The ACT International Test FAQs for Test Coordinators and Test Centers

Contents

Test Center

Q1: Can test centers opt for only one administration day? For example, Friday may be difficult for schools to conduct the tests because it is a school day.

A: Yes. This is handled during the test center establishment process, where test centers schedule test sessions based on local demand and availability of their test centers.

Q2: How long do test center staff need to be on site?

A: The shortest amount of time for test center staff to be onsite is 5.5 hours, for one test session. There are options for two sessions in one day, a morning session and afternoon session, each 5.5 hours long. The morning testing session is 8:00 a.m.–12:30 p.m. local time. The afternoon testing session is 1:30 p.m.–6:00 p.m. local time. Test center staff will need to arrive approximately 30 minutes or more before the testing session begins. Test centers choose how to hire staff and which administrations they want staffed.

Q3: If a test center is not ready to administer the ACT test, can they start doing so later in the test cycle?

A: Yes. A test center can decide which administrations they want to offer during the test center establishment process. Test centers that are not ready for testing when the test cycle begins can begin testing later in a test cycle once the test center becomes ready.

Q4: What type of staffing is needed at the test center?

A: We require that a test coordinator (for coordinating test site operations) and a technical coordinator (for computer setup and the downloading of the testing servers and applications) be available. For more information on required staffing, see *ACT Test Administration Manual International Testing.*

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Q5: Because there are four sessions per test window, two on Friday and two on Saturday, will the same test coordinator be able to work all four sessions?

A: Yes. Test coordinators can work all four sessions if they choose.

Training

Q6: Will there be any training sessions for the administration of the tests?

A: Yes. ACT provides manuals and videos for test centers to reference while preparing for testing. Training videos are available for technical staff and should take 30 to 60 minutes to complete. We have also scheduled readiness testing to walk administrators through the technical components for test delivery and confirm test centers are set up appropriately.

Q7: What is the required ratio of room supervisors to examinees?

A: One room supervisor is required for every 30 examinees. For more information on staffing requirements, see *ACT Test Administration Manual International Testing.*

Test-Site Specifications and Test-Day Policies

Q8: Is a secure storage space for examinees a requirement?

A: No. This is not a requirement.

Q9: What configuration is needed in the testing room? For example, what distance apart are the computers, and how can they be arranged?

A: Seating arrangements must minimize any possibility of prohibited behavior. In all cases, it is critical that examinees cannot see each other's screens. The configuration must follow current ACT Facility and Seating Requirements for international computer-based testing.

Q10: Do examinees bring their own computers to take the test?

A: No. Examinees are not allowed to use their own personal computers. To ensure the highest level of test security, the computers used for testing examinees must be secured and have their configurations closely controlled by the testing center.

If a school supplies their students with laptops, and the student wants to use that device to test, the student must test at that school and the school must have administrative rights to the laptop. If the school doesn't have administrative rights to the laptop, the laptop cannot be used, regardless if the student chooses to test at that site.

Q11: Is scratch paper allowed?

A: No. Erasable whiteboards (with one blank side and one side with grid marks) are provided to examinees to use for scratch work. Test centers provide one whiteboard and one marker per examinee.

Q12: What is the policy for standby testing?

A: Standby testing is not offered at international test centers.

Q13: Some US examinations like GRE and TOEFL do not permit examinees to bring along or wear on any type of watch during testing time. Does this policy apply to the international ACT?

A: Examinees are allowed to wear watches that are acceptable under the ACT Terms and Conditions. Any watch with recording, camera, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band) is prohibited. During testing. examinees will be required to take off their watches and place them on their desk. The test center may also have additional procedures, which the examinees must comply.

Q14: Can students use their own calculators for the mathematics test? If permitted, what are their requirements and/or limitations?

A: Students are permitted to use calculators that are acceptable under the ACT Calculator Policy. Please note onscreen calculators will not be provided or allowed during testing.

Q15: How long are the breaks for the test? Will the test system time the break on the screen automatically?

A: There is a 15-minute break after test 2 and a five-minute break after test 4 (for those continuing on to the Writing section). The system times the break on the screen automatically; examinees are prevented from advancing to the next test until the break time has expired.

Q16: What time of day should the ACT test be started?

A: For the morning session, all examinees should be checked in and ready to test no later than 8:00 a.m., and for the afternoon session no later than 1:30 p.m.

Technology

Q17: Is it a requirement to have surveillance and 30-day retention of recording?

A: No. Not all test centers use video surveillance. However, some institutions require it for many different security reasons. The *ACT Test Administration Manual International Testing* provides specific information regarding surveillance and recording policies.

Q18: Is a printer outside the testing area required?

A: Yes. Access to a printer is required. It is recommended the printer be outside of the testing area to limit distractions to examinees.

Q19: Is hardwire connectivity a requirement?

A: Yes. Hardwire connectivity is the current requirement for most test centers.

WiFi is supported for test centers testing fewer than 30 examinees. If a test center wishes to use WiFi, ACT has additional network security requirements that the test administration partner needs to follow.

Q20: Does the test require connection to the internet during all of its duration?

A: No. Test centers connect to the internet to download the test content before the test, and to send responses back after the administration. ACT uses a system that enables testing to continue during internet disruptions as long as local network connectivity is not impacted.

Q21: What type of IT resources do test centers need to support online testing?

A: Technical staff are required for readiness/preparedness checking prior to and on test day. Readiness testing for test centers prior to the test date depends on how many workstations need to be set up, so resource needs can vary. Once the readiness test is complete, the download of the test is automated and should take only a few minutes in the morning for the technical staff to complete. For details, see the ACT Technical Requirements for international computer-based testing.

Q22: Will there be a lockdown browser to ensure other windows cannot be opened during testing?

A: Yes. A lockdown browser is used for online testing.

Q23: Is the test entirely browser-based, or is other software necessary?

A: The test is browser based, and the test center must download software for the secure browser. Technical staff should read the requirements carefully to ensure the correct software and version numbers of each are installed on exam workstations. For details, see the ACT Technical Requirements for international computer-based testing.

Q24: What happens in case of power shortage or failure?

A: The system can be restarted and is designed to recover and continue from where the examinee left off. Information on technical and test-day support is provided in the following publications:

- *ACT Test Administration Manual International Testing*
- ACT Technical Requirements for International online Testing

Q25: If the computer malfunctions, is an examinee given time to log into another machine?

A: Yes, the timer is paused in the event this occurs to allow the examinee time to log in to another computer.

Q26: Is a 19-inch monitor required? Are desktop computers required?

A: No. A 19-inch monitor is not required, nor are desktop computers. The minimum requirement is a 14-inch screen. See ACT Technical Requirements for international computer-based testing for minimum hardware requirements.

Q27: Are answers automatically saved during the test?

A: Responses to test questions and the essay are saved as the test progresses. If a test is interrupted due to a technical problem, the test can be restarted, resumed without loss of

answers to test questions, and the timer continues with the amount of test time that was remaining.

Accommodations

Q28: When are ACT paper accommodations sent?

A: All requests, including reconsideration requests, must be submitted no later than the published registration deadline for the preferred test date (refer to the Late Fee Required column).

Note: If an examinee is testing in the paper format and submits a request—or reconsideration request—during the late registration window, test materials might not arrive prior to the first day of testing. They will arrive in time for testing during the special testing window.

Q29: How will students needing accommodations take the ACT test with extended time?

A: Students approved for one-and-one-half extended time in one session (timing code 6) can take the online ACT test.

Eligible students who require multiple-day testing or other accommodations not available via online testing may take the ACT test via paper.

Q30: How will students needing accommodations choose between online testing and paper testing?

A: During registration, the student indicates a need for accommodations to access the ACT test. Examinees who need to test with one-and-one-half extended time and online in a single administration will be directed to schedule a test date and location in the registration system. Students requiring other accommodations will test via paper administration.

Q31: How will students request accommodations for an international administration of the ACT?

A: Accommodations requests are submitted by school officials via the Test Accessibility and Accommodations (TAA) system. All requests, including requests for reconsideration, must be submitted via TAA by the late registration deadline.

Online Testing

Q32: Are online practice tests available?

A: Yes. It is important to note that the only difference between the online test and the paper test is the administration format. As a result, test preparation materials, available through the examinee's MyACT account, will continue to provide students with exceptional information and practice that will help them prepare for the ACT regardless of whether they take it online or on paper.

Q33: Is the online test a CAT (computer adaptive test) based assessment?

A: No. The international ACT includes linear tests. Each examinee sees the same number of questions per subject as others.

Student Experience

Q34: If students finish a test before time expires, can they move on to the next test on their own?

A: No. The same subject sections are included in the online ACT test, and all sections are timed. Students are not able to advance to the next section until the allotted time has expired for the section they are currently testing in.

Q35: Are students able to skip questions or go back to previous questions (within the same test section) to review or change answers?

A: Yes. Students can skip, review, or change answers within the same test section during the allotted time.

Q36: Are multiple-choice test scores available for viewing on test day, rather than later through ACT web account?

A: No. Scores for the multiple-choice section of the test are available to examinees on their web account at MyACT.org approximately two business days after the test.

Q37: When will the final results from the entire exam be released, and how do students view their results?

A: When available, scores are posted online and accessed using the examinees' MyACT account.

- Multiple choice scores are normally available two business days after testing for students taking the ACT test using online testing.
- Writing scores are normally available about two to three weeks after their multiple-choice scores.
- Special testing will typically have scores available two to ten weeks after the test date, depending on the accommodation used for testing.

If the student took the writing test, their overall scores are not officially reported until their writing scores have been added.

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