Overview

Frequently Asked Questions
ACT State and District Testing

Purpose

This document is intended to assist school and district staff with common questions as schools are preparing for test day. Most of this information can be found in the Administration Manuals.

Note: Your Administration Manuals contain more detailed policies and procedures.

Other Resources

A set of Administration Manuals is provided to each test coordinator with their establishment materials. A supply of manuals, based on enrollment, is also sent in the nonsecure shipment prior to testing. You can find related information regarding testing on your state's ACT hosted web page. Refer to your *Checklist of Dates* for the web address.

How to Contact ACT

In the event that you need to contact ACT with additional questions after looking through this document, you may:

- Contact us electronically via the Contact Us web page at www.act.org/aap/state/contact.html
- Call us at 800.553.6244, ext. 2800 with standard time questions
- Call us at 800.553.6244, ext. 1788 with accommodations questions, or email specific questions to ACTStateAccoms@act.org

Standard Time and Accommodations Testing

In this Section

This section contains information that covers both standard time and accommodations testing on the ACT® college readiness assessment.

Note: There are individual sections for the requirements that pertain to standard time only and accommodations only testing.

Student Eligibility

See the table below for common questions ACT receives.

Question	Answer
Who determines if a student is eligible to test?	If you have questions on a student's eligibility to test you should contact your state Department of Education. ACT does not determine eligibility to test.

Testing Staff

See the table below for common questions ACT receives.

Question	Answer
What are the restrictions for serving as a test coordinator (TC) if that person has a relative taking the ACT through a state or district administration?	If any staff member's relative or ward* at any school in the state or district will be testing with: • **standard time:** that staff member may not serve as TC or have access to secure standard time test materials • **accommodations:** that staff member may not serve as TC or have access to secure accommodations test materials **Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.*
What are the restrictions for serving as a room supervisor or proctor if that person has a relative taking the ACT through a state or district administration?	If an examinee is testing at a school where a relative or guardian is serving as a room supervisor or proctor, that examinee must not be assigned to test in a room where his or her relative or guardian is working. The relative or guardian must not have access to that examinee's answer document or test materials.
Specifically, what are the rules regarding coaches participating as part of the testing staff?	To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach: • may not have access to secure accommodations test materials before and after testing • may serve as a room supervisor, but may not supervise one-on-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.*
Our test coordinator will change this year. How do we relay that information to ACT?	During establishment, a new TC can be appointed. If you need to change to a different TC mid-year, complete a *Profile Change Form* found on your state's web page.
Whose responsibility is it to request accommodations materials for examinees?	The TC at the school, or person appointed by the TC, should submit requests/orders for accommodations.
Does the same room supervisor have to test the same examinees with accommodations for all sessions?	ACT would prefer that the same room supervisor administer the test for all sessions. But, if this is not possible, it is acceptable for a different room supervisor to administer the test for one or more sessions.
If my school has a limited number of staff available for testing, can one room supervisor supervise the testing of two rooms at the same time by standing between the rooms and watching from that location (e.g., from the hallway)?	No. A separate room supervisor is required for each testing room. The room supervisor must be present in the room at all times during testing (and while test materials are present in the room). The individual room supervisor must handle the timing and instructions for each room and it is never permitted to share room supervisors between rooms.

Off-Site Testing

See the table below for common questions ACT receives.

Question	Answer
What are procedures for testing off-site? Can any school test off-site? How do I request to test off-site?	ACT expects nearly all high schools will be able to arrange to administer the ACT in school; however, some exceptional circumstances may make this impossible. If your school cannot meet standard testing requirements, you must identify a suitable off-site location. The online request is available via a link found on your state's web page. Refer to your *Checklist of Dates* for the deadline. ACT must approve testing off-site.
Do we have to submit an off-site request if we are testing in an annex building on school grounds?	No. An off-site request is only necessary if you cannot test in a building on school property.
Does the pretest session need to take place at the off-site location?	No. The pretest session can take place where the examinees attend school.
If we were approved last year for an off-site administration and the site will be the same this year, do we need to submit another request?	Yes. ACT requires you to reevaluate your testing facility each year. You must complete a request each year.
One of our examinees receives services at a different facility outside of our school. Can we transport their testing materials to the remote site in order to administer the test to them?	Yes, only if an off-site request is submitted and approved by ACT.

Practice Tests

See the table below for common questions ACT receives.

Question	Answer
Are schools allowed to do a practice test prior to the actual test day?	Yes. Schools may do a practice test using ACT prep materials. However, the answer documents received in your shipment of test materials must **not** be used for a practice session. For information regarding ACT test preparation materials, please visit ACT's website at www.actstudent.org/testprep.

Materials Shipments

See the table below for common questions ACT receives.

Question	Answer
How does ACT determine the number of nonsecure test materials to ship?	The quantity is based on the enrollment figure provided by the TC during establishment and again during enrollment confirmation.
When will materials arrive and to whom are they sent?	Refer to your state's *Checklist of Dates* for delivery of these materials. Materials are shipped to the TC (or district office, if applicable) via a traceable method.
What if materials do not arrive by the date specified on the *Checklist of Dates*?	Contact ACT immediately: • for standard time materials, call 800.553.6244 ext. 2800 • for accommodations materials, call 800.553.6244 ext. 1788
All of our school's shipments are sent to our district office first and then distributed to the proper location. Are there any special arrangements we need to make with ACT?	The TC and district official are jointly responsible for the security of the materials at all times. The TC must work with the district official to be sure proper procedures are followed when the materials are received. Refer to the *Supplement for District Shipping*.
What should I do if I need additional materials?	Check your materials as soon as they arrive at your school to ensure you have enough to test all your examinees. If you discover you need additional materials, contact ACT at 800.553.6244 ext. 2800. Do not wait until the day before or the day of the test.

Barcodes and PreTest Session

See the table below for common questions ACT receives.

Question	Answer
If a label is placed on an answer document for an examinee but the examinee does not test, what do we do with the answer document?	Your actions will depend on whether the test was taken on the initial test date or the makeup test date. Follow the instructions provided in the Administration Manual and/or *Answer Document Supplement*.
What should I do if I am missing a barcode label for an examinee?	Ensure that the examinee is eligible to test. Questions regarding eligibility should be directed to your state's Department of Education. If your state uses an *Answer Document Supplement*, refer to it for further instruction.
Does the barcode label replace the need to complete demographic information on the answer document?	No. The demographic section of the answer document must be completed during the pretest session prior to test day.
Can staff complete the non-test information to save time?	No. The basic examinee information, High School Course/Grade Information, ACT Interest Inventory, and Student Profile Section are to be completed on the answer document by examinees, including those scheduled to test with accommodations. School staff may not complete these sections.
If an examinee is absent during the pretest session, can he or she complete the pretest information after testing?	No. If examinees have not completed the pretest session before initial testing they are not permitted to test and should be scheduled for the makeup testing.
If an examinee has previously taken the ACT and has completed the Student Profile and Interest Inventory, does the examinee need to complete these sections again?	Yes. Information from prior ACT testing will not carry forward for State and District Testing. Completing this portion of the answer document is optional; however, it is part of the student and high school score report.
Do examinees have to include their Social Security number on the answer document?	No. Examinees are not required to include their Social Security number on the answer document. If a Social Security number is not provided, ACT will assign an ACT ID and that number will appear on score reports.
May the school provide the examinee a copy of his/her transcript to assist in completing the High School Course/Grade information on the answer document?	Yes. If the high school would like to provide the grade information or copies of the examinee's transcript for reference during the pretest session, they may do so.
How long is the pretest session?	The pretest session should take approximately one to one and a half hours.

Timing and Sequence of the Test

See the table below for common questions ACT receives.

Question	Answer
Is it OK to change the order of the test section in order to fit our schedule?	No. The test sections must always be given in the prescribed order: English (Test 1), Math (Test 2), Reading (Test 3) and Science (Test 4). If the Writing Test is also administered as part of your state or district administration, it must always be the last test (Test 5), given after all the multiple choice tests have been completed.
What timepieces does ACT require to be in the testing room?	ACT requires two reliable timepieces in the room: one must be an accurate clock or watch that shows the actual time of day; the second may be a stopwatch or interval timer. Cell phones may not be used as a timepiece.

Test Date Activities

See the table below for common questions ACT receives.

Question	Answer
Where can I find a list of approved calculators?	Go to www.actstudent.org/faq/calculator.html
Can staff use their personal recognition of examinees as a form of identification? Is this written on the roster?	State and District Testing allows for personal recognition of examinees. On the roster, mark the examinee with the letter "R," along with the initials of the staff member.
What is the latest an examinee can be admitted to the test session?	Examinees may not be admitted to the test room after test booklets have been distributed.

Breaks, Illness, Food/Drink/Lunch

See the table below for common questions ACT receives.

Question	Answer
How do we accommodate an examinee's request to use the restroom?	Examinees may be dismissed, one at a time, to use the restroom. Collect test booklets and answer documents from examinees that go to the restroom and return their materials when they return. Be sure the same examinee returns after testing. Any testing time lost while using the restroom cannot be made up. If an examinee has been approved for the Stop-the-clock breaks, follow the directions found on the Final Roster for ACT-Approved Accommodations.
What should I do if a standard time examinee is late returning from the 15 minute break?	Examinees who return late from break may be readmitted, but may not make up lost time. Do not hold up testing to wait for late examinees. Document the situation on an Irregularity Report.
If an examinee does not return to the test room from a break, what do I do?	If an examinee insists on leaving early, collect and secure the answer document and test booklet. Document the situation on an Irregularity Report. After testing, decide whether the examinee will be scheduled for standard time makeup testing.
If an examinee becomes ill and does not want their current answer document scored, what do we do?	If an examinee cannot finish testing because of illness, you must decide whether the answer document should be scored or the examinee should be scheduled for makeup testing (standard time testing only). Examinees do not make this decision.
If an examinee is diabetic or has a medical condition, what are the guidelines regarding food or drink in the testing room?	Allowing an examinee who is diabetic or has another medical condition to have snacks or drinks in the testing room is a locally approved accommodation. A locally approved accommodation does not require ACT approval.

Irregularities and Prohibited Behavior

See the table below for common questions ACT receives.

Question	Answer
What happens if we have an emergency closure on test day?	If an emergency (e.g., fire, tornado, snow) forces the termination of testing or closing of school, notify ACT as soon as possible. Call 800.553.6244 ext. 2800 to explain your situation.
What if an examinee mistakenly answered in a future section of the answer document?	As soon as this error in marking is detected, give the examinee a new, blank answer document and have the examinee resume testing by marking answers in the correct section of the new answer document. Document the situation on an Irregularity Report. After the examinee has completed all tests, the room supervisor may instruct the examinee to transfer the answers from the incorrect answer folder while the supervisor observes.
Are cell phones allowed in the testing rooms?	No. Examinees are not allowed to have cell phones in testing rooms or at anytime during testing or during breaks. This is indicated in the Verbal Instructions. If an examinee uses their cell phone or other electronic device, they must be dismissed for prohibited behavior.
Our state has multiple days of testing, if an examinee is dismissed for prohibited behavior from the ACT test day can the examinee still test on the state's remaining test days?	Yes, the student may test on the next day of testing.

Test Materials Return

See the table below for common questions ACT receives.

Question	Answer
How do I return all of the materials to ACT?	ACT will schedule two separate pickups; one following initial testing and one following makeup testing. The makeup testing pickup will also include accommodations testing. Refer to your *Checklist of Dates* for these scheduled dates. Follow instructions in the Administration Manuals for packing instructions.
Whom do I contact if my materials are not picked up?	If it is past 5 pm on the scheduled day of pickup and the carrier has not arrived, contact ACT at 800.553.6244 ext. 2800 to reschedule a pickup. Return your materials to secure storage until the rescheduled pickup date.

Score Reporting

See the table below for common questions ACT receives.

Question	Answer
Do examinees receive ACT scores at home or school?	Examinees will be sent an ACT Student Report to the home address they gridded on their answer document. Students testing with State-Allowed Accommodations will not receive scores at home. Instead an unofficial score letter is sent to the test coordinator at the school.
How are individual ACT score reports reported? When will we receive these reports?	Standard ACT High School Reports are sent from ACT approximately 3 to 8 weeks after testing to Director of Counseling.
Will examinees be able to check their scores online?	Yes. Examinees have the option to view their scores online at www.actstudent.org once they have set up a web account on the site.
Is there a cost if an examinee requests to report scores to colleges?	Examinees that take the state ACT have the option of sending scores to four colleges or scholarship agencies at no charge by entering the correct code(s) on his/her answer document during the pretest session. These codes cannot be changed or deleted once the answer document has been returned to ACT. Additional Score Reports (ASR's) are available later for a fee.
Who accepts State Testing scores?	State scores from standard time and ACT-Approved Accommodation testing are accepted at colleges. The NCAA also accepts ACT scores from State Testing for purposes of Initial Eligibility determination.

Note: Students testing with State-Allowed Accommodations earn unofficial scores and do not fall into the category listed above. Refer to the State-Allowed Accommodations Only section of the FAQs for more information.

Standard Time Testing Only

In this Section

The information in this section provides answers to common questions dealing with testing of standard time examinees only.

Facility and Staff Requirements

See the table below for common questions ACT receives.

Question	Answer
Are we allowed to have more than 100 examinees in one test room?	ACT prefers smaller single-level classrooms, seating 15 to 30 examinees, and recommends no more than 100 examinees test in one room.
What are the room staffing requirements?	ACT requires one room supervisor for each room, plus one proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2). These are the ***minimum*** requirements. You may always have additional staff to ensure that all test administration duties are performed efficiently and securely. Make sure to report all staff that assisted in the test administration on the Staff List returned to ACT upon completion of testing.
May we rotate our room supervisors or proctors throughout the test?	The room supervisors are required to serve for the entire test session in the room to which they are assigned. If for some reason a room supervisor is unable to serve the entire test session, ACT prefers the change take place at an assigned break to minimize distraction. The change must be recorded on the Staff list and an Irregularity Report will need to be completed.

Rosters

See the table below for common questions ACT receives.

Question	Answer
Will we get rosters as we do for the National ACT Saturday testing dates?	No. ACT does not provide standard time rosters for State Testing; the school decides which examinees are eligible to test and is responsible for producing rosters for the standard time room(s).

Start Time, Timing, and Breaks

See the table below for common questions ACT receives.

Question	Answer
Our school does not start until after 9:00 am. Can we have a waiver allowing us to start testing after 9:00 am?	No. ACT does not issue waivers for late starts. Testing must begin no later than 9:00 am in all rooms. Starting the Verbal Instructions after 9:00 am may result in the cancellation of scores.
Can we begin testing prior to 9:00 am?	Yes. Administration of the ACT must be the first activity of the morning and begin no later than 9:00 am. You may begin testing earlier if all examinees have been identified and seated.
If all examinees in a room have finished a test section before the time allotted, can we move on to the next test section?	No. All examinees must be afforded the full time for each test. If examinees finish before time is called they may review their answers for that test. They may not go back to previous tests or work on future tests. If they have finished reviewing their work, they should place their answer document inside the test booklet on the last page of the test and close the test booklet until time is called.
If testing in multiple rooms, do we wait until all rooms are finished with a test section before going to the next test section or releasing examinees for break?	No. Each room supervisor is responsible for timing the tests in his or her own room. Reading the Verbal Instructions or timing the tests is not to be controlled from a central location for multiple rooms (for example using bells, a PA system, or loudspeaker). You should not expect each room to follow a preset schedule.
Can we schedule the examinees for lunch during the 15 minute break?	No. The break between the end of Test 2 and the beginning of Test 3 is to be no longer than 15 minutes. The break may not include lunch. If it does, scores for all examinees may be cancelled. If school regulations permit, examinees may eat or drink outside the testing room during break.
We discovered we mistimed a test. What should be done?	Contact ACT immediately at 800.553.6244 ext. 2800 for direction.

Makeup Testing

See the table below for common questions ACT receives.

Question	Answer
How do I order materials for makeup testing?	The quantity of standard time test materials is collected using ACT's Online Services for State Testing (OTIS) website. An email will be sent to you prior to initial testing with instructions.
Can we use leftover materials from initial testing for the makeup test date?	You may keep unused answer documents and Administration Manuals for makeup testing. You must return all test booklets from initial testing. An order must be placed for makeup materials and new test booklets will be shipped for makeup testing.
If an examinee is dismissed for prohibited behavior, should they take the makeup test?	No. Examinees dismissed for prohibited behavior must not be scheduled for makeup testing.
What if an examinee is absent on both initial and makeup test dates?	If an examinee is absent on both dates, they will not be able to participate in the state or district administration. Refer to your state's *Answer Document Supplement* for further instructions.

Accommodations Testing Only

In this Section

The information provided below is specific for testing examinees with accommodations. Depending on your state, you may have two different types of accommodations—ACT-Approved Accommodations and State-Allowed Accommodations.

Testing Window

See the table below for common questions ACT receives.

Question	Answer
Must examinees with accommodations start testing on the first day of the testing window or can they be tested any time throughout that two-week testing window?	Examinees may test anytime within the two-week accommodations window. It is the responsibility of the TC to ensure that the administration of the test adheres to the specific approved accommodation(s) as instructed by ACT.

ACT-Approved Accommodations Only

See the table below for common questions ACT receives.

Requesting Accommodations

Question	Answer
Do I need to send a complete IEP and psychological report with each examinee's application for ACT-Approved Accommodations?	Refer to the *Accommodations on the ACT® College Readiness Assessment* document and submit a copy of the examinee's current IEP or Section 504 Plan that supports the need for all requested accommodations due to the disability. More documentation may be needed depending on the disability.
What are locally approved accommodations?	Examples of locally approved accommodations are such things as a wheelchair accessible room, color overlays, etc. A locally approved accommodation does not require ACT approval. The examinee must be able to test standard time, with normal breaks, and need no special test format.
For those examinees who have an Emotional Behavior Disorder or other psychological disorder, is full documentation required?	Yes. For ACT-Approved Accommodations complete documentation is required for examinees with psychological or emotional disorders. Refer to the *Accommodations on the ACT® College Readiness Assessment* document and supply documentation requested.
What if the documentation does not arrive in time? Do you get an extension?	No. Deadlines are firm in order to provide the necessary amount of time to notify the school of the approved accommodations, review any changes, pack the materials, and ship to the school. ACT encourages you to submit your applications and documentation early to avoid delays.
What if we have an examinee who breaks his arm or has another type of medical emergency after the deadline for submitting requests for accommodations has passed? Does he have to test with standard time?	Call ACT at 800.553.6244 ext. 1788. We will discuss the needs of this examinee under these special circumstances.

Approval Process

Question	Answer
How will we know if an examinee is approved or not approved for an ACT-Approved accommodation?	If ACT is able to approve all or even part of the accommodation requested on the examinee's application, he or she will appear on a Preliminary Roster for your school. If ACT is unable to approve any of the requested accommodation, the TC will receive a notification indicating the reason for the denial. If the denial was due to the lack of documentation or specific diagnosis, ACT will reconsider a decision if additional documentation is submitted. Otherwise, examinees not approved for accommodated testing must then test under standard time conditions with materials designated for standard time testers.
What if the examinee's diagnosis has changed before testing, but the paperwork was already sent in?	ACT sends each school a Preliminary Roster, which identifies all examinees approved for ACT-Approved Accommodations, and the specific accommodations and timing for each examinee. TCs must review the roster carefully to determine if any errors or omissions occurred, or if there are any questions. If an examinee's diagnosis changed since the original paperwork was submitted, send this additional documentation to ACT by the specified deadline. If ACT does not receive additional documentation, no changes to the approved accommodation will be made.

Examinees Transfer In/Out

Question	Answer
Sometimes examinees transfer into our school before testing. What is the process for transferring the examinee's test materials from the original school to our school?	ACT can transfer an examinee's approved accommodations from one school to the next using the Transfer Form that will be made available on the state's website. Both the new school and the former school will complete and sign the form, which will release the accommodations and remove the examinee from the former school's roster and transfer the accommodations and add the examinee to the new school's roster. Transfers must be requested by the deadline on your *Checklist of Dates*. Do not transport the testing materials from one school to another. ACT will ship replaced testing materials to the new school. Any test materials that were shipped to the former school for the transferred examinee should not to be used by any other examinee, and should be returned to ACT along with the other accommodations materials after the testing window.

Timing Codes and Breaks

Question	Answer
If an examinee with an IEP, who has been approved for accommodations suddenly decides to test with no accommodations the morning of the test, what do we do?	The examinee may choose to test standard time on either the initial or the makeup test day. If so, they must use the standard time test materials and test in a standard time room rather than the accommodated materials that were assigned to them. Return the standard time answer document with the standard time materials. Return the assigned accommodation test materials (unused in the zip lock packet) with the rest of the accommodation materials, and note on the accommodations roster "examinee tested with standard time."
Should examinees be roomed by approved accommodation or by Timing Code?	Examinees should be grouped by Timing Code, and then by types of accommodations. Refer to the Timing Code and the Clarification of Accommodation instructions on your ACT-Approved Accommodations Roster to assist you with your room and staffing assignments.
The examinee only needs a scribe due to their disability. Is a separate room needed for this examinee?	If the examinee verbally responds and requires a scribe, a separate room would be needed for this examinee.
Can the TC change a Timing Code that ACT has approved if an examinee does not want to test with the approved accommodation?	No. Timing Codes should not be changed, even if an examinee wishes to test with fewer/lesser accommodation(s) than were approved. ACT has shipped specific materials for each examinee.
Can an examinee be approved to test over multiple days?	Yes. If an examinee is approved for multiple days, they must take the ACT tests within the two-week testing window. The ACT may be administered during regular school hours, or before or after the examinee's school day. Each test must be completed in one testing session. One cannot stop a test prior to completion, and finish it the next day.
Can examinees test in the same room if they are working on different sections?	No. All examinees in the room must be working on the same test at the same time (e.g. when administering Test 1, all examinees must be working on Test 1). If you have a room of examinees testing with DVDs and using headphones, all examinees within that room must be working on the same test at the same time and be read the Verbal Instructions at the beginning of each test.
When testing accommodated examinees, can you move on with the test if the examinee is ready or do you have to wait for the full time to elapse?	It depends on whether you are testing a single examinee, a small group, and the Timing Code. If testing examinees with Timing Code 6, which is self-paced time-and-a-half testing in a single session, the examinees move through the test sections at their own pace. Upon completion of a test section, each examinee must notify the room supervisor, and then may move on to the next test section. For all other Timing Codes, if testing a single examinee and the examinee finishes a section before time is called, record the finish time for that section. The room supervisor may then ask the examinee if they are ready to move on to the next section. If so, the room supervisor reads the Verbal Instructions for the next section and testing for that section begins. If testing a group of accommodated examinees in the same room (other than Timing Code 6), the room supervisor should instruct the examinees who finish the section early to sit quietly until the last examinee in the group finishes the section or time is called. Once the last examinee in the room has completed the section, the room supervisor may proceed to the next section or stop testing for that day and resume testing the following day on the next section.
Are there any breaks during the testing day?	Timing Code 6 examinees may break at any time, but the clock continues to run. Examinees approved for Stop-the-clock breaks may break as approved. Examinees approved for extended-time over multiple days (Timing Code 2, 3, 7) should be encouraged to take their breaks between tests.
We need more details on "Stop-the-clock breaks." What are the guidelines?	Stop-the-clock breaks are an accommodation for examinees who do not need extended time to test, but whose conditions may interfere with full use of testing time. If approved for this accommodation, the examinee indicates the need for a break to the room supervisor who notes the time away from the test, so the examinee gets the full amount of time for each test without penalty. Stop-the-clock breaks will be indicated on the ACT-Approved roster and the examinee must test separately.
With extended time, examinees sometimes test 5 hours on one day – what about lunch? Can examinees go to lunch even if they haven't completed testing?	Examinees approved for Timing Code 6 may break at any time, however the clock is kept running. For Timing Codes over multiple days, examinees may break between test sections.

Question	Answer
How can I practice using DVDs with my equipment?	Order practice DVDs using the order form at www.act.org/aap/pdf/Alt-Format-Practice-Tests-Order.pdf and work with your technical support staff to make sure your machines are ready prior to test day.
Can DVD on computers be used in place of DVD players?	ACT recommends using computers that have a drive with "DVD" in the title to test examinees approved for DVDs. Consider using computers with the same make and model. Not all portable DVD players, stand-alone plug-in devices or laptops are compatible to play ACT DVDs. Refer to the *Audio DVD Guidelines* document.
Can you test multiple examinees in the same room that have ACT-Approved Accommodations for DVD usage? How is this different from an examinee using a reader?	Examinees approved for DVDs may test as a group if they control the progress of their own players, use individual headphones, and are all working on the same test at the same time. ACT-Approved examinees using a reader must test individually – a reader is always a one-on-one situation, meaning each examinee must test in a room by himself.
Can't I just use one player for the whole group?	No. Even if you are running a practice session, each examinee must have their own earphones and player, since all examinees will work at different paces and will want to replay different portions of the tests. You may test as a group, but each examinee must operate their own playback device, wear headphones, and can only receive assistance from you for navigation issues or accidental stoppage of the disc.
On test day, the examinee decides s/he does not want to use the DVDs or have the test read. What Timing Code do I use for testing the examinee?	The examinee has the option to decline the use of the approved accommodation. The same Timing Code would be used, even if the examinee chooses not to use the audio accommodation (DVD or Reader Script). Additionally, the examinee may elect to use the audio accommodation on only one or two of the tests.

State-Allowed Accommodations Only

This section is only applicable if your state has elected this option as part of their contract.

See the table below for common questions ACT receives.

Difference between ACT-Approved and State-Allowed Accommodations

Question	Answer
What is an example of a State-Allowed Accommodation?	Those you should consider for a State-Allowed Accommodation are those examinees who are denied an ACT-Approved Accommodation that they typically would receive in school or do not meet the eligibility requirements for an ACT-Approved accommodation. Any ESL or ELL examinees who have an accommodation plan based solely on language are not eligible for ACT-Approved Accommodations. Therefore, these examinees should test with State-Allowed Accommodations. State-Allowed Accommodations allow the TC to order test materials without going through the approval process.
What's the difference between ACT-Approved and State-Allowed Accommodations? Will the student receive scores?	ACT scores earned from testing with ACT-Approved Accommodations may be used to report to colleges and other entities for use in college admission decisions and/or scholarship purposes. Scores from State-Allowed administrations may only be used for state and district purposes. They will not be reported to colleges and other entities.
If an examinee doesn't get ACT-Approved Accommodations, do they automatically get State-Allowed Accommodations?	No. The TC must order State-Allowed Accommodations test materials via OTIS during the ordering window.
Will an examinee be allowed to use State-Allowed Accommodations without having first applied for ACT-Approved Accommodations?	Yes, provided State-Allowed Accommodations are ordered for them.
For those examinees for whom the school will be requesting State-Allowed Accommodations, is there any type of documentation that must be sent to ACT?	No. State-Allowed Accommodations do not require an approval by ACT and no supporting documentation is required. The accommodation granted by the school should be part of the examinee's accommodation plan.

Timing of Tests

Question	Answer
Why is there no Timing Code for the State-Allowed examinees? Which Timing Code should I use?	ACT does not assign a Timing Code to State-Allowed Accommodations. The school may test the examinees with any Timing Code or timing they feel is most appropriate and is in accordance with the examinees' plans. Remember that State-Allowed examinees must not test in the same room with standard time (non-accommodated) or ACT-Approved examinees. This is in violation of ACT guidelines and the answer documents for all examinees in the room will not be scored.
When administering the ACT to State-Allowed examinees, can the test be read to a small group of examinees (2-3) at one time as opposed to one-on-one?	Tests administered to State-Allowed examinees may be administered in accordance with the examinee's accommodations plan. If a small group of examinees all receive the accommodation of a reader, it is acceptable to read to the examinees in a group under State-Allowed Accommodations.
If we have 3-4 examinees that have State-Allowed Accommodations and the same Timing Code, can they be tested in the same room?	State-Allowed examinees do not have assigned Timing Codes. They can be tested together if they have similar timing requirements documented in their IEP or Section 504 Plan.