

2023

PreACT[®] Secure[™]

Online Administration Manual

State Testing | District Testing

- Online Testing
- Standard Time
- Accommodations

Pre **ACT[®]** Secure[™]

www.act.org

PREACT CONTACTS AND RESOURCES

Contact Information

PreACT Customer Support

- Toll-free phone number: 877.789.2925
- Email address: preact@act.org

Note: The toll-free numbers are for testing staff. Please do not give these numbers to examinees or parents.

Business Hours

Days	Times
Monday–Friday:	8:30 a.m.–5:00 p.m. Central Time

Resources

Website	URL
PreACT Assessments product page	act.org/preact
ACT Privacy Policy	act.org/content/act/en/privacy-policy.html
ACT Calculator Policy	act.org/calculator-policy.html

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POLICIES

General Testing

Standardized Procedures

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

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

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (www.apa.org)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (www.ncme.org)

Test Dates

Tests must be administered within the published testing window. Tests administered outside the testing window will not be scored.

Equal Treatment

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

Confidentiality

Information about examinees, including their names, is confidential. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information or use such information for any purpose other than administering the tests. Questions concerning attendance or test day procedures from parents or examinees can be answered within the normal confines of student confidentiality policies at your school.

All forms and information contained in administration manuals and other ACT-provided documentation are the property of ACT and must not be shared with any person who is not part of the testing staff. Requests for copies of test date documentation (e.g., Rosters, Irregularity Reports, etc.) are to be referred directly to ACT or the state agency.

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation. Contact security personnel at your institution or local law enforcement if you need assistance. Do not put yourself or others at risk. Report the incident to ACT immediately. Document the details as an irregularity.

Investigations

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

In cases where examinees dispute an ACT decision or communication regarding the administration, the examinees and/or their representatives may contact you directly and request information.

Right to Terminate

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

Authorized Observers

An observer authorized by ACT may visit your test site. ACT will coordinate with your state department of education or public instruction (for state testing) or your district (for district testing) to schedule these visits in advance. If an observer arrives, take the following steps before allowing access to the testing area or test materials:

1. Check credentials.

Observers must have the following:

- Photo ID (driver's license, employer ID, etc.)
- Employer ID, business card, etc. showing company/agency affiliation
- Written authorization from ACT

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

2. If the observer provides the necessary credentials, give the observer your full cooperation. If not, deny access to the testing area and test materials.
3. Include the observer's name and company/agency and whether or not the observer was admitted in an Irregularity Report.
4. Call ACT or your state department of education or public instruction (for state testing) or your district (for district testing) if you have concerns about an observer.

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

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, school board members, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms, or preliminary activities. They must stay away from the test location until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and

away from the test rooms. Please inform ACT Media Relations (**publicrelations@act.org**) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is uniformly answered.

Online Testing

Testing with the Online Format

The online format is available to examinees testing with standard time, available accommodations, and English Learner supports.

Online Test Administration Forms

Online Test Administration Forms are available on your ACT-hosted PreACT Secure webpage. Each room supervisor will complete the Online Standard Time or Online Accommodations form for their assigned room. A single room will include only accommodated online testing or standard-time online testing, not both.

Technical Requirements

All technical requirements for an online administration are addressed in the *PreACT Secure Technical Guide for Online Testing*. The guide is available on your State or District testing webpage under the Configuration section, in the *Technical Requirements for the PreACT Secure Test Taken Online* link.

Systems for Online Testing

PearsonAccess^{next} is the web application used by test staff (i.e., test coordinators, room supervisors) to manage online testing and start and monitor tests. It is located at <https://testadmin.act.org>.

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

Student Authorization Tickets

The Student Authorization Ticket is a printout that contains the examinee's individually assigned username and password to access the test in TestNav. The test coordinator prints the tickets found in PearsonAccess^{next} before test day and gives them to the room supervisor the day of testing. Treat Student Authorization Tickets with the same level of security as you would treat a test booklet for paper testing.

Login Security

To ensure the confidentiality of examinees, their results, and exam content:

- Keep your staff login details confidential. Don't share them.
- Keep Student Authorization Tickets secure.
- Do not allow examinees to look at, or have access to, another examinee's Student Authorization Ticket.
- Do not allow examinees to remove a Student Authorization Ticket or its content from the test room or have access to one outside of testing by any means.
- Collect all used and unused Student Authorization Tickets from examinees before dismissal and securely destroy the tickets.

Seal Codes

Seal codes are alphanumeric codes examinees must enter in TestNav at the beginning of each test to begin that particular section. Seal codes are unique to each test session and ensure standardized progress through the tests by all examinees in the room. The room supervisor retrieves the seal codes in PearsonAccess^{next} during testing.

Overview of the Online Process

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

Before test day

Who	Activities
Test coordinator	<ul style="list-style-type: none"> • Create user accounts in PearsonAccess^{next} for Technical Coordinators and Room Supervisors • Create test sessions and assign examinees in PearsonAccess^{next} • Print Student Authorization Tickets from PearsonAccess^{next} and store them in a secure location • Prepare test sessions in PearsonAccess^{next} the day before test day
Technical coordinator	<ul style="list-style-type: none"> • Set up proctor caching, if using • Rerun applicable system checks the week before test day on all computers to ensure each computer meets all requirements • If proctor caching, precache test content two days prior to the start of testing

On test day

Who	Activities
Test coordinator	<ul style="list-style-type: none"> • Distribute Student Authorization Tickets and scratch paper to room supervisors • Start test sessions in PearsonAccess^{next} • Assist staff with questions/issues
Technical Coordinator	<ul style="list-style-type: none"> • Assist with system issues
Room supervisor	<p>Before testing:</p> <ul style="list-style-type: none"> • Launch TestNav on all examinee computers • Ensure all examinee computers are open to the TestNav login screen and that <i>PreACT Secure</i> is indicated above the username box. • Unlock test session in PearsonAccess^{next} <p>During testing:</p> <ul style="list-style-type: none"> • Retrieve seal codes in PearsonAccess^{next} • Distribute Student Authorization Tickets to examinees • Monitor examinee progress in PearsonAccess^{next} • Document irregularities in PearsonAccess^{next} • Ensure all examinees submit their tests in TestNav <p>After testing:</p> <ul style="list-style-type: none"> • Remove students who did not test from sessions • Lock and stop test sessions in PearsonAccess^{next} <p>IMPORTANT: If an examinee did not log in to TestNav (e.g., absent, denied admission), do not mark the test complete. Instead, remove the examinee from the session in PearsonAccess^{next}.</p>
Examinee	<ul style="list-style-type: none"> • Logs into TestNav using their Student Authorization Ticket. • Follows instruction from Room Supervisor • Participates in test administration

After test day

Who	Activities
Technical coordinator	<ul style="list-style-type: none"> • If proctor caching, after all examinee tests are complete, purge all test content from the proctor caching computer. See the Purge Cached Test Content section located in the <i>PreACT Secure Technical Guide for Online Testing</i>.

Testing with Accessibility Supports

Types of Accessibility Supports

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

Please refer to the *Accessibility Supports Guide for PreACT Secure* for more information related to available supports.

Authorization

Administration of PreACT Secure with accessibility supports is a local decision. Any examinee whose accommodations plan documents a need for accessibility supports may take PreACT Secure with accessibility supports that appropriately match the examinee's needs. The *Accessibility Supports Guide for PreACT Secure* outlines available Universal supports, Designated supports, English Learner Supports, and Accommodations. Decisions regarding who may use accommodations rests with your local governing educational authority. Refer to your local educational policy for specific advice related to accommodations use.

Any formal qualifying procedure that is required by your educational authority must be completed prior to assigning accessibility supports in PearsonAccess^{next}. PreACT Secure test coordinators are responsible for identifying and assigning accessibility supports in PearsonAccess^{next}. Test coordinators must follow directions in the PearsonAccess^{next} User Guide to ensure accessibility supports are correctly assigned.

Testing with Additional Time

Each examinee has an authorized timing in PearsonAccess^{next}. By default, examinees are assigned standard time. Examinees may test with additional time if designated in PearsonAccess^{next}. Examinees' authorized timing determines which verbal instructions must be read to the examinee. To schedule testing for an examinee, refer to the Accommodations and Supports Roster, which lists each examinee's authorized timing and accommodations materials kit. All examinees in the room must have the same authorized timing.

To see available examinee timing, see the list below.

Authorized Timing

- Standard time
- Double time over multiple days
- Triple time over multiple days
- Standard time over multiple days
- Breaks as needed
- One and one-half time
- One and one-half time over multiple days

Multiple day testing may occur over several days of the testing window, however, each test must be completed during a single session. The days do not have to be consecutive.

Unless otherwise noted, testing is single-day testing, which occurs all in one day, and all tests must be completed in a single session.

When providing breaks as needed, total break time cannot exceed 90 minutes.

Text-to-speech and screen reader are allotted triple time. However, on Test 1, examinees are allotted 140 minutes.

For testing with one and one-half time, or one-half time over multiple days, examinees must have their test manually timed by the room supervisor.

All examinees in the room must have the same authorized timing.

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

Accommodations and Supports Roster for PreACT Secure

All examinees assigned by the test coordinator to use accommodations and/or EL supports on the PreACT Secure test are listed on the Accommodations and Supports Roster in PearsonAccess^{next}. The roster lists each examinee's test name, delivery format, accommodations materials kit, and authorized timing. Use this roster to assign students with the same authorized timing to test sessions.

After examinees have been assigned to test sessions, the roster will list each examinee's session name.

TEST FACILITIES

Facility Requirements

Introduction

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

Principles of Accessibility

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

Room Type, Size, and Setup

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

ACT recommends:

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

To ensure a fair and secure testing environment:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time.
- Arrange the room so that:
 - ~ The room supervisor will be facing the examinees during testing.
 - ~ Testing staff can freely circulate the room and have a clear view of all examinees and materials.
 - ~ Seating minimizes the possibility of prohibited behavior.

Seating Arrangements—Online Testing

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

If the room has...	Then workstations...
No carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • Must face the same direction (except when using a U-shaped configuration) • Must be spaced so examinees are at least three feet apart (side-to-side measured shoulder-to-shoulder) and at least five feet apart (front-to-back measured head-to-head) • Must be set up so that examinees in one row cannot see the screens of other examinees' computers in front of or to the side of them
Carrels, dividers, or partitions between workstations	<ul style="list-style-type: none"> • Do not need to face the same direction • May face the wall or each other if there is adequate privacy between examinees
U-shaped seating configuration	<ul style="list-style-type: none"> • Must face outward from the center of the U-shaped configuration • Must be spaced at least three feet apart

Work Surfaces

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

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

Seating Arrangement Examples—Online Testing

Online Testing Seating Arrangement Examples

Acceptable

Without Dividers, Carrels, or Partitions

With Dividers, Carrels, or Partitions

U-Shaped Seating

Table Spacing

6-Foot Tables

8-Foot Tables

Tables more than 9 feet

Tables under 6 feet

Round tables any size

Unacceptable

Examinees Facing Each Other Without Dividers, Carrels, or Partitions

Examinees Too Close Together/Inadequate Aisle Space

Desk Surface Too Small

TEST STAFF

Staff Requirements

Selecting Testing Staff

The test coordinator is responsible for selecting testing staff.

Who May Act as Testing Staff

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

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

Who May Not Act as Testing Staff

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

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

Relatives

To protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your test site or any school in your state on the same test date:

- You may not serve as test coordinator or substitute test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified colleague.
- You may not have access to the secure test materials before or after the test day/window.
- You may serve as a room supervisor or proctor, provided that the examinee is not assigned to test in a room where you are working.
- You must not have access to any of the examinee's test materials.

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. If any of these policies are violated, ACT will add a void indicator to the examinee's test.

Athletic Coaches

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

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

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

Staff Roles and Responsibilities

Attentiveness

Staff must remain attentive to their testing responsibilities throughout the administration. Reading (except the manuals or supplements), grading papers, using a computer, cell phone, recording or media device, talking casually with other staff, or engaging in any activity in the test room not directly related to the administration is not allowed.

Room Supervisor Role

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

Number required: One per test room

Room Supervisor Responsibilities

Before test day:

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

Check-in activities on test day:

- Individually identify and admit examinees to rooms; verify ID and mark the roster
- Direct examinees to seats once admitted
- Ensure all examinees admitted to a room are assigned the same timing
- Ensure all examinees authorized to test over multiple days are ready to begin the same test

Administer the test:

- Prepare the room for testing (includes testing computers)
 - ~ Ensure the TestNav login has *PreACT Secure* above the username box on all testing computers
- Take responsibility for a test room and provide an environment conducive to testing
- Distribute Student Authorization Tickets to examinees
- Help examinees log in to TestNav
- Retrieve seal codes from PearsonAccess^{next} and help examinees enter them to start individual tests
- Read verbal instructions verbatim to examinees
- For one and one-half time testing: Properly time tests and record the start, 5 minutes remaining, and stop times on the test administration forms
- Use PearsonAccess^{next} to unlock, monitor, manage, and stop test sessions for the room
- Ensure examinees submit all tests and log out of TestNav before dismissal
- Lock the test session in PearsonAccess^{next} if testing over multiple days
- Close TestNav and PearsonAccess^{next}

Maintain security:

- Keep test materials secure during testing and breaks

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

Ensure complete documentation:

- Complete all information on the appropriate administration forms
- Document irregularities in PearsonAccess^{next}
- Return all test materials and forms to the test coordinator after testing

Proctor Role

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

Number of Proctors Needed for Standard Time PreACT Secure Online Administrations

Number of Standard Time Examinees	Proctors Needed
1–30	1*
31–60	2
61–100	3
101–150	4
151–200	5

**ACT recommends the use of a proctor in case of technical difficulties, but it is not required.*

Number of Proctors Needed for Accommodations/Supports PreACT Secure Online Administrations

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

**ACT recommends the use of a proctor in case of technical difficulties, but it is not required.*

Proctor Responsibilities

Before test day:

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

Check-in activities on test day:

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

Administer the test:

- Help prepare the room for testing
- Help distribute Student Authorization Tickets to examinees
- Help examinees log in to TestNav
- Help examinees enter seal codes to start individual tests
- For one and one-half time testing: Verify proper timing of the tests, using a different timepiece than the room supervisor
- Monitor testing progress
- Ensure examinees submit all tests and log out of TestNav before dismissal

Maintain security:

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

Roving Proctor Role

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

Number required: Optional

Roving Proctor Responsibilities

- Assist with check-in and/or directing examinees to test rooms and seats
- Help the test coordinator prepare the test materials for test rooms
- Monitor hallways or escort examinees
- Give room supervisors a break during testing
- Keep the hallways quiet if other rooms are still testing
- Count and prepare paper accommodations and supports test materials for return to ACT

Rotating Proctor Role

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

Number required: Optional

Rotating Proctor Responsibilities

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

Sign Language Interpreter/Reader/Scribe

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

- Proficient in English, and if applicable, the appropriate sign language system
- Experienced in administering standardized or other “high-stakes” tests
- Employed by the school district where the examinee attends school
- Agrees to administer the tests in compliance with ACT policies and procedures
- Not a relative or guardian of the examinee

- Not a private consultant or individual tutor whose fees are paid by the examinee or examinee's family
- Not engaged in test preparation activities for ACT during the current academic year
- Athletic coaches may not supervise one-on-one testing for a student-athlete, even if their sport is not in season at the time of testing

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

Sign Language Interpreter Role

The sign language interpreter may sign verbal instructions to multiple examinees in the same room.

The test coordinator is responsible for obtaining the services of a qualified sign language interpreter. The sign language interpreter must sign the Interpreter's Agreement.

Number required: Optional

Sign Language Interpreter Responsibilities

Information related to administering the assessment with a sign language interpreter is found in the *Accessibility Supports Guide for PreACT Secure*.

Scribe Role

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

Scribe Responsibilities

Information related to administering the assessment with a scribe is found in the *Accessibility Supports Guide for PreACT Secure*.

TEST ADMINISTRATION

Setting up Test Sessions

Create Test Sessions

Completed by: Test coordinator, District test coordinator

Note: Room supervisors cannot create test sessions.

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. In the **Tasks** pane, check the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
4. Complete all required fields.
 - **Session Name:** Name the session so it can be easily identified (e.g., "Double Time," "standard time").
 - **Organization:** If the organization is not already selected, select it from the drop-down menu.
 - **Test Assigned:** Select the test to be administered: "PreACT Secure."
 - **Form Group Type:** Select the available form group type.
 - **Scheduled Start Date:** Select the date of the session. If the session is for examinees testing with accommodations over multiple days, select the first date examinees will test.
 - **Scheduled Start Time:** Leave this as the default (1:00 AM).

Note: To use the Scheduled Start Time field for internal scheduling purposes, change it to the actual test start time.
 - Discuss **Precaching Computer** field with the technical coordinator to determine what to select.

Note: Examinees can be assigned now, or test sessions can be created without examinees and added later. It is recommended to add examinees later for test sessions with a large volume of examinees.
5. To add examinees at this time, follow the steps below. If adding examinees later, proceed to Step 6.
 - a. Select inside the **Students** field. A list of available examinees appears.
 - b. Select an examinee from the list to add them to the session.
 - c. To add additional examinees, repeat these steps.

*Note: To remove an examinee, select the "x" next to the examinee's name within the **Students** field.*
6. Select the **Create** button.
7. To create additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

Edit Test Sessions

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session to be edited.
4. In the **Tasks** pane, check the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
5. From the side menu, select a test session to edit. The test session information is displayed.
6. Make changes to the session and select the **Save** button.
7. To make edits to additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

Delete a Test Session

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^{next}

IMPORTANT: You need to remove all examinees from a session before it can be deleted. See **Remove Examinees from a Test Session, page 20** for instructions.

If you need to delete a test session after it has been created or edited, take the following steps:

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session you want to delete.
4. In the **Tasks** pane, check the box next to **Delete Sessions** and then select the **Start** button.
5. Select the box next to the test session to delete.
6. Confirm the deletion by selecting the **Delete** button. A "Success – Changes saved" message appears.
7. To delete additional sessions, repeat the steps above.
8. When you have finished, select the **Exit Tasks** button.

Run the Accommodations and Supports Roster or Other Operational Reports

The test coordinator or district test coordinator needs to be logged in to PearsonAccess^{next} to complete this task.

You may run the **Accommodations and Supports Roster** or other **Operational Reports** using these steps.

1. Select the **Reports** icon, then **Operational Reports**.
The **Operational Reports** screen appears.
2. Under Report Categories on the left, check the box(es) for the type of report(s) to view.
A list of available reports appears.
3. Select the title to open and view the report.
The report page appears.

4. Select the **Request Report Refresh** link. You may choose parameters from the drop-downs to narrow the results, although this is not necessary. Then, click the **Refresh Report** button and wait for the report to update. Select the refresh arrows until the **Download Report** button appears.
You may need to refresh more than once.
5. Select **Download Report** to print, save, and view the report.
6. When finished, select **Exit Report** button.

Determining Which Examinees to Assign to a Test Session

All examinees in a test room (in a sitting) test as a group. They must receive the same verbal instructions, work on the same test, and take breaks at the same time. Assign examinees to separate test sessions accordingly. If this policy is violated, ACT will mark the test with a void indicator. For example, the following may not test together in the same room (same sitting):

- Standard time and any extended time accommodations timing code
- Different accommodations
- Those who must test individually, including breaks as needed
- Online format and paper format

Use the Accommodations and Supports Roster to correctly assign examinees testing with accommodations.

If an examinee needs to be moved from one session to another, do not use the **Move Examinees between test sessions** task on the **Sessions/Select Tasks** menu. Instead, remove the examinee from the currently assigned session and assign the examinee to a different session.

Note: When you move the student to a different test session, the Student Authorization Ticket from the previous session will not work and a new one must be printed.

Assign Examinees to a Test Session

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the test session to which examinees are to be added.
Note: If an examinee is approved to test with accommodations over multiple days, assign the examinee to one test session; that one test session will span multiple days (multiple sittings).
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears, and the sessions you selected will be displayed in the **Session List**.
5. In the **Tasks** pane, check the box next to the **Add Students to Sessions** title in the drop-down menu. Then select the **Start** button. The Add Students to Sessions screen appears.
6. Select the session to which examinees are to be added from the **Session** drop-down menu.
7. In the **Search** menu, check the box next to **Show all results**.
8. Check the box next to each examinee to be added to this session. Then select the **Add** button.
9. When finished, select the **Exit Tasks** button.

After assigning examinees to test sessions, run the Accommodations and Support Roster again to view the assigned sessions and to confirm that examinees are appropriately grouped.

Remove Examinees from a Test Session

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that you want to remove students from.
4. In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. If multiple sessions were selected, select a session from the Session List or Combined View to see student tests in all selected sessions.
6. Check the box next to the examinee(s) to be removed.
7. In the **Tasks** pane, check the box next to **Remove Students from Sessions**. Then select the **Start** button. The Remove Students from Sessions screen appears.
8. Check the box next to the examinee to be removed. Then select the **Remove** button.
9. When finished, select the **Exit Tasks** button.

Setting up for Test Day

Prepare Test Sessions

Completed by: Test coordinator or district test coordinator from an administrative computer

System: PearsonAccess^{next}

*Note: The **Prepare Session** button does not appear until two business days before the test window opens. Test sessions should be prepared before test day. For multiple-day testing, these steps are performed before the first test date. These steps are performed once for each test session.*

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that will be administered in the upcoming days.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Use the following table to determine the next step.

To prepare...	Then...
All sessions	In the Session List pane, to select multiple sessions, select the Combined View button. Then select the Prepare All Sessions button.
An individual session	In the Session List , select a session. Then select the Prepare Session button.

6. Allow a few minutes, depending on the numbers of sessions and size of the sessions being prepared. Then select the **Refresh** button.

Note: The session is now marked as "Ready." Do not start the test session until the day of testing.

Start Test Sessions

Completed by: Test coordinator, District test coordinator

System: PearsonAccess^{next}

Note: On the morning of test day, this task is performed once for each test session. It must be done before room supervisors can unlock their sessions. For multiple day testing, this is performed on the day of the first sitting.

1. Select the **Testing** icon.
2. Select the **Sessions** title to activate the Sessions screen.
3. Check the box next to the session(s) that will be administered today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The **Students in Sessions** screen appears.
5. Choose the session from the left-hand side of the screen; the **Start Session** button appears.

6. Select the **Start Session** button for each test session on each day of testing.

Note:

- *The test session is now marked as In Progress.*
- *The **Start Session** button becomes a Stop Session button. You now have a padlock next to the test.*
- *In the examinee pane, notice the **Student Test Status** is marked as Ready but has a padlock. This means the test is locked. See **Unlock/Lock a Test Session**, page 33 for instructions.*

Launch Applications on Computers

Completed by: Room supervisor

System: PearsonAccess^{next} and TestNav

1. Open an approved browser and launch PearsonAccess^{next} at <https://testadmin.act.org> on an administrative computer.
2. Launch the TestNav application on all test computers.

First time TestNav users must select PreACT Secure as the customer. If TestNav has been launched on this computer before, you may need to choose the person icon in the upper right-hand corner and select *Choose a New Customer* to select PreACT Secure.

Note: If the room is being used for text-to-speech or screen reader examinees, the room supervisor should ensure that the volume on the testing computers is turned on.

Admitting Examinees

Check-In Location

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

Make the Electronic Devices Announcement

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

Attention. Please listen carefully.

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

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

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

If you can, please store such devices in your car, locker, or somewhere outside of the test room at this time, before check-in.

Acceptable Identification

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

Keep in mind:

- Identification issued or verified by a relative is not allowed.
- All identification must be original; photocopies or reproductions are not allowed.
- Stamped, computer generated, or reproduced signatures are not allowed.

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

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

Acceptable Forms of Identification and Identification Criteria by Roster

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	<p>Must include all of the following:</p> <ul style="list-style-type: none"> • Current (valid) • Issued by a city/state/federal government agency or school • Examinee’s first and last names • Photo is clearly recognizable as the examinee <p>Signature not required.</p> <p>Examples: driver’s license, passport, school ID, state ID.</p>
F	ACT Student Identification Form	<p>Examinees must present the <i>ACT Student Identification Form</i> if they do not have a current official photo ID as described above. All items must be completed and include:</p> <ul style="list-style-type: none"> • Individually completed in English—and signed in ink—by an official at the examinee’s school or notary public (official or notary cannot be a relative) • Recent, recognizable, individual (not group), photo of the examinee attached to form • School or notary seal/stamp or school official/notary ink signature overlapping a portion of the photo • Examinee’s first and last names • Examinee’s date of birth, gender, school name, and location • Signed by the examinee, in ink, in the presence of the school official or notary • Signed by the examinee on test day, in the presence of testing staff <p>Collect and return to the test coordinator with the roster.</p>
R Plus Staff Initials	Staff Recognition	<ul style="list-style-type: none"> • Examinees without acceptable ID may be admitted only if they are personally recognized, face-to-face, by a staff member (staff member cannot be a relative) • That staff member’s initials must be printed legibly beside the examinee’s name on the roster (without staff initials, personal recognition is invalid) • If all examinees in a room were recognized by the same staff member, state that on the roster, indicating the name of the staff member along with his or her initials (e.g., “all examinees in this room were recognized by _____”)

Unacceptable Identification

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter that is not an official ACT identification form
- Any electronic ID (i.e., LA Wallet)
- Learner’s driving permit, temporary or replacement driver’s license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified

- Personal recognition by anyone not employed by your school, or not a member of testing staff
- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Published photo, including yearbook or newspaper
- Report card
- Social Security card
- Telephone calls to the school to identify the examinee
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page with photo

Admit Examinees to the Test Room

Control who enters and leaves the test room at all times. Do not allow examinees to enter the test room until the room is properly prepared and the room supervisor is ready to admit examinees.

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements.

Late Arrivals and Examinees without Identification

If an examinee can present acceptable ID or be personally recognized before the Student Authorization Tickets are distributed in the test room, admit the examinee and submit an Irregularity Report.

IMPORTANT: Absolutely no one may be admitted to the test room after Student Authorization Tickets are distributed.

Direct Examinees to Their Seats

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

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

*Note: If you are testing any examinees using text-to-speech or screen reader, once seated, instruct the examinee to select **Test Audio** on the TestNav login screen to ensure the volume is right. The volume cannot be adjusted once testing begins without logging out of TestNav.*

Seat Left-Handed Examinees

Determine who will need a left-handed work surface if you are not using tables.

- a. Ask examinees as they are admitted to the test room if they require left-handed desks, or

- b. Write a statement on the board telling left-handed examinees to report to testing staff for their seating assignments.

Sequence and Timing of the Tests

Sequence of Tests

The tests must be administered in the order listed: Test 1—English (first), Test 2—mathematics (second), Test 3—reading (third), Test 4—science (fourth). If this order is altered, ACT will mark the tests with a void indicator.

Start Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 a.m. in all rooms to ensure adequate testing time.

Late Start

If you are able to begin the standard time test administration **before 1:30 p.m.**, you may test as planned.

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

If you will not be able to begin testing by 1:30 p.m., do not begin testing on this day. Instead, test on another day in the test window. If you are unable to begin testing by 1:30 p.m. on any day during the test window, please reach out to your state department of education or public instruction (for state testing) or your district (for district testing) prior to your scheduled test date.

- In the case of an emergency weather situation that delays the start of testing until after 1:30 p.m., please contact your state department of education or public instruction (for state testing) or your district (for district testing) as soon as possible on test day.

Time Allowed for Each Test

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

Timing the Tests

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

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

Timepieces

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

One and one-half time testing must be manually timed by the room supervisor. All other tests timing (including standard time) are timed by the computer. It is recommended room supervisors in these rooms still have a reliable timepiece to manually time an examinee's test, if necessary.

Accurately Time the Tests —One and One-Half Time

All examinees present for testing in a room must be listed on the One and One-Half Time test administration forms.

If in a one and one-half time test room, follow these instructions to ensure tests are accurately timed. The computer keeps official time for all other authorized timings.

1. Record the actual START and STOP times for each examinee on each test and calculate the minutes each examinee used on that test (e.g., total minutes from Examinee Start of Test 1 to Examinee Stop of Test 1). Enter this number on the One and One-Half Time Timing Report.
2. All examinees in the room must begin each test at the same time. For example, if you are administering Test 1—English, all examinees in the room must be working on Test 1—English. If all examinees in the room complete a test before time is called and the standard administration time has lapsed, you may begin the next test, or dismiss them if it is the last test of the day.
3. Before you announce 5 minutes remaining, and before you call stop, check your timepiece carefully against the time you have written down and verify it with the other timepiece. If a proctor is in the room, the proctor is to double-check the room supervisor's timing. Make sure you record the actual times you made your announcements on the One and One-Half Time Timing Report.

Posting Start and Stop Times

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

Announcing Time Remaining—One and One-Half Time

If in a one and one-half time test room: Verbal announcement of time remaining must be made before the end of each test. It is important to give the time remaining announcement accurately as examinees rely on it to pace themselves.

Breaks

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

Guidelines for Administering the Tests

Handling Materials on Test Day

Test coordinators will distribute materials for each room to room supervisors.

Security during the Administration

Guarantee the security of test materials throughout the administration.

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

Verify Test Materials after Testing

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

1. Collect each examinee's Student Authorization Ticket and any scratch paper that may have been provided together.
2. Count to be sure you have a Student Authorization Ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.
3. Place the collected test materials where examinees do not have access.

Return Materials to the Test Coordinator after Testing

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

Allowed and Prohibited Items in the Test Room

Cell Phones and Electronic Devices

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

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

- Vigilantly and consistently monitor for prohibited behavior during testing and during the break.
- Notify any examinee who engages in prohibited behavior and instruct them to stop.
- Document all prohibited behavior in an Irregularity Report in PearsonAccess^{next}.
- Prominently display the prohibited device posters in locations visible in testing areas. These are available on the ACT-hosted webpage.

Note: Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for devices. Exception: If an examinee's accommodation requires the use of a cell phone with a medical device in the room, the cell phone must be held by the room supervisor or proctor during testing and used only for its medical purpose under the direct supervision of testing staff.

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

Calculators

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

- A permitted calculator may be used only on the mathematics test.
- All problems on this test can be solved without a calculator.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to a computer or device being used for testing.
- Examinees whose accommodation include the use of a talking calculator must test one-to-one.
- A current *Calculator Policy* is provided at act.org/calculator-policy.html or by calling 800.498.6481 for a recorded message.
 - ~ It is recommended that each room supervisor is given a copy of this policy.
 - ~ Room supervisors may 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:

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

Note: An approved calculator is available in TestNav.

Staff responsibilities:

- Check for prohibited calculators during the test.
- Check periodically to make sure examinees did not switch calculators after the first check.
- If an examinee uses a prohibited calculator, advise them that the calculator is prohibited and require them to change to one on the approved list or work without a calculator. Document this in an Irregularity Report.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Other Items

Examinees may not bring any of the following into the test room (unless required by the examinee's accommodation or support):

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

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

Examinee Timing Devices

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

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

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

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

General Announcements to Examinees

Before testing begins, you may make announcements regarding:

- **Cell phones and electronic devices:** All devices must be powered off and stored away at all times. If an examinee handles or accesses a device, or if a device activates, the examinee must silence and put away the device, and this must be documented in an Irregularity Report. Only devices specifically required by an accommodation are allowed.
- **Calculators:** Read to the examinees the current list of prohibited calculators (and calculators permitted with modification) from the *Calculator Policy*.
- **Hats:** Some hats may obstruct your view of examinees' eyes and may allow examinees to conceal prohibited behavior, such as using a cell phone, earpiece, or other electronic device. Not all hats may hinder your ability to monitor examinees and some examinees may wear hats or other head coverings due to religious convictions or medical reasons. The announcement to remove hats is left to your discretion.
- **Institutional requirements:** You may dismiss an examinee who purposefully disregards a posted regulation of your site or school policy. Some schools, for example, do not allow smoking on school grounds. Explain to the examinee the reason for the dismissal and document in full on the Irregularity Report. ACT will score the examinee's test as submitted, and it will be reported with a void indicator.
- **Nervous noise:** Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
- **Restrooms:** Describe the location of restrooms and drinking fountains available during the break.

Monitoring the Test Room

Follow these policies for monitoring a test room:

- A member of the testing staff must be 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 remain in the room for the entire session, except when relieved by a proctor for a short break.
- One room supervisor cannot supervise multiple rooms at the same time.

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

Checking for Prohibited Behavior

Follow these guidelines to check for prohibited behavior:

- Throughout testing, move quietly around the room to discourage and detect prohibited behavior. Staff attentiveness is a very effective deterrent.
- Document all prohibited behavior and any actions taken on the Irregularity Report.
- If you suspect an examinee but are uncertain, warn the examinee of the behavior and continue to monitor. If the behavior continues after one warning, advise the examinee that they must stop the behavior, and document the prohibited behavior in an Irregularity Report. ACT will score the examinee's test as submitted, and it will be reported with a void indicator.
- You do not need to dismiss examinees for prohibited behavior while taking PreACT Secure. All Irregularities must be documented in an Irregularity Report submitted in PearsonAccess^{next}.

Answering Questions

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

Allowing Examinees to Leave the Test Room

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

Unless an examinee's accommodation includes breaks as needed, examinees who leave the test room during a timed test or return after timing has begun may not make up lost time.

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

Administering the Tests

Retrieve Seal Codes

Completed by: Room supervisor

System: PearsonAccess^{next}

1. Select the **Testing** icon.
2. Select the **Sessions** title to access the Sessions screen.
3. Check the box next to the session(s) that you want to retrieve seal codes for.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. In the Session List, select the session to work with.
6. In the **Resources** menu, select **Seal Codes**. The Seal Codes window appears.
7. Repeat steps 5–6 to retrieve seal codes for other test sessions if necessary.

Provide Seal Codes to Examinees

Completed by: Room supervisor

1. Retrieve seal codes in PearsonAccess^{next} during testing when directed to do so in the verbal instructions.
2. Verbally provide the seal code for that test to examinees. Announce it only when directed to do so in the verbal instructions.
 - a. **Provide only the seal code for the test that is about to begin.** Do not provide codes for other tests or write them on the board.
 - b. If examinees do not enter the correct seal code, they will see an error message. If all examinees see an error message, check to be sure you provided the correct seal code. If an individual examinee sees an error message, help him or her to enter the correct code.

Unlock/Lock a Test Session

Completed by: Room supervisor

System: PearsonAccess^{next}

Before examinees can log in to the test session in TestNav, the test session must be unlocked. Take the following steps to unlock a test session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session you will be administering today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. Locate the padlock on the Students in Sessions screen (near the Student Test Status Key). Slide the button to the right to unlock the test. Allow a minute or two for the system to process this activity. The **Student Test Status** now appears without a padlock.

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

- To lock the test session, slide the button to the left. The **Student Test Status** now appears with a padlock.

View Examinee Progress in a Session

Completed by: Room supervisor

System: PearsonAccess^{next}

- Select the **Testing** icon.
- Select **Sessions** to access the Sessions screen.
- In the table, check the box next to each session you want to view.
- In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
- In the **Session List**, select the session you want to work with. That session’s information appears.
- Search to find the examinee(s) whose status you want to view.
- Examinee status is shown in the **Student Test Status** column of the list of examinees. The following table describes the possible status conditions.
- Select an examinee’s status while viewing the list to view more detailed information about that examinee’s test and item progress.

Status	Description
Ready	The examinee has not yet logged in to TestNav.
Active	The examinee is logged in. <i>Note: If the examinee exits the test, but the status remains set at Active, the status must be changed to Resumed for the examinee to resume testing.</i>
Exited	The examinee has exited TestNav but has not submitted test responses. <i>Note:</i> <ul style="list-style-type: none"> <i>The examinee cannot resume testing unless his or her status is changed to Resumed or Resumed Upload.</i> <i>If the examinee will not resume testing, or if the examinee will be scheduled for a makeup session, the examinee’s status must be changed to Marked Complete.</i>
Resumed or Resumed Upload	The examinee has been authorized to resume the test, but has not yet logged in.
Completed	The test has been submitted by the examinee through TestNav.
Marked Complete	The examinee was marked complete by the room supervisor or test coordinator in PearsonAccess ^{next} .

Resume an Interrupted Test

Completed by: Room supervisor

System: PearsonAccess^{next}

If examinees were logged out of TestNav during a test session, take these steps to resume testing in that session for the affected examinees.

Note:

- *The test session must be unlocked before proceeding.*
 - *Only examinees in Exited or Active status can be resumed.*
 - *If beginning another sitting for a multiple-day session, see **Resume Testing for a Multiple-Day Sitting**, page 36 before proceeding.*
1. Select the **Testing** icon.
 2. Select **Sessions** to access the Sessions screen.
 3. Check the box next to the sessions you want to view.
 4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
 5. In the **Session List**, select the appropriate session.
 6. Find the examinee(s) whose test you want to resume.
 7. Use the table below to decide your next step.

If you have...	Then...
A small number of examinees to resume	Select the arrow next to each examinee's status and select Resume .
Multiple examinees to resume at the same time	Check the box next to the examinees whose status is to be updated. <ol style="list-style-type: none"> a. In the Tasks pane, select Resume Student Tests in the drop-down menu. Then select the Start button. The Resume Student Tests screen appears. b. Check the box next to the examinees' names to confirm the selection. Then select Resume. c. Select Exit Tasks to return to the Students in Sessions screen.

8. If necessary, start TestNav on each examinee's computer.

Exit Testing for a Multiple-Day Sitting

Completed by: Room supervisor

System: TestNav and PearsonAccess^{next}

For test timings approved to test over multiple days, the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting.

1. Make sure all examinees have submitted the test they were working on and are now on the screen for the next test (where they will continue in the next sitting).
2. Direct the examinee(s) to log out of TestNav.
3. In PearsonAccess^{next}, lock the test session.

IMPORTANT: Do not mark the examinee's test complete.

Direct Examinees to Log Out of TestNav

Completed by: Room supervisor

System: TestNav

To have an examinee log out of TestNav, instruct them to:

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

The examinee is logged out and the timer on the examinee's test is stopped. On the administrative computer, the examinee's status is **Exited**.

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

Resume Testing for a Multiple-Day Sitting

Completed by: Room supervisor

System: PearsonAccess^{next} and TestNav

1. In PearsonAccess^{next}, unlock the test session. See **Unlock/Lock a Test Session**, page 33 for instructions.
2. In PearsonAccess^{next}, resume the Exited status test for each examinee.
3. Start TestNav on each examinee’s computer.
4. When examinees are seated, redistribute the Student Authorization Tickets. Make sure all examinees receive their own.

Note: If the examinee used the Student Authorization Ticket as scratch paper, give the examinee a new ticket.

5. Give examinees a fresh sheet of scratch paper and have them write their name and today’s date at the top.
6. If an examinee is authorized to use translated test directions, hand them out. Be sure examinee receives their own with their name written on the front cover. If an examinee is approved to use a bilingual dictionary, inspect (flip through) it and confirm that there is nothing written, highlighted, or enclosed in it. If there is, the dictionary cannot be used. Using or accessing a notated dictionary during testing is prohibited behavior.
7. Direct the examinee(s) to log in.
 - a. The examinees will see the screen for the next test (where they left off).
8. Continue testing with the next test.

Stop a Test Session

Completed by: Room supervisor

System: PearsonAccess^{next}

Take the following steps to stop the test session after all examinees have completed the last test.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen.
3. Check the box next to the test session(s) to be stopped.
4. In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. On the Students in Sessions screen, verify that all examinees in the session have a Student Test Status of **Completed** or **Marked Complete**.

If not, determine the steps to take before proceeding.

If the examinee...	Then...
Did not begin testing (e.g. absent, not admitted)	The test coordinator must remove the examinee's name from the test session. See Remove Examinees from a Test Session , page 20.
Began testing but did not finish and will not resume (e.g., dismissed, illness)	Mark the examinee's test complete.

6. Select the **Stop Session** button.
The session is stopped. The button becomes a **Restart Session** button.

Mark an Examinee's Test Complete

Completed by: Room supervisor

System: PearsonAccess^{next}

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

Take the following steps to mark an examinee's test complete.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen.
3. Check the box next to the test session(s) that has students who will not complete testing.
4. In the select tasks drop-down, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. On the Students in Sessions screen, check the box next to each student to be marked complete.
6. In the Tasks pane, select **Mark Student Tests Complete**. Then select the **Start** button. The Mark Student Tests Complete screen appears.
7. Again, check the box next to each student to be marked as completed.
8. Enter a reason in the **Reason** field. Then select the **Mark Complete** button. A "Success – Changes saved" message appears.
9. When finished, select the **Exit Tasks** button to return to the Students in Sessions screen. The Student Test Status for those students is **Marked Complete**.

Confirm Test Session Status

Completed by: Test coordinator

System: PearsonAccess^{next}

1. Verify that test sessions continuing in another sitting (testing over multiple days) are **locked**.
2. Verify that completed test sessions (all examinees have a status of Completed or Marked Complete) are **stopped**.

Irregularities

Submit an Irregularity Report

The test coordinator or room supervisor uses PearsonAccess^{next} to submit irregularity reports. Every occurrence should be reported and described in detail.

1. Select the **Testing** icon.
2. Select **Student Tests** to access the **Student Tests** screen.
3. Type in the last name of the examinee(s) affected by this irregularity under Find Student Tests, then select Search. Check the box next to the examinee(s).

Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.

4. In the **Select Tasks** drop-down menu, select **Manage Irregularities** and then select **Start**. The Manage Irregularities screen appears, displaying the selected examinees.
5. Check the box next to each of the selected examinees (do not skip this step).
6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.

Note:

- Be sure the Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon pop-ups located to the right of this field. Select the calendar icon to access the calendar and choose the correct date. Next, select the clock icon at the bottom of the calendar and choose the correct time.
- The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement “Additional details on file” in the comments field, and keep a full written account of the irregularity in your files for 12 months.
- A comment is required when reporting an irregularity.

7. Select **Apply to Selected**.
8. If another irregularity affects the same examinee(s), do the following:
 - a. Uncheck the boxes next to each examinee.
 - b. Select the “+” icon to the right of each examinee to add another entry line to each examinee.
 - c. Check the box next to the new line.

Note: The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.

- d. Repeat steps **6-8**.
9. When finished entering irregularities, select **Save** and then select **Exit Tasks**.

Irregularities Resulting in a Void Indicator

PreACT Secure tests will be scored and reported as they are submitted. If an Irregularity Report or identified misadministration indicates that the test should be voided, ACT will mark the test with a void indicator but will provide a score. ACT will notify the test coordinator that the PreACT Secure test will be scored, but that if this had been the ACT, the test would not have been scored.

Group Irregularities

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

Missing or Stolen Test Materials

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

Category: Security

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

Interruptions or Disturbances

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

Category: Environment or Technical

1. If you can take action to eliminate the disturbance, do so. Otherwise, instruct examinees to stop testing.
2. If the interruption affects all examinees, lock the test session in PearsonAccess^{next} on the administrative computer.
3. Instruct examinees to log out of TestNav.
4. Make note of the time.
5. Determine if you can resume testing.
 - a. If you can resume testing, go to Step 6.
 - b. If you cannot resume testing, call ACT for next steps.
6. Resume testing when possible.
 - a. Pick up timing where you left off.

Emergency Evacuations

Examples: Fire alarm, severe weather, public safety concern

Category: Environment

1. Get examinees and staff to safety.
2. If possible, make note of the time and have examinees log out of TestNav.
3. If possible, lock the test session in PearsonAccess^{next} on the administrative computer and collect the test materials (or lock the test room).
4. Call ACT (when safe to do so).

Power Outages

Examples: Loss of electricity, affecting room comfort or equipment

Category: Environment

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

Reschedules

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

Category: Environment

Reschedule to another day within your testing window.

Mistimings

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

Category: Examinee or Staff

If it is possible to continue testing, document the miscalculated time in an Irregularity Report in PearsonAccess^{next}. If it is not possible to continue testing, call ACT immediately to determine next steps.

Note: If a retest is necessary, examinees must retake all tests, not just the one that was mistimed.

Individual Irregularities

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

Examinees Who Leave and Return

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

Category: Examinee

1. Collect and secure the examinee's test materials; give them back upon return.

Note: Do not have the examinee log out of TestNav. TestNav should continue running while the examinee is gone.

2. Time the examinee's departure. Record the lost time on the Irregularity Report.
3. **If examinee returns during the same test:** Have the examinee continue testing where they left off and stop when time is called in the room. Lost time cannot be made up.
4. **If examinee returns during a later test:** Do not let the examinee go back to a previous test. Provide the seal code to continue testing. Have the examinee start the current test and stop when time expires according to the timepiece used by the room supervisor. Lost time cannot be made up.

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

Examinees Who Leave and Do Not Return

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

Category: Examinee

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

1. Collect and secure the examinee's test materials and log the examinee out of TestNav.
2. **If testing on a single day:** Decide if tests should be scored or if the examinee should be scheduled for makeup testing. Manually mark the examinee's test complete in PearsonAccess^{next}. Submit an irregularity report. If the examinee should be scheduled for

makeup testing, contact ACT for support to reschedule the examinee for a later date within the window.

3. **If testing over multiple days:** Schedule examinee to complete the remaining tests, in sequence, within the testing window.

Test Item Challenges

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

Category: Examinee

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

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

Attempts to Copy Test Materials

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

Category: Examinee, Security, or Staff

1. Do not allow staff or examinees to duplicate or record any part of the test by copying, taking notes, photographing, or any other means.
2. Ensure all test materials are collected and returned.
 - a. Room supervisors must collect all materials from examinees before they are dismissed.
 - b. Room supervisors must return all materials to the test coordinator immediately after testing.
3. If you observe an examinee attempting to copy test materials using a photographic, recording, or scanning device, or removing test materials, instruct them to stop the prohibited behavior. The examinee may continue testing.
4. Once testing is complete, if you believe an electronic device or other item was used to store or exchange information, or to take an image of the test, collect the device/item from the examinee. 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.
5. Note all details on the Irregularity Report. ACT will score the examinee's test as submitted. It will be reported with a void indicator.
6. Call ACT immediately to determine if additional action is needed.

Irrational Behavior

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

Category: Examinee

1. Try to prevent other examinees from being interrupted, affected, or involved.
2. Handle the behavior as quietly as possible without physical force or contact.

3. If necessary, call security or police to protect staff and other examinees' safety.
4. Collect and retain the disruptive examinee's test materials.
5. For an examinee who is not calm enough to continue testing, dismiss the examinee. Manually mark the examinee's test complete in PearsonAccess^{next}.
6. Note details on the Irregularity Report. ACT will score the examinee's test as submitted, and it will be reported with a void indicator.

Refusal to Turn In Test Materials

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

Category: Examinee

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

Prohibited Behaviors at the Test Site

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

Items Brought to the Test

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

Prohibited Behaviors

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

- *Filling in or altering responses to any multiple-choice questions after time has been called. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke*
- *Looking back at a test section on which time has already been called.*
- *Looking ahead in the test.*
- *Looking at another person's test or answers.*
- *Giving or receiving assistance by any means.*
- *Discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.*
- *Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way or at any time.*
- *Disclosing test questions or answers in any way or at any time, including through social media, in whole or in part.*
- *Using a prohibited calculator (act.org/calculator-policy.html).*
- *Using a calculator on any test section other than mathematics.*
- *Sharing a calculator with another person.*
- *Wearing a watch during test administration. All watches must be removed and placed face up on the desk.*

- *Using a watch with recording, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band).*
- *Accessing any electronic device other than an approved calculator or watch. All other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time you are admitted to test until you leave the test center.*
- *Using highlighter pens, colored pens or pencils, notes, dictionaries, or other aids.*
- *Using scratch paper. ***
- *Not following instructions or abiding by the rules of the test center.*
- *Not following the rules of the test administration.*
- *Exhibiting confrontational, threatening, or unruly behavior.*
- *Violating any laws. If ACT suspects you have engaged in criminal activities in connection with a test, such activities may be reported to law enforcement agencies.*
- *Allowing an alarm on a personal item to sound in the test room or creating any other disturbance.*

***If you are taking the PreACT Secure online, some use of ACT-authorized scratch paper or a dry erase surface may be permitted; all such use must be in accordance with ACT policies and procedures.*

Prohibited Behavior

Category: Examinee

1. Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.
2. If you are certain prohibited behavior occurred, advise the examinee that they must stop the behavior and document the prohibited behavior in an Irregularity Report. If you only suspect prohibited behavior, take these steps:
 - a. Discreetly warn the examinee.
 - b. Continue close observation.
 - c. After one warning, if you continue to suspect prohibited behavior, advise the examinee that they must stop the behavior and document the prohibited behavior in an Irregularity Report.

Note:

- *The behavior does not need to be verified by the test coordinator or another staff member. Take action based on your own observation.*
 - *You do not need to directly observe prohibited behavior to determine that it occurred.*
3. ACT will score the examinee's test as submitted and it will be reported with a void indicator.

NON-TEST ACTIVITIES

Non-Test Activities for Testing

Reporting School Code

Note: Skip this step for all examinees testing online who attend your school. All results will automatically be reported to your school unless you complete this step.

If an examinee testing online attends a different school, the testing staff enters the reporting ACT school code to correctly report scores for the examinee. Enter this in PearsonAccess^{next} before testing.

The examinee's results will be reported to the school the examinee tested at unless an ACT school code is entered into this box. Verify with the examinee's home school that their school is listed as reportable in PearsonAccess^{next}.

If you need to enter a reporting school code for an examinee, refer to the *PearsonAccess^{next} User Guide*. The field in PearsonAccess^{next} will refer to high school code; please enter the student's home school code, even if it is not a high school.

*Note: If you're unsure of the correct home school for an examinee, contact your district office. To find school codes, go to actstudent.org/regist/lookups and scroll to **Your High School Code**.*

VERBAL INSTRUCTIONS

All Timings Begin Here

Introduction

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

IMPORTANT: If you are testing more than one examinee in the same room, all examinees must have the same authorized timing. All examinees in the room must begin each test at the same time.

Before You Begin

Before beginning testing, be sure:

- The test session is prepared, started, and unlocked in PearsonAccess^{next}
- The examinee computers are on PreACT Secure login screen in TestNav
 - ~ Refer to **Launch Applications on Computers**, page 22 for information on how to change the customer to PreACT Secure in TestNav.
- You retrieved seal codes from PearsonAccess^{next}, or you know how to do so
- You have the prepared roster for your room (on the Test Administration Forms found on your ACT-hosted webpage)
- You have Student Authorization Tickets for all examinees listed on the roster
- You have the *ACT Calculator Policy*
- You have the *Administration Supplement State Use Questions (Online) or Supplemental Local Items (Paper)*, if applicable
- You have a supply of scratch paper and pencils
- You have accurate and reliable timepieces

Reading the Verbal Instructions

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

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

English Learner Supports

If an examinee's accommodation plan requires the use of a word-to-word bilingual dictionary and/or translated test directions, note the following:

- The translated test directions can be found on the ACT-hosted program administration website.
- Using a dictionary or translated test directions, unless supported by the examinee's accommodation plan, 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 ACT-provided 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.
- Prior to testing:
 1. Confirm that the examinee's dictionary is on the ACT-Authorized Bilingual Word-to-Word Dictionaries list, found at act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf. Using an unapproved dictionary is prohibited behavior.
 2. 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 (each session):
 1. Collect all translated test directions that were handed out.
 2. Inspect (flip through) all dictionaries used during testing to confirm that nothing is written or enclosed in them.

Begin Testing

1. **When all examinees have been admitted, seated, and have a pencil, greet them and make any general announcements, then begin the verbal instructions. See General Announcements to Examinees, page 31.**

2. **Say:**

You are about to take Pre A-C-T Secure, which is composed of multiple choice tests in English, mathematics, reading, and science.

3. **Say:**

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

Cell phones, smart watches, fitness bands, and any other devices with recording, Wi-Fi, internet, or communication capabilities are prohibited unless authorized by your school for your accommodations.

You may not handle or access such devices during testing or during breaks. All electronic devices must be powered off and stored out of sight. Turning your device to silent or airplane mode is not acceptable. Alarms or notifications of any kind may not sound. If you are wearing a watch or other device with an alarm, it must be turned off.

If you have a cell phone or other prohibited electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will remain

out of sight. If you are wearing a watch or have another timing device, remove it now, turn off any sounds, vibrations, or alarms, and place it on your desk so that it remains visible during testing.

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

5. **Say:**

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

6. **Check that all devices were stored, then say:**

Clear your desk of everything except pencils, erasers, your computer, and mouse. Place all personal items under your seat. You will not be able to access them during testing or the break. If you brought a calculator, put it under your seat. You may use it only during the mathematics test. Keep the aisles clear. . . .

7. **Once desks are cleared, say:**

A complete list of the prohibited behaviors was provided in the Terms and Conditions seen in TestNav. In addition to the reminders I've already given you about electronic devices, alarms, and clear desks, note the following prohibited behaviors:

- You may not give or receive assistance by any means. This includes looking at another person's test.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss or share test questions or answers during test administration, during breaks, or after the test.
- You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- 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, the behavior will be reported to ACT and ACT will mark your test as void.

Do you have questions about prohibited behavior?

8. **Address questions, then say:**

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

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

10. **Say:**

I will now hand you your Student Authorization Ticket. This ticket is unique and is to be used only by you to log in to the testing system. Do not share your ticket with anyone.

When you receive it, check to be sure your name is printed on it. If it's not your name, or if you didn't receive a ticket, raise your hand.

11. Move around the room and hand each examinee their Student Authorization Ticket.

If the wrong name is on the ticket, or the examinee has no ticket, contact the test coordinator immediately. Do not allow an examinee to use another examinee's ticket.

If it's the correct name but misspelled, allow the examinee to use the ticket. Submit an Irregularity Report.

Note: Keep unused tickets secure so no one has access to them.

12. When all examinees have their ticket, continue by saying:

You should be on the TestNav login screen. Above the Username field you should see "PreACT Secure." If "PreACT Secure" is not on the login screen, raise your hand. Enter your username and password to sign in. If you need assistance, raise your hand.

After you sign in, check that your name is on the **Welcome** screen. If it's not your name on the screen, raise your hand.

Read the information on the screen. Do not click any buttons. Look up at me when you have finished reading...

13. Move around the room and check examinees' screens.

If the wrong name is on the screen, do not allow the examinee to continue. Instruct the examinee to log out and retype the login information from the examinee's ticket to ensure accuracy. If the wrong name is still on the screen, contact the test coordinator immediately.

14. When all examinees are logged in and have read the information on the Welcome screen, continue by saying:

You will now complete a short section where you will enter your demographic information and agree to the Examinee Statement.

This section must be completed before you can begin the tests. It is not timed and does not affect your test scores.

Are there any questions?

15. Address any questions, then continue by saying:

On the **Welcome** screen, select the **Start** button. You should see a **Pretest Information** screen. . . .

Read the information on the screen, select the **Start** button, and begin. When you get to the School Use Only - State Questions screen, stop, and wait for further instructions. . . .

16. When everyone is on the School Use Only - State Questions screen, refer to your Administration Supplement State Use Questions (Online) or Supplemental Local Items (Paper). Use the table below to determine your next step.

Note: If your state does not use an Administration Supplement, inform examinees they will not complete the state questions, then skip to the next step.

If the state questions are to be completed by...	Then...
Examinees	a. Read the state use questions to the examinees, from the <i>Administration Supplement</i> . b. When the examinees have finished the state questions, proceed to the next step.

(continued)

If the state questions are to be completed by...	Then...
Staff	<ul style="list-style-type: none"> a. Inform examinees they will not complete the state questions. b. Proceed to the next step.

17. **Continue by saying:**

Move on to the next screen. Select the **Submit** or **Save** button.

Read the Examinee Statement information and select **Start**. Read and agree to the Examinee Statement, then go to the next screen and submit the section. A section exit warning will appear, Select **Yes** to move to the next section.

You should then see the English test screen. Read the directions for the English section and wait for further instructions.

18. **Use the following table to determine your next step.**

For...	Proceed to...
Standard Time in a Single Sitting	Verbal Instructions: Standard Time in a Single Sitting
Double Time over Multiple Days	Verbal Instructions: Double Time over Multiple Days
Triple Time over Multiple Days	Verbal Instructions: Triple Time over Multiple Days
Standard Time over Multiple days or Breaks as Needed	Verbal Instructions: Standard Time over Multiple Days or Single Session with Breaks as Needed
One and One-Half Time, Single Sitting	Verbal Instructions: One and One-Half Time, Single Sitting
One and One-Half Time over Multiple Days	Verbal Instructions: One and One-Half Time over Multiple Days

Standard Time in a Single Sitting

Administer the English Test—Standard Time

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 45.

All tests must be completed in a single sitting. The computer times the test for Standard Time, you do not need to complete an administration report for timing.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?...

2. **Address questions, then say:**

Listen carefully. You may use your Student Authorization Ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. **Continue by saying:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 35 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The **seal code** for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**
 - Verify that all examinees were able to start the test.
 - Complete your Seating Diagram.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
7. **When time has expired, proceed to *Administer the Mathematics Test—Standard Time*.**

Administer the Mathematics Test—Standard Time

1. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.
2. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be instructed to change to a calculator on the approved list or work without a calculator.

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

You have 45 minutes to work on the mathematics test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.
4. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.
5. **During the mathematics test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. If an examinee uses a prohibited calculator, instruct them to switch to a calculator on the approved list or work without a calculator. Submit an Irregularity Report.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

Administer the Break —Standard Time

1. **Continue by saying:**

Leave the reading test on your computer screen. Do not log out or attempt to access any other application.

Put your calculator away. You are not permitted to use it for the remaining tests.

You will now have a 15-minute break. Testing will resume at _____ (say the time 15 minutes from now). If you return late, you will not be allowed to make up lost time.

Remember, it is prohibited behavior to access phones or other electronic devices during the break. If you access a device, the behavior will be reported to ACT, and ACT will mark your test as void. Watches and other timing devices must remain in the test room during break, but should be removed from the desk and put away. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room.

Please be quiet in the halls.

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

2. **During the break, do the following:**

- Monitor for cell phone and electronic device usage. Document an irregularity for any examinee observed accessing a device. ACT will score the examinee's test as submitted and will report their test with a void indicator. Notify the examinee.
- Make sure no Student Authorization tickets, scratch paper, translated test directions, or bilingual dictionaries are taken out of the room.
- Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
- Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee's test in PearsonAccess^{next}.
- Monitor hallway activity (or ask a proctor to assist with this).
- As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.
- Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, collect and secure the examinee's test materials and log the examinee out of TestNav. Submit an Irregularity Report. See **Examinees Who Leave and Do Not Return**, page 40.

3. **At the end of the break, say:**

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, Student Authorization Ticket, scratch paper, and watch (if applicable).

4. **Proceed to Administer the Reading Test—Standard Time.**

Administer the Reading Test—Standard Time

1. **Say:**
You should be on the screen that says Reading. Read the section directions and look up when you are finished.
2. **Continue by saying:**
You have 40 minutes to work on the reading test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.
3. **On your administrative computer, look up the seal code for reading, then say:**
The seal code for reading is _____. You may enter it now and begin.
4. **During the reading test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
5. **When time has expired, proceed to *Administer the Science Test—Standard Time*.**

Administer the Science Test—Standard Time

1. **Say:**
You should be on the screen that says Science. Read the section directions and look up when you are finished.
2. **Say:**
You have 35 minutes to work on the science test. Once you submit your test, you will be logged out of TestNav.
3. **Continue by saying:**
When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.
4. **On your administrative computer, look up the seal code for science, then say:**
The seal code for science is _____. You may enter it now and begin.

5. **During the science test, do the following:**
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
6. **When time has expired, follow the appropriate next step.**

End Testing and Dismiss Examinees— Standard Time

1. **When examinees submit the last test, they are automatically logged out of TestNav (examinee test status will be Completed). Check, with the help of proctors, to make sure that each examinee’s screen says “Sign out complete.”**

Note:

- *The last test is the science test.*
- *All examinees must be logged out of TestNav before examinees can be dismissed.*

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, I will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please 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 site.

3. **Move around the room and collect the Student Authorization Ticket and scratch paper from each examinee. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee’s scratch paper and Student Authorization Ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a Student Authorization Ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
6. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
7. **After all tickets and scratch paper have been collected, say:**

Your scores will be reported to your school. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.

8. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Double Time over Multiple Days

Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session, **without stopping the clock**.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.
- The computer times the test. You do not need to complete an administration report for timing.

Related tasks

Exit Testing for a Multiple-Day Sitting, page 35

Direct Examinees to Log Out of TestNav, page 35

Resume Testing for a Multiple-Day Sitting, page 36

Administer the English Test

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 45.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 70 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The seal code for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**

- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
- They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
13. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. **Say:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be instructed to change to a calculator on the approved list or work without a calculator.

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

5. **Address questions, then continue by saying:**

You have 90 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **During the mathematics test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. If an examinee uses a prohibited calculator, instruct them to switch to a calculator on the approved list or work without a calculator. Submit an Irregularity Report.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.****If you are continuing in the same sitting:**

9. Allow examinees to have a break, then proceed to the next test.

10. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

11. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
12. Collect all Student Authorization Tickets and scratch paper.
13. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
14. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
15. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

16. Dismiss examinees.
17. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Continue by saying:**

You have 80 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **During the reading test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
13. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Science Test

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Read the appropriate instruction below:**

- **You have 70 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. Proceed to **End the Last Test and Dismiss Examinees.**

End the Last Test and Dismiss Examinees

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee’s screen says “Sign out complete.”**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, I will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please 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 site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee’s scratch paper and Student Authorization Ticket together, with the examinee’s ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.

6. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.

7. **After all tickets and scratch paper have been collected, say:**

Your scores will be reported to your school. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.

8. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Triple Time over Multiple Days

Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session, **without stopping the clock**.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.
- The computer times the test. You do not need to complete an administration report for timing.

Related tasks

Exit Testing for a Multiple-Day Sitting, page 35

Direct Examinees to Log Out of TestNav, page 35

Resume Testing for a Multiple-Day Sitting, page 36

Administer the English Test

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 45.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 105 minutes (140 for examinees using text-to-speech or screen reader) to work on the English test. When I provide the seal code, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The seal code for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**

- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
13. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36.

(continued)

(continued)

If you are continuing...	Then...
	b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Continue by saying:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be instructed to change to a calculator on the approved list or work without a calculator.

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

5. **Address questions, then continue by saying:**

You have 135 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **During the mathematics test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. If an examinee uses a prohibited calculator, instruct them to switch to a calculator on the approved list or work without a calculator. Submit an Irregularity Report.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. Take the appropriate next steps.

If you are continuing in the same sitting:

9. Allow examinees to have a break, then proceed to the next test.
10. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

11. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
12. Collect all Student Authorization Tickets and scratch paper.
13. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
14. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
15. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

16. Dismiss examinees.
17. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test

Take the following steps to administer the reading test.

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45

3. Say:

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Continue by saying:**

You have 120 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **During the reading test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
13. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Science Test

Take the following steps to administer the science test.

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another day	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36 . b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Read the appropriate instruction below:**

- **You have 105 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. Proceed to **End the Last Test and Dismiss Examinees**.

End the Last Test and Dismiss Examinees

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee's screen says "Sign out complete."**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, I will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please 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 site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
6. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
7. **After all tickets and scratch paper have been collected, say:**

Your scores will be reported to your school. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.

8. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

Standard Time over Multiple Days or Single Session with Breaks as Needed

Testing Over Multiple Days

Follow these guidelines for examinees authorized to test over multiple days.

- Each test must be completed in one sitting, without stopping the clock.
- If you choose to administer more than one test per sitting, you may allow examinees a break between tests.
- Do not test examinees testing over multiple days in the same room as an examinee testing on one day with breaks as needed.
- The computer times the test. You do not need to fill out an administration report for timing.

Related tasks

Exit Testing for a Multiple-Day Sitting, page 35

Direct Examinees to Log Out of TestNav, page 35

Resume Testing for a Multiple-Day Sitting, page 36

Single Session with Breaks as Needed

Follow these guidelines for examinees authorized for breaks as needed.

- If more than one examinee is authorized for breaks as needed, each must test individually, in separate rooms.
- Allow breaks as needed only as authorized on the Accommodations and Supports Roster.
- The entire PreACT Secure test must be completed in a single session.
- Breaks can be taken whenever needed and for as long as needed, but total break time cannot exceed 90 minutes.

- When the examinee is ready for a break, follow the guidelines in this table.

If the examinee takes a break...	Then...
Between test sections	The examinee does not log out of TestNav.
During a test section	<p>~ The examinee must log out of TestNav. This stops the timer.</p> <p>~ Upon return, resume the examinee's test in PearsonAccess^{next} and instruct the examinee to log back in and continue. It will pick up where the examinee left off.</p> <p><i>Note: If the examinee does not log out, time will be lost on that test section. Before the examinee submits that test section, contact ACT to recover the time. Be prepared to provide the exact amount of time lost. Submit an Irregularity Report.</i></p>

Administer the English Test

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 45.

Take the following steps to administer the English test.

1. **When everyone is ready say:**

Your computer will keep the official time for your examination. There will be a countdown timer located in the top right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain on each test, a message will appear on your screen to serve as a warning before time is up.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Say:**

You have 35 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The seal code for English is _____. You may enter it now and begin.

6. **During the English test, do the following:**

- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. **Take the appropriate next steps.**

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
13. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access

cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be instructed to change to a calculator on the approved list or work without a calculator.

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

5. **Address questions, then continue by saying:**

You have 45 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **During the mathematics test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. If an examinee uses a prohibited calculator, instruct them to switch to a calculator on the approved list or work without a calculator. Submit an Irregularity Report.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **Take the appropriate next steps.**

If you are continuing in the same sitting:

9. Allow examinees to have a break, then proceed to the next test.

10. Remind examinees:

- They may not access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

11. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
12. Collect all Student Authorization Tickets and scratch paper.
13. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
14. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
15. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

16. Dismiss examinees.
17. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	<ol style="list-style-type: none"> a. Follow the instructions for Resume Testing for a Multiple-Day Sitting, page 36. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Continue by saying:**

You have 40 minutes to work on the reading test. When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **During the reading test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

7. Take the appropriate next steps.

If you are continuing in the same sitting:

8. Allow examinees to have a break, then proceed to the next test.
9. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

10. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
11. Collect all Student Authorization Tickets and scratch paper.
12. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
13. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
14. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

15. Dismiss examinees.
16. Lock the test session in PearsonAccess^{next}.

Administer the Science Test

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. Begin this sitting by saying:

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. Say:

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. Read the appropriate instruction below:

- **You have 35 minutes to work on the science test.** If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. This will start the timer on your computer. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **During the science test, do the following:**

- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. Proceed to **End the Last Test and Dismiss Examinees**.

End the Last Test and Dismiss Examinees

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee's screen says "Sign out complete."**

Note: All examinees must be logged out of TestNav before examinees can be dismissed.

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, I will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please 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 site.

3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
6. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.

7. **After all tickets and scratch paper have been collected, say:**

Your scores will be reported to your school. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.

8. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

One and One-Half Time, Single Sitting

One and One-Half Time Guidelines

- One and one-half time is timed by the room supervisor, not by the computer. Two reliable timepieces must be used, one being a watch or clock that shows the actual time of day. Do not use a cell phone as one of the timepieces.
- Record the actual time each examinee starts and stops each test on the *One and One-Half Time Administration Report*.
- Make verbal time-remaining announcements when 30 minutes remain for the mathematics test, and when 5 minutes remain for all tests before time is called.
- When time is up, all remaining examinees must stop working and submit their tests.

Administer the English Test

Do not continue until you have completed the verbal instructions from the beginning. See **All Timings Begin Here**, page 45.

1. **When everyone is ready say:**

I will keep official time for this examination.

I will announce when 5 minutes remain on the test.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. You may use your Student Authorization Ticket as scratch paper. If you need additional scratch paper, raise your hand. Write your name and today's date at the top of each sheet. Do not share your scratch paper with anyone. I will collect your ticket and all scratch paper before you are dismissed.

3. **Continue by saying:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Set your timer for 55 minutes, then say:**

You have 55 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The **seal code** for English is _____. You may enter it now and begin.

6. **Begin timing.**
7. **During the English test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Complete your Seating Diagram.
 - Move around the room to monitor for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
8. **If any examinees are still working when 5 minutes remain on the timer, say:**
 Attention. You have 5 minutes remaining.
9. **When all examinees have completed the test, or the timer reaches zero, say:**
 Stop working. Submit your test now.
10. **Proceed to *Administer the Mathematics Test—Standard Time.***

Administer the Mathematics Test

1. **Say:**
 You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.
2. Continue by saying:
 All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.
 You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be instructed to change to a calculator on the approved list or work without a calculator.
 Do not share your calculator with another examinee. Do not connect your calculator in any way to the computer. If you need to use your backup calculator, raise your hand. You may have only one calculator on your desk or in operation at a time. If your calculator has games or other functions, you may not use them during the test. Keep your calculator flat on your desk. Are there any questions?
3. **Address questions, set your timer for 70 minutes, then continue by saying:**
You have 70 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.
 When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.
4. **On your administrative computer, look up the seal code for mathematics, then say:**
 The seal code for mathematics is _____. You may enter it now and begin.
5. **Begin timing.**

6. **During the mathematics test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. If an examinee uses a prohibited calculator, instruct them to switch to a calculator on the approved list or work without a calculator. Submit an Irregularity Report.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.
7. **If any examinees are still working when 30 minutes remain on the timer, say:**
 Attention. You have 30 minutes remaining.
8. **If any examinees are still working when 5 minutes remain on the timer, say:**
 Attention. You have 5 minutes remaining.
9. **When all examinees have completed the test, or the timer reaches zero, say:**
 Stop working. Submit your test now.
10. **When time has expired, proceed to *Administer the Break—Standard Time*.**

Administer the Break

1. **Continue by saying:**

Leave the reading test on your computer screen. Do not log out or attempt to access any other application.

Put your calculator away. You are not permitted to use it for the remaining tests.

You will now have a 15-minute break. Testing will resume at _____ (say the time 15 minutes from now). If you return late, you will not be allowed to make up lost time.

Remember, it is prohibited behavior to access phones or other electronic devices during the break. Watches must remain in the test room during break, but should be removed from the desk and put away. Your Student Authorization Ticket and scratch paper may not be removed from this room and you may not discuss or share test content. You may not eat or drink anything in the test room.

Please be quiet in the halls.

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

2. **During the break, do the following:**

- Monitor for cell phone and electronic device usage. Document an irregularity for any examinee observed accessing a device. ACT will score the examinee's test as submitted and will report their test with a void indicator. Notify the examinee.
- Make sure no Student Authorization tickets, scratch paper, translated test directions, or bilingual dictionaries are taken out of the room.
- Do not leave the test room unattended. If any examinees remain in the room, monitor them closely.
- Ensure that no examinees have mistakenly logged out of TestNav (status will show as Exited). If they have, resume the examinee's test in PearsonAccess^{next}.
- Monitor hallway activity (or ask a proctor to assist with this).
- As examinees return from break, make sure they are seated at the same computers they left. Refer to the Seating Diagram if this helps you.
- Do not delay the start of Test 3 waiting for examinees who return late from the break. If examinees return late, they may be readmitted, but cannot make up lost time. Keep conversation with late arrivals to a minimum. If an examinee does not return, collect and secure the examinee's test materials and log the examinee out of TestNav. Submit an Irregularity Report. See **Examinees Who Leave and Do Not Return**, page 40.

3. **At the end of the break, say:**

Please get ready to resume testing. Desks must be clear of everything except your pencils, erasers, Student Authorization Ticket, scratch paper, and watch (if applicable).

4. **Proceed to Administer the Reading Test—Standard Time.**

Administer the Reading Test

1. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

2. **Set your timer for 60 minutes, then say:**

You have 60 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

3. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

4. **Begin timing.**

5. **During the reading test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

6. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

7. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

Administer the Science Test

1. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

2. **Set your timer for 55 minutes, and say:**

You have 55 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.

3. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

4. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

5. **Begin timing.**

6. **During the science test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Walk around the room periodically to monitor examinees and check for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.

7. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

8. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

9. Proceed to **End the Last Test and Dismiss Examinees.**

End the Last Test and Dismiss Examinees

1. **When examinees submit the last test, they are automatically logged out of TestNav (examinee test status will be Completed). Check, with the help of proctors, to make sure that each examinee’s screen says “Sign out complete.”**

Note:

- *The last test is the science test.*
- *All examinees must be logged out of TestNav before examinees can be dismissed.*

2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**

Attention, I will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please 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 site.

3. **Move around the room and collect the Student Authorization Tickets and scratch paper from each examinee. Do not allow examinees to handle the tickets or scratch paper of other examinees.**

Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.

4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**

Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.

5. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
6. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
7. **After all tickets and scratch paper have been collected, say:**

Your scores will be reported to your school. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.

One and One-Half Time over Multiple Days

Multiple-Day Testing

Follow these guidelines for examinees authorized to test over multiple days.

- These verbal instructions are written for administering one test per session, over multiple days. If you administer more than one test in the same session, adjust the instructions accordingly.
- Each test must be completed in one session.
- If you choose to administer more than one test per session, you may allow examinees a break between tests.

Guidelines for One and One-Half Time over Multiple Days

- One and one-half time is timed by the room supervisor, not by the computer. Two reliable timepieces must be used, one being a watch or clock that shows the actual time of day. Do not use a cell phone as one of the timepieces.
- Record the actual time each examinee starts and stops each test on the **One and One-Half Time Administration Report**.
- Make verbal time-remaining announcements when 30 minutes remain for the mathematics test, and when 5 minutes remain for all tests before time is called.
- When time is up, all remaining examinees must stop working and submit their tests.

Administer the English Test

Do not continue until you have completed the Verbal Instructions from the beginning. See **All Timings Begin Here**, page 45.

1. **When everyone is ready say:**

I will keep official time for this examination.

I will announce when 5 minutes remain on the test.

When time runs out, you must submit your test according to the instructions on your screen. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

It is to your advantage to answer every question. Do you have any questions?

2. **Address questions, then say:**

Listen carefully. Do **not** use your Student Authorization Ticket as scratch paper. I will now give you a sheet of scratch paper. Write your name and today's date at the top of the sheet. Do not share your scratch paper with anyone. If you need

more scratch paper during testing, raise your hand. I will collect your ticket and all scratch paper before you are dismissed.

3. **Give each examinee a sheet of scratch paper, then say:**

You should be on the screen that says English. Read the section directions and look up when you are finished.

4. **Set your timer for 55 minutes, then say:**

You have 55 minutes to work on the English test. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.

5. **On your administrative computer, look up the seal code for English, then say:**

The **seal code** for English is _____. You may enter it now and begin.

6. **Begin timing.**

7. **During the English test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Complete your Seating Diagram.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

9. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

10. **Take the appropriate next steps.**

If you are continuing in the same sitting:

11. Allow examinees to have a break, then proceed to the next test.

12. Remind examinees:

- They may not access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

13. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.

14. Collect all Student Authorization Tickets and scratch paper.

15. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.

16. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.

17. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

18. Dismiss examinees.

19. Lock the test session in PearsonAccess^{next}.

Administer the Mathematics Test

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	<ol style="list-style-type: none"> a. Follow the instructions for Resume Testing for a Multiple-Day Sitting, page 36. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Mathematics. Read the section directions and look up when you are finished.

4. Continue by saying:

All problems on the mathematics test can be solved without a calculator. However, you are allowed to use a calculator on this test and may get it out now, or you may use the online calculator available in the test.

You are responsible for knowing if your calculator is permitted. If you use a prohibited calculator, you will be instructed to change to a calculator on the approved list or work without a calculator.

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

5. **Address questions, set your timer for 70 minutes, then continue by saying:**

You have 70 minutes to work on the mathematics test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it.

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your **seal code**, raise your hand.

6. **On your administrative computer, look up the seal code for mathematics, then say:**

The seal code for mathematics is _____. You may enter it now and begin.

7. **Begin timing.**

8. **During the mathematics test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Move around the room to monitor for prohibited behavior.
 - Refer to the *ACT Calculator Policy* and check all calculators periodically throughout testing. If an examinee uses a prohibited calculator, instruct them to switch to a calculator on the approved list or work without a calculator. Submit an Irregularity Report.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

9. **If any examinees are still working when 30 minutes remain on the timer, say:**

Attention. You have 30 minutes remaining.

10. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

11. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

12. **Take the appropriate next steps.**

If you are continuing in the same sitting:

13. Allow examinees to have a break, then proceed to the next test.
14. Remind examinees:
 - They may not access phones or other electronic devices during the break.
 - They may not eat or drink anything in the test room.

If you are dismissing examinees:

15. Instruct them to log out of TestNav. Examinee screens should say “Sign out complete.” Examinee status should be Exited.
16. Collect all Student Authorization Tickets and scratch paper.
17. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
18. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
19. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.

20. Dismiss examinees.
21. Lock the test session in PearsonAccess^{next}.

Administer the Reading Test

1. **Use the following table to determine the next step.**

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36.

(continued)

(continued)

If you are continuing...	Then...
	b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Reading. Read the section directions and look up when you are finished.

4. **Set your timer for 60 minutes, then say:**

You have 60 minutes to work on the reading test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test you will not be able to return to it. When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

5. **On your administrative computer, look up the seal code for reading, then say:**

The seal code for reading is _____. You may enter it now and begin.

6. **Begin timing.**

7. **During the reading test, do the following:**

- Record the minutes actually used by each examinee on the Administration Report.
- Verify that all examinees were able to start the test.
- Move around the room to monitor for prohibited behavior.
- Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with the examinee to make sure there are no computer problems.

8. **If any examinees are still working when 5 minutes remain on the timer, say:**

Attention. You have 5 minutes remaining.

9. **When all examinees have completed the test, or the timer reaches zero, say:**

Stop working. Submit your test now.

10. **Take the appropriate next steps.**

If you are continuing in the same sitting:

11. Allow examinees to have a break, then proceed to the next test.

12. Remind examinees:

- They may not access phones or other electronic devices during the break.
- They may not eat or drink anything in the test room.

If you are dismissing examinees:

13. Instruct them to log out of TestNav. Examinee screens should say "Sign out complete." Examinee status should be Exited.

14. Collect all Student Authorization Tickets and scratch paper.

15. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
16. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
17. Inform examinees of the date and time for the next test and say:

Remember, discussing or sharing test content or answers is prohibited, including on social media.
18. Dismiss examinees.
19. Lock the test session in PearsonAccess^{next}.

Administer the Science Test

1. Use the following table to determine the next step.

If you are continuing...	Then...
In the same sitting	Skip to Step 3.
From another sitting	a. Follow the instructions for Resume Testing for a Multiple-Day Sitting , page 36. b. Proceed to Step 2.

2. **Begin this sitting by saying:**

Please remember, the same instructions concerning prohibited behavior apply today as they did when read to you on Day 1 and that you may not handle or access cell phones or other electronic devices, even if they are powered off, until you leave the test site. Also remember that watches must be removed and placed face up on the desk. Do you want me to read the instructions to you again?

If yes, read them again from **All Timings Begin Here**, page 45.

3. **Say:**

You should be on the screen that says Science. Read the section directions and look up when you are finished.

4. **Set your timer for 55 minutes, and say:**

You have 55 minutes to work on the science test. If you finish before time is up and you have reviewed your answers, you may submit your test early. Once you submit your test, you will be logged out of TestNav.

5. **Continue by saying:**

When I provide the **seal code**, enter it, and then select the **Start** button. If you have any difficulties entering your seal code, raise your hand.

6. **On your administrative computer, look up the seal code for science, then say:**

The seal code for science is _____. You may enter it now and begin.

7. **Begin timing.**

8. **During the science test, do the following:**
 - Record the minutes actually used by each examinee on the Administration Report.
 - Verify that all examinees were able to start the test.
 - Walk around the room periodically to monitor examinees and check for prohibited behavior.
 - Monitor examinee progress on your administrative computer. If it seems an examinee is not progressing (e.g., is on the same item number for a long time), check with him or her to make sure there are no computer problems.
9. **If any examinees are still working when 5 minutes remain on the timer, say:**
 Attention. You have 5 minutes remaining.
10. **When all examinees have completed the test, or the timer reaches zero, say:**
 Stop working. Submit your test now.
11. Proceed to ***End the Last Test and Dismiss Examinees.***

End the Last Test and Dismiss Examinees

1. **When examinees submit the final test, they are automatically logged out of TestNav (examinee test status will be Completed). Check to be sure that each examinee's screen says "Sign out complete."**
Note: All examinees must be logged out of TestNav before examinees can be dismissed.
2. **When you are certain that all examinees are logged out of TestNav, continue by saying:**
 Attention, I will now collect your Student Authorization Ticket and scratch paper. They will be picked up individually; do not pass them in. Please 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 site.
3. **Collect all Student Authorization Tickets and scratch paper. Do not allow examinees to handle the tickets or scratch paper of other examinees.**
 Keep each examinee's scratch paper and Student Authorization Ticket together, with the examinee's ticket on top of the scratch paper. Do not collect tickets and scratch paper in separate stacks.
4. **Count to be sure you have a ticket from every examinee and have accounted for all scratch paper, matching multiple sheets to the examinee, if necessary.**
 Do not dismiss any examinee until you have verified that the number of Student Authorization Tickets collected equals the number distributed.
5. If an examinee has translated test directions, collect them. Do not dismiss examinees until all translated test directions are accounted for.
6. 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, document this as prohibited behavior and determine whether the dictionary should be confiscated.
7. **After all tickets and scratch paper have been collected, say:**
 Your scores will be reported to your school. **Remember, discussing or sharing test content or answers is prohibited, including on social media.** Be sure you have all your belongings. Please be quiet in the halls. You are dismissed.
8. **Stop the test session in PearsonAccess^{next} and return all materials to the test coordinator.**

PreACT Secure Staff List

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Testing School Name _____

ACT High School Code (for testing school)

City, State _____

Testing Window _____

Test Coordinator _____

Test Coordinator: Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC–test coordinator, RS–room supervisor, P–proctor), and room name/number of other assignment for **all** personnel who assisted with the standard time online administration during the testing window, including technical staff, individuals who handled secure materials before and after testing, and anyone who assisted with security. Attach additional pages, if necessary.

Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
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24.			
25.			

Test Coordinator: Keep this form for your records for one year.

PreACT Secure – Sign Language Interpreter's Agreement

Purpose of this form

This agreement form is signed by an interpreter to indicate their consent to abide by ACT interpreter policies.

Note: This blank agreement form may be photocopied as needed. Complete one form for each examinee authorized to test with an interpreter.

Indicate the interpreter method used for this examinee:

Signing Exact English (SEE)

Cued Speech

Conceptually Accurate Signed English (CASE)

Test Site Name

--	--	--	--

 –

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ACT High School Code

City, State

Test Date(s)

Test Coordinator Name (printed)

Room Supervisor Name (printed)

Examinee Name (printed)

Interpreter Name (if different from Room Supervisor)

Interpreter Agreement

The interpreter must meet the same qualifications for a test coordinator as specified by ACT in the administration manual.

The interpreter must be proficient in the interpretation method indicated above. The interpretation of the test materials must be a direct translation with no explanation and no additional information provided to the examinee. Anything other than direct translation would affect what the tests are designed to measure (the examinee's ability to comprehend and respond to the materials as written).

ACT requires both the interpreter and the test coordinator provide their signatures to the following statement:

"I certify that I have read, understand, and agree to administer the tests in accordance with the policies in the administration manual. I further assure ACT that the interpreter method provided is a direct transcription of the passages and items from the reader's script provided by ACT, with no explanation and no additional information provided to the examinee."

Interpreter Signature

Date

Test Coordinator Signature

Date

Tests Interpreted

Indicate the tests where any portion was translated by this interpreter:

PreACT® Secure Test: English Mathematics Reading Science

Follow-up Test Coordinator Responsibilities

- Keep the completed agreement(s) for your records for one year.

PreACT Secure – Reader's Agreement

Purpose of this form

This agreement form is signed by a reader to indicate their consent to abide by ACT reader policies.

Complete this agreement only if an examinee has been authorized for the reading of test questions. Examinees approved for a reader must test individually. The reader also serves as the room supervisor if they are the only testing staff in the room.

_____	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table> – <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>						
Test Site Name	ACT High School Code						
_____	_____						
City, State	Test Date(s)						
_____	_____						
Test Coordinator Name (printed)	Room Supervisor Name (printed)						
_____	_____						
Examinee Name (printed)	Reader Name (if different from Room Supervisor)						

Reader Agreement

ACT has prepared a reader's script for use in administering the PreACT® Secure tests to examinees who have been authorized to have the test questions read to them. The tests must be read **verbatim** by a reader who meets the qualifications specified by ACT (see the "Reader Responsibilities" section of the Test Coordinator Information Manual).

As the reader, you are required to review and comply with the "Notes to the Reader" printed in the reader's script and the procedures in the Test Coordinator Information Manual.

The examinee may ask you to read any portion of a test as often as necessary within the time allowed for that test. You must read the directions, passages, and test questions

exactly as they are presented, with no explanation or additional information provided to the examinee through the reading.

All test questions rely on the examinee being able to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation would affect what the tests are designed to measure.

If ACT determines that any explanation or additional information has been provided to an examinee, that any test materials were not read verbatim, or that the reader did not meet ACT's qualifications for testing personnel, the examinee's scores will be marked with a void indicator.

ACT requires the reader to provide their signature to the following statement:

"I certify that I have read, understand, and agree to administer the test in compliance with the administration manual and assure ACT that the test items will be read verbatim with no explanation and no additional information provided to the examinee through the reading."

Reader Signature

Date

Tests Read

Indicate the tests where any portion was read by this reader:

PreACT® Secure Test: English Mathematics Reading Science

Follow-up Test Coordinator Responsibilities

- Keep the completed agreement(s) for your records for one year.

PreACT Secure – Scribe's Agreement

Purpose of this form

This agreement form is signed by a transcriber to indicate their consent to abide by ACT transcriber policies.

Complete this agreement only if an examinee has been authorized to use a transcriber, braille, computer, or speech-to-text software. Examinees approved for a transcriber or speech-to-text software must test individually. Examinees using computers or braille may test as a group. The transcriber also serves as the room supervisor if they are the only testing staff in the room.

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Test Site Name	ACT High School Code						
_____	_____						
City, State	Test Date(s)						
_____	_____						
Test Coordinator Name (printed)	Room Supervisor Name (printed)						
_____	_____						
Examinee Name (printed)	Transcriber Name (if different from Room Supervisor)						

Transcriber Agreement

ACT requires the transcriber to provide their signature to the following statement:

"I certify that I have read, understand, and agree to administer the test in accordance with the policies in the administration manual, and according to what was authorized for the examinee. I further assure ACT that, if authorized, responses are transcribed verbatim, the examinee is tested individually, grammar check is turned off on the software program for the computer used, and the examinee's responses are erased from the computer or braille."

_____	_____
Transcriber Signature	Date

Follow-up Test Coordinator Responsibilities

- Keep the completed agreement(s) for your records for one year.

TEST SECURITY

ACT Test Security

Anonymous Security Hotline

Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing an Irregularity Report or calling 877.789.2925. Immediate reporting to ACT Test Administration is critical to the standardized administration of the tests.

In exceptional situations, testing staff may wish to file an anonymous report about concerns that 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.

ACT[®]