually, to each examinee, in sequential serial number order, and only to examinees who are in the room. Follow the directions in “Distributing Test Materials to Examinees,” page 27. Do not distribute the writing test booklets.

Keep an exact count of the number of test booklets distributed, and the order in which you distributed them, for completing your Seating Diagram.

If an examinee is approved to use translated test directions, hand them out with the test booklet. Instruct examinees to write their names on the front covers.

IMPORTANT! Do not admit any examinees to the test room once you have distributed the test booklets.

Wait for everyone to finish reading the directions, then continue by saying:

Raise your hand if you need more time. . . .

When examinees are ready, continue by saying:

Now, on the front cover of your test booklet, read the Examinee Statement, then copy only the Certification—not the Statement—on the lines provided. Sign your name and enter today’s date (give the date). When you finish, put your pencil down, and look up at me. . . . (On large type test booklets, the Examinee Statement and Certification are on the back cover.)

Give everyone time to copy and sign the Certification. When all have examinees have finished, say:

Now, in the top-left corner of your booklet, find the 6-digit number and copy it onto your answer document, at the top of page 2, in the “Booklet Number” boxes. Fill in the corresponding oval below each box. (Examinees using large type test booklets copy the number from their regular type booklets). . . .

Next, on the front cover of your test booklet, find the 3-character test form, copy it into the “Form” boxes on your answer document, and fill in the matching oval. If you do not fill in the correct oval, your answer document cannot be scored accurately. . . .

Do not fill in the Test 5 Code block. This needs to be left blank. . . .
Wait for everyone to finish, then say:

I will now collect your ticket and check your answer document and test booklet. . . .

Do the following:

- Collect all tickets.
- Check the answer documents to be certain each examinee completed the bottom half of page 1 and the top of page 2.
- Check the answer documents to be sure the Test 5 Code block (sample, right) is blank. If necessary, have the examinee erase it.
- Check the test booklets to be sure each examinee completed and signed the front cover.

Then say:

Please listen carefully to the following instructions. The use of scratch paper is not permitted. Do any figuring or scratch work in your test booklet.

If an examinee has translated test directions or a word-to-word bilingual dictionary, say:

If you have translated test directions or a word-to-word bilingual dictionary, do not write in them.

Continue by saying:

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 walk around the room during testing to be sure you are working on the right test. If you have a question or need another pencil, raise your hand. Do not look around.

If you decide to discontinue testing for any reason, and you do not want your answer document scored, you must inform me. Otherwise, it will be scored even if you have not completed all the tests.

All problems on the Mathematics Test can be solved without a calculator. However, you are allowed to use a calculator on the Mathematics Test.

You are responsible for knowing if your calculator is permitted. I will check your calculator when I authorize you to begin Test 2 and periodically during Test 2. If you use a prohibited calculator, you will be dismissed and your answer document will not be scored.

You are also responsible for making sure your calculator is working properly. I will not provide you with backup batteries or a replacement calculator. Do not share your calculator with another examinee. If you need to use your backup calculator, raise your hand and I will check it. You may have only one calculator on your desk or in operation at a time. If you did not bring a
backup calculator and yours malfunctions, continue testing. If your calculator has games or other functions, you may not use those functions during the test; you may use only the mathematics functions. Keep your calculator flat on your desk. Are there any questions? . . .

If there are no questions, continue by saying:

You will have a total of 5 hours, including breaks between tests, to complete all four multiple-choice tests at your own pace. If you are taking the A-C-T with writing, you will then have one hour to complete the writing test. Even though there are five multiple-choice sections on your answer document, you will not be taking Test 5 today. Skip that section and leave it blank.

I will keep the official time for this examination. Every hour I will announce the time remaining. I will also announce when you have five minutes remaining before the end of testing. If you complete all your tests before time is called, notify me and I will collect your materials individually and dismiss you.

Do not begin work until I tell you to do so. You must take the tests in the order in which they appear in the test booklet. You may work on only one test at a time and must notify me that you completed a test before you begin work on the next one. You may not look back at or work on a test after you have notified me you completed it. It is to your advantage to answer every question. Are there any questions? . . .

Answer any questions, then say:

When you complete each test, raise your hand to notify me and I will authorize you to take a break or begin the next test. Any time spent taking a break is part of your total testing time and may not be made up. I will not stop timing while you are on break.

When you leave to take a break, your test booklet must be closed with your answer document inside it.

If translated test directions were handed out, say:

If you have translated test directions, put them on top of the test booklet. . . .

Continue by saying:

During breaks, please be quiet in the halls. You may not eat or drink anything in the test room.
Give general directions and locations of restrooms and drinking fountains. Announce your facility's rules, if any, about leaving the building, avoiding restricted areas, etc., then say:

When you complete your last test, raise your hand to notify me and I will give you additional instructions at that time. You may not leave until I dismiss you. We will begin testing shortly. Are there any questions? . . .

Answer any questions, then say:

Remember, you must raise your hand to notify me when you complete each test. You will have 5 hours to complete the multiple-choice tests at your own pace. If you are taking the A-C-T with writing, you will have an additional hour to complete the writing test.

Note the exact time at left, then say:

You may now break the seal, open your booklet to Test 1, read the directions carefully, and begin work.

Enter the actual time you announce Start on the line above and on page 49. Calculate and enter the projected times for the time remaining and Stop announcements on page 49. Make the appropriate announcements at the designated times. If you make an announcement or call Stop at a time other than the projected time, cross it out and enter the actual time you made your announcement. You may write Start and Stop times on the board, but all time remaining announcements must be made verbally.

If there are only ACT (no writing) examinees in your room, skip the announcement text that is directed at ACT with writing examinees, and vice versa. Read all the announcement text if your room has a combination of no writing and writing examinees.

Complete the following forms during testing:

- **Seating Diagram—Required:** Complete your Seating Diagram after you announce START. If you need to verify test booklet numbers for your diagram, do so as individual examinees take breaks between tests. Update the diagram during testing if an examinee is moved, needs a replacement test booklet, or receives a writing test booklet.

- **Extended Time Testing Examinee Progression Report—Required:** As each examinee notifies you he or she has completed each test, mark his or her actual Start and Stop times for each test on this report.

Examinees must remain in the same seats throughout the administration. If you must move an examinee to another seat, document it carefully on the Seating Diagram and Irregularity Report so it is clear which seat the examinee was in originally, which seat the examinee moved to, at what point during testing the move took place, and the reason for moving the examinee.

Perform the following actions during testing:

- **Monitor for cell phone and electronic device usage throughout testing. Dismiss any examinees observed accessing a device.**

- **Test 2:** When you authorize an examinee to begin Test 2, check his or her calculator. Check it again periodically to make sure the examinee did not switch calculators after the first check (see “Checking Calculators during Test 2,” page 31).

- **After Test 4:** There is a hard stop after Test 4 for all examinees. As examinees finish Test 4, instruct them to complete the Student Review by turning the test booklet to the outside back cover. Have them turn the answer document to Page 2, read the Student Review Questions, and mark their responses at the bottom of the answer document. Their responses to these questions do not affect their scores.
Verbal Instructions for Extended Time Testing

- **Writing Test**: As each ACT with writing examinee finishes Test 4, turn to page 50 and continue with the writing test instructions.

- **After the last test**: When each examinee notifies you he or she has completed the last test, or you call STOP, turn to page 51 and continue with the Final Instructions. All examinees must complete those steps before you dismiss them.

  ▶ Copy the Start time from page 48 to the line at left.

  ▶ **When 1 hour has passed and you have checked the time, say:**

    You have 4 hours remaining to complete the multiple-choice tests. You should plan to move on to Test 2 within the next hour.

  ▶ **When 2 hours have passed and you have checked the time, say:**

    You have 3 hours remaining to complete the multiple-choice tests.

  ▶ **When 3 hours have passed and you have checked the time, say:**

    You have 2 hours remaining to complete the multiple-choice tests. If you have not started Test 3, you should plan to move on to that test soon.

  ▶ **When 4 hours have passed and you have checked the time, say:**

    You have 1 hour remaining to complete the multiple-choice tests. If you have not started Test 4, you should plan to move on to that test soon.

  ▶ **When 4 hours and 55 minutes have passed and you have checked the time, say:**

    You have 5 minutes remaining on the multiple-choice tests.

  ▶ **When exactly 5 hours have passed, if any examinees are still taking the multiple-choice test, say:**

    If you are still working on the multiple-choice tests, stop, put your pencil down, close your test booklet, and look up at me now. . . .

  ▶ **Verify all examinees have stopped work on the multiple-choice tests and continue by saying:**

    This concludes the multiple-choice tests. You will not take Test 5.

    You will now complete the Student Review. To do so, turn your test booklet to the outside back cover and turn your answer document to Page 2. Read the Student Review Questions and mark your responses at the bottom of your answer document. Your responses to these questions will not affect your scores. When you finish, look up at me. . . .

  ▶ **Observe examinees while they complete the student review to ensure no one is filling in or altering test responses.**

    ▶ For writing examinees, proceed to “Writing Test Instructions (after Test 4),” page 50.

    ▶ For no writing examinees, proceed to “Final Instructions for All Examinees,” page 51.
Writing Test Instructions (after Test 4)

If several examinees are ready to begin the writing test at the same time, you may read these instructions to them as a group. Otherwise, quietly read the instructions to each examinee individually. Monitor examinees as they follow these instructions to be certain they correctly complete all identifying information and that they do not look back at or work on the multiple-choice tests.

After each examinee notifies you he or she has completed the writing test, or you call STOP, turn to “Final Instructions for All Examinees,” page 51, and continue.

As each ACT with writing examinee finishes Test 4, collect the multiple-choice test booklet and allow a short break. Then, hand the examinee a writing test booklet and say:

The next test is a writing test, for which you will complete an essay written in English. Use a soft lead No. 2 pencil; do not use ink, a mechanical pencil, or correction fluid. If you do, A-C-T will not be able to score your essay accurately.

On the front cover of your test booklet, sign and print your name and enter your date of birth in the spaces provided.

Now, look at your answer document and turn it to page 3. Print your name in the spaces provided.

Now, turn it to page 4. Find the 6-digit number in the top-left corner of your test booklet. Copy it into the “Writing Test Booklet Number” boxes on your answer document.

Next, find the 3-character test form on the front of your test booklet. Copy it into the “Writing Test Form” boxes on your answer document and fill in the matching oval.

You have 60 minutes for this test. I will announce when you have 5 minutes remaining. If you finish early, recheck your work and then notify me that you have finished.

Now, carefully read the directions on the front cover of your writing test booklet. (On large type writing test booklets, the directions are on the back cover.) When you finish, break the seal, open the test booklet, read the assignment, and begin work.

Begin timing.

Record the start time for the examinee. Calculate when to make the 5 minutes remaining and stop announcements for that examinee.

Note: Use scratch paper or set individual timers.

During the writing test, do the following:

• Make sure you collected the examinee’s multiple-choice test booklet.

• Seating Diagram—Required: Update your Seating Diagram to reflect the examinees taking the writing test and the serial number of the writing test booklet you distributed to each examinee.
If the examinee is still working, at 55 minutes after his or her start time, say:

You have 5 minutes remaining.

If the examinee is still working, at exactly 60 minutes after his or her start time, say:

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

Verify the examinee has stopped, then proceed to “Final Instructions for All Examinees,” page 51.

Final Instructions for All Examinees

If other examinees are still testing, you may read the following instructions quietly to a small group, or individually as each examinee completes the last test. Do not have examinees complete the following steps until they notify you they have completed the last test or you called STOP.

Say:

Turn your answer document to the front page. Read the Statement, then copy only the Certification—not the Statement—on the lines provided. Sign your name and enter today’s date (give the date). When you finish, put your pencil down, and look up at me . . .

Monitor examinees closely to make sure they work on the Certification and signature ONLY.

Continue by saying:

I will now collect your answer document and test booklet. Remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test center.

While examinees remain in their seats:

1. Collect and count answer documents first, then collect and count the test booklets. Materials must be collected individually. Note: If an examinee has translated test directions, collect them with the test booklet. Do not dismiss examinees until all translated test directions are accounted for.

   If an examinee used a bilingual dictionary during the test, inspect (flip through) it to confirm that nothing is written or enclosed in it. If you find something written or enclosed, dismiss the examinee for prohibited behavior and determine whether the dictionary should be confiscated. See “How to Dismiss for Prohibited Behavior,” page 39.

2. Make sure each examinee copied and signed the Certification, entered his or her name, and entered today’s date on the test booklet(s).
3. Make sure each examinee completed the following on the answer document and that you have an answer document for each examinee.
   - Page 1—Blocks A, B, C, and D; copied the Certification; signed and dated
   - Page 2—multiple-choice test booklet number and test form
   - Page 3 (with writing Answer Folder)—name
   - Page 4 (with writing Answer Folder)—writing test booklet number and test form

4. Make sure each examinee left the section for Test 5 and the Test 5 Code block blank.

   After the materials have been counted and verified, say:

   • If you took the A-C-T (no writing), your scores will be reported in two to eight weeks.
   • If you took the A-C-T with writing, your scores will be reported in five to eight weeks.

If you have comments or questions about this administration, write to A-C-T Test Administration within the next two weeks.

   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 personal belongings. As you leave, please be quiet in the halls. Thank you for your cooperation. You are dismissed.

Make certain that examinees do not have access to the test materials as they leave. Under no circumstances may anyone examine test booklets or answer documents after they have been collected.

IMPORTANT! Do not dismiss any examinee until you have verified that the number of booklets collected equals the number distributed, and that you have an answer document for each examinee.

After all examinees are dismissed

   Make sure you have completed the following forms:

   • Irregularity Report (if necessary): Complete immediately after testing. Please be specific regarding the circumstances.
   • Extended Time Testing Examinee Progression Report—Required: Double-check that you entered the actual Start and Stop times for each examinee for each test.
   • Test Room Report—Required: Double-check your counts. The number of used and unused test booklets must equal the number you received.
   • Seating Diagram—Required: Double-check it for accuracy and completeness.

   Return all test materials and completed forms to the test coordinator immediately.
# Marked Roster Sample

**The ACT Roster**

**Group A**

**WOODROW WILSON HIGH SCHOOL**

**4315 LAWRENCE**

**1ST FLOOR - SIGNS POSTED**

**IOWA CITY, IA**

<table>
<thead>
<tr>
<th>PHOTO</th>
<th>DETAIL</th>
<th>PHOTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE, ROBERT, H</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
<tr>
<td>IOWA CITY, IA</td>
<td>Match Number: 11111-11111</td>
<td>Gender: MALE, Left Handed</td>
</tr>
<tr>
<td>Match Number: 3333-333</td>
<td>HS Code: 3333-333</td>
<td></td>
</tr>
<tr>
<td>ID Verification</td>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>SAMPLE, JULISA, V</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
<tr>
<td>IOWA CITY, IA</td>
<td>Match Number: 13333-33333</td>
<td>Gender: FEMALE</td>
</tr>
<tr>
<td>Match Number: 3333-333</td>
<td>HS Code: 3333-333</td>
<td></td>
</tr>
<tr>
<td>ID Verification</td>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>F</td>
<td>X</td>
</tr>
<tr>
<td>SAMPLE, SARA</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
<tr>
<td>IOWA CITY, IA</td>
<td>Match Number: 15555-55555</td>
<td>Gender: FEMALE</td>
</tr>
<tr>
<td>Match Number: 3333-333</td>
<td>HS Code: 3333-333</td>
<td></td>
</tr>
<tr>
<td>ID Verification</td>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>F</td>
<td>X</td>
</tr>
<tr>
<td>SAMPLE, FEDLENE</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
<tr>
<td>IOWA CITY, IA</td>
<td>Match Number: 17777-77777</td>
<td>Gender: FEMALE</td>
</tr>
<tr>
<td>Match Number: 3333-333</td>
<td>HS Code: 3333-333</td>
<td></td>
</tr>
<tr>
<td>ID Verification</td>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>F</td>
<td>X</td>
</tr>
<tr>
<td>SAMPLE, MARCKENDY, E</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
<tr>
<td>IOWA CITY, IA</td>
<td>Match Number: 19999-99999</td>
<td>Gender: MALE</td>
</tr>
<tr>
<td>Match Number: 3333-333</td>
<td>HS Code: 3333-333</td>
<td></td>
</tr>
<tr>
<td>ID Verification</td>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>F</td>
<td>X</td>
</tr>
<tr>
<td>SAMPLE, TYLER, J</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
<tr>
<td>IOWA CITY, IA</td>
<td>Match Number: 11111-11111</td>
<td>Gender: MALE</td>
</tr>
<tr>
<td>Match Number: 3333-333</td>
<td>HS Code: 3333-333</td>
<td></td>
</tr>
<tr>
<td>ID Verification</td>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>F</td>
<td>X</td>
</tr>
</tbody>
</table>

**Figure 7. Marked roster sample**
Figure 8. Answer document matching information sample
Figure 9. Sample admission ticket, web version

Figure 10. Sample admission ticket, mail version
ACT Student Identification Form Samples

Figure 11. ACT Talent Search Student ID Form

Figure 12. ACT Photo Exception ID Form

Figure 13. ACT Student ID Form
**ACT Irregularity Report Sample**

**Woodrow Wilson High School**

**Test Center Name**

**Room Name/Number**

**University Heights, Iowa**

**City, State/Province**

**Test Date**

**Note all irregularities (individual and group) and all examinees denied admission on this form. Enter the appropriate information and/or check (√) in each column and provide additional explanation. ATTACH VOID ANSWER DOCUMENTS and defective test materials to this form (do NOT staple). Return this form in the Test Administration Forms envelope. PLEASE PRINT OR TYPE.**

**INDIVIDUAL IRREGULARITIES**

<table>
<thead>
<tr>
<th>Examinee’s Name and Match Number</th>
<th>Test Option (√ one)</th>
<th>Examinee’s Test Booklet Form(s) and Serial Number(s)</th>
<th>Time and Test When Irregularity Occurred</th>
<th>Type of Irregularity (√ applicable)</th>
<th>Answer Document (√ one)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name: Michelle Martinova</strong></td>
<td>✓</td>
<td>67A/123456</td>
<td>1030/Test 2</td>
<td>ᵇ</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Match Number:</strong> 19876-54320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td></td>
<td>Student’s photo ID said “Shelley” which did not match the roster or ticket.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Name: George Johnson             | ✓                   | 67A/123456                                          | 1030/Test 2                             | ✓                                | ✓ ✓ ✓                  |
| **Match Number:** 01234-56789    |                     |                                                     |                                        |                                   |                        |
| Explanation:                    |                     | Student continued to fill in four ovals after examinees were instructed to put pencils down at end of Test 2. Student was dismissed during break and informed answer document would not be scored. Marked “VOID” in his presence. |

**GROUP IRREGULARITIES**

<table>
<thead>
<tr>
<th>Number of Examinees in Room</th>
<th>Time and Test When Irregularity Occurred</th>
<th>Duration of Irregularity</th>
<th>Description of Irregularity. (Attach separate sheet, if more space is required.) Be prepared to provide a list of examinees affected by this irregularity. Call ACT immediately if a mistiming occurs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Room Supervisor’s Signature

Test Coordinator’s Signature
Seating Diagram instructions

**When completing the seating diagram form:**
- Complete all form fields during testing.
- Each seat in the room is represented by one box on the diagram.
- The completed diagram should show where examinees are seated in relation to each other.
- If the diagram does not fit your room, draw a diagram that does and attach it to the form.

**Take these steps.**
1. Stand at the front of the room and face the examinees. (The front of the room is where all examinees would see you if they looked up.)
2. Mark each empty seat by drawing an “X” in the appropriate box.
3. Mark each occupied seat by writing the serial number of that examinee’s test booklet in the appropriate box.
   - During Test 1, write serial numbers of multiple-choice booklets in the spaces marked “MC.”
   - During the writing test, write serial numbers of writing test booklets in the spaces marked “W.”
4. If examinees are seated at tables, show which seats are at the same table by drawing a circle around the boxes that represent those seats.
5. If examinees are not all facing the same direction, draw an arrow inside each seat’s box to indicate the direction the examinee sitting there is facing.
6. If you move someone to another seat after booklets have been distributed, indicate the original seat and the new seat on the diagram and complete an Irregularity Report to explain why.

**Examples**

**Two adjacent seats**

![Image of two adjacent seats]

- Each box represents one seat.
- Serial numbers written in the “MC” section only indicate the examinees in these seats took only the multiple-choice test.

**Two seats per table, both tests**

![Image of two seats per table, both tests]

- Each box represents one seat.
- Two circled boxes represents two seats at a single table.
- Serial numbers written in both the “MC” and “W” sections indicate the examinees in these seats took both the multiple-choice and writing tests.

**Two seats per table, one empty seat**

![Image of two seats per table, one empty seat]

- A box marked with an “X” represents an empty seat.
ACT Irregularity Report

Complete and return **ONLY** if irregularities occurred or examinees were denied admission.

<table>
<thead>
<tr>
<th>Test Center Name</th>
<th>Room Name/Number</th>
<th>Test Center Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State/Province</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note all irregularities (individual and group) and all examinees denied admission on this form. Enter the appropriate information and/or check (√) in each column and provide additional explanation. ATTACH VOID ANSWER DOCUMENTS and defective test materials to this form (do NOT staple). **Return this form in the Test Administration Forms envelope.** PLEASE PRINT OR TYPE.

**INDIVIDUAL IRREGULARITIES**

<table>
<thead>
<tr>
<th>Examinee's Name and Match Number</th>
<th>Test Option (√ one)</th>
<th>Examinee's Test Booklet Form(s) and Serial Number(s)</th>
<th>Time and Test When Irregularity Occurred</th>
<th>Type of Irregularity (√ applicable)</th>
<th>Answer Document (√ one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee's Name</td>
<td></td>
<td></td>
<td></td>
<td>Marked VOID at Examinee Request (Indicate examinee's decision)</td>
<td>Marked VOID for Prohibited Behavior (All tests must be voided)</td>
</tr>
<tr>
<td>Match Number</td>
<td></td>
<td></td>
<td></td>
<td>Marked VOID Writing</td>
<td>Marked VOID Writing</td>
</tr>
<tr>
<td></td>
<td>√ Wrong Writing</td>
<td></td>
<td></td>
<td>Not Marked Void Writing</td>
<td>Marked VOID Writing</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match Number:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Name:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**

| Name:                            |                     |                                                      |                                        |                                  |                          |
| Match Number:                    |                     |                                                      |                                        |                                  |                          |

**GROUP IRREGULARITIES**

<table>
<thead>
<tr>
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<table>
<thead>
<tr>
<th>Room Supervisor's Signature</th>
<th>Test Coordinator's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee's Name and Match Number</td>
<td>Test Option (✓ one)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Match Number:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
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<td>Match Number:</td>
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<td>Match Number:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Match Number:</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:
Anonymous Security Hotline

Test center staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report or calling 800.553.6244 ext. 1510. Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.

In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so at www.act.ethicspoint.com.

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are “secure by design.”
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker’s own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.