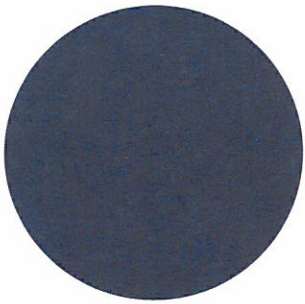


VERBAL INSTRUCTIONS



The **ACT**[®]

for Administering the ACT Using
ACT Sample Test Booklets

Verbal Instructions for Administering the ACT® College Readiness Assessment Using ACT Sample Test Booklets

These Verbal Instructions are provided to assist you in simulating a standard administration of the ACT (No Writing) or the ACT Plus Writing. The tests must be administered in a single session in the order listed below. Exactly observe these test times and the break schedule.

Test 1 (English)—45 minutes

Test 2 (Mathematics)—60 minutes

Break—10–15 minutes

Test 3 (Reading)—35 minutes

Test 4 (Science)—35 minutes

Break—5 minutes (Plus Writing examinees remain in the room)

Writing Test (if taken)—30 minutes

Examinees cannot take the Writing Test without **first** taking all four multiple-choice tests.

The Verbal Instructions have been adapted from the *ACT Supervisor's Manual Standard Time National Testing*. Read aloud **all** instructions in the boxes. Where a series of dots appears (...), pause and **look up** at the examinees to ensure they are following instructions.

The sample test booklets are not sealed and include a sample answer document. You may wish to detach the sample answer documents from the booklets in advance. If you are using your own answer documents, adjust the instructions accordingly and distribute those documents prior to distributing the test booklets. Distribute test booklets only when the instructions direct you to do so.

Before beginning, refer to the calculator information on page 4 and visit **www.actstudent.org** for a complete description of prohibited calculators.

Begin by saying:

You are about to take a sample A-C-T. Your scores on this sample A-C-T will give you an idea of how you might do on the A-C-T during an actual administration.

Please listen carefully to all instructions. They are based on the procedures followed at all test centers for standard time administrations of the A-C-T.

Eating, drinking, and the use of tobacco or reading materials are not permitted in the test room. The use of timers, cell phones, and electronic devices of any kind is not allowed at any time, **including during the break**. If your phone or other device is activated, or you use it at any time, you will be dismissed, the device may be confiscated and your answer document will not be scored. Take a moment now to be sure the power is turned off on all devices and place them on the floor under your seat. If you brought a calculator, put it away now; you may use it only during the Mathematics Test. ...

Please clear your desk of everything except soft lead No. 2 pencils and erasers. Place all personal items under your seat. You will not be able to access them during testing. ...

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

I will now hand you a multiple-choice test booklet. Do not open it until I tell you to do so. Test booklets must be returned before you are dismissed.

When you receive your test booklet, read the directions on the front cover. After you have read them, look up. ...

Individually hand each examinee a multiple-choice test booklet. (If you will be administering the ACT Plus Writing, do NOT distribute the Writing Test booklets until just before the Writing Test as directed in the Verbal Instructions.) Do not allow students to distribute test booklets and do not leave booklets at empty desks.

(If you are using your own answer documents instead of the sample answer document in the test booklet, you may skip the next two sets of instructions.)

When everyone has finished reading the directions, say:

Find the sample answer document at the back of your test booklet and carefully tear it out. Close the booklet and then print your name, address, and telephone number in Block A. Then, complete Blocks B, C, and D and fill in the ovals. Skip all other blocks. When you have finished, look up. ...

When everyone has finished, say:

Turn your answer document to page 2. Find the 5-character Test Form on the top-right side of your booklet. Copy it into the boxes on your answer document and fill in the matching oval. If you do not fill in the correct oval during an actual administration, your answer folder cannot be scored accurately. ...

When everyone has finished, say:

The following behaviors are prohibited. Your answer document will not be scored if you are found:

- Looking back at a test on which time has already been called
- Looking ahead in the test booklet
- Looking at another examinee's test booklet or answer document
- Giving or receiving assistance
- Using a prohibited calculator
- Using a calculator on any test other than the Mathematics Test
- Sharing a calculator with another examinee
- Using any device to share or exchange information at any time during testing or during break
- Attempting to remove test materials, including test questions or answers, from the test room by any means
- Using highlight pens, colored pens or pencils, scratch paper, notes, dictionaries, or other aids
- Not following instructions or abiding by the rules of the test center
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance, for example, if your phone or watch sounds during testing
- Filling in or altering ovals after time has been called on each test or continuing to write the essay after time has been called on that test. Filling in ovals on a previous test during a later test, or filling in or altering ovals even with the test booklet closed is prohibited. If I notice that a test has not been completed and later notice that it has been, I will dismiss you and your answer document will not be scored.

On an actual test date, you would now be required to read and sign a statement on the front cover of the test booklet, saying you agree to the terms and conditions for taking the test. And, to copy a Certification in your own handwriting to verify truthful identification of yourself.

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

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

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

If you are wearing a watch with an alarm or have any other alarm device, you must **be sure it is turned off now**. If your alarm sounds in the test room during an actual administration, you will be dismissed, and your answer document will not be scored. ...

I will keep the official time for this examination. I will announce when five minutes remain on each test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions? ...

If there are no questions, continue by saying:

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

Please pay attention to the announcement of five minutes remaining on each test. When I call time and tell you to Stop at the end of each test, put your pencil down **immediately** and look up at me.

If you finish before I call time, remain quietly in your seat. You may not read or engage in any other activity which could distract others still testing. There must be no talking. Listen carefully to these instructions.

You will have 45 minutes to work on Test 1. Do not begin work until I tell you to do so. During this time you are to work only on Test 1. If you finish before time is called, recheck your work on Test 1, then place your answer document inside your test booklet and close the cover. Do not turn the page to the next test.

Set your stopwatch or interval timer to **45 minutes**, then say:

You have 45 minutes to work on this test. Open your booklet to **Test 1**, read the directions carefully, and begin work.

As you begin testing, write the time (e.g., 8:44) you announce Start below. Then, calculate the projected Stop time and the time for the verbal announcement of five minutes remaining (subtract 5 minutes from the Stop time). 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 proctor if one is in the room. Time remaining **must** be a verbal announcement.

Start _____ 5 minutes remaining _____ Stop _____

When your watch or timer indicates exactly **40 minutes** have passed and you have checked the time, say:

You have 5 minutes remaining on this test.

When your watch or timer indicates another **5 minutes** (exactly 45 minutes total) have passed and you have checked the Stop time, say:

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

All problems on the Mathematics Test can be solved without a calculator. However, you **are** allowed to use a calculator on this test. If you brought a calculator, you may get it out now. ...

Some types of calculators are prohibited. For example, you may not use any version of the TI-89. When you register for the A-C-T, the complete list of prohibited calculators is provided to you. You are responsible for bringing a permitted calculator. I will check your calculator during the test. If you use a prohibited calculator during an actual test, you will be dismissed and your answer document will not be scored.

You are also responsible for making sure your calculator is working properly. During an actual test, the staff will not provide you with backup batteries or a replacement calculator.

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

If there are no questions, continue by saying:

You will have 60 minutes to work on Test 2. Do not begin work until I tell you to do so. During this time, you are to work only on Test 2. If you finish before time is called, recheck your work on Test 2, turn your calculator off, then place your answer document inside your test booklet and close the cover. Do not turn the page to the next test, and do not work on, fill in, or alter ovals for Test 1. Please remember to close your calculator quietly, in consideration of others. There will be a break after I call time on this test.

Set your stopwatch or interval timer to **60 minutes**, then say:

You have 60 minutes to work on this test. Do any figuring in your test booklet. Turn to **Test 2**, read the directions carefully, and begin work.

Enter the Start, 5 minutes remaining, and Stop times below.

Start _____ 5 minutes remaining _____ Stop _____

Then, immediately check all calculators. Any 4-function, scientific, or graphing calculator is permitted, unless it has features described in the prohibited calculators list. **For example, students may not use any version of the TI-89.** For a complete description of prohibited calculators, visit www.actstudent.org or call 800.498.6481 for a recorded message. Examinees are advised in the registration materials of ACT calculator policies.

To simulate an actual administration, check calculators again periodically to make sure examinees did not switch calculators after the first check. **If an examinee uses a prohibited calculator on test day, he or she will be dismissed and the answer document will not be scored.**

When your watch or timer indicates exactly **55 minutes** have passed and you have checked the time, say:

You have 5 minutes remaining on this test.

When your watch or timer indicates another **5 minutes** (exactly 60 minutes total) have passed and you have checked the Stop time, say:

Stop, put your pencil down. Place your answer document inside your test booklet, close the booklet, leave it on your desk, and look up at me. ...

Put your calculator away. You will not be permitted to use it for the remaining tests. You will have a _____ -minute break (10–15 minutes). Testing will resume promptly at _____. If you return late, you will not be allowed to make up lost time. Remember, you may not use phones or other electronic devices during the break and you may not eat or drink anything in the test room. **(Remind examinees to be quiet in the halls if testing or classes are in progress.)**

Make sure no test materials are taken out of the room, all test booklets are closed, and all answer documents are inside the test booklets.

Do not leave the test room unattended during the break.

Do not delay the start of Test 3 waiting for examinees who return late. They may be readmitted, but may not make up lost time. Keep conversation with late arrivals to a minimum.

At the end of the break, say:

Attention. Please get ready to resume testing. ... Remember, if you are wearing a watch with an alarm or have any other alarm device, it must remain turned off. If you have a cell phone or other electronic device, it must remain turned off and under your seat until you are dismissed. ...

Clear your desk of everything except your pencils, erasers, test booklet, and answer document. **Do not open your test booklet.** Remove your answer document and check to be sure your name appears in **Block A**. ...

When everyone is ready, say:

You will have 35 minutes to work on Test 3. Do not begin work until I tell you to do so. During this time you are to work only on Test 3. If you finish before time is called, recheck your work on Test 3, then place your answer document inside your test booklet and close the cover. Do not turn the page to the next test and do not work on, fill in, or alter ovals for previous tests. Even with the test booklet closed, this behavior is prohibited and your answer document will not be scored. ...

Set your stopwatch or interval timer to 35 minutes, and say:

You have 35 minutes to work on this test. Turn to **Test 3**, read the directions carefully, and begin work.

Enter the Start, 5 minutes remaining, and Stop times below.

Start _____ 5 minutes remaining _____ Stop _____

Walk around the room and check to be sure that examinees are working on the correct test.

When your watch or timer indicates exactly **30 minutes** have passed and you have checked the time, say:

You have 5 minutes remaining on this test.

When your watch or timer indicates another **5 minutes** (exactly 35 minutes total) have passed and you have checked the Stop time, say:

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

You will have 35 minutes to work on Test 4. Do not begin work until I tell you to do so. During this time, you are to work only on Test 4. If you finish before time is called, recheck your work on Test 4, then place your answer document inside your test booklet and close the cover. Do not fill in or alter ovals for any other test. After I call time on this test, you must remain quietly in your seat until I give you further instructions. ...

Set your stopwatch or interval timer to **35 minutes**, and then say:

You will have 35 minutes to work on this test. Turn to **Test 4**, read the directions carefully, and begin work.

Enter the Start, 5 minutes remaining, and Stop times below.

Start _____ 5 minutes remaining _____ Stop _____

When your watch or timer indicates exactly 30 minutes have passed and you have checked the time, say:

You have 5 minutes remaining on this test.

When your watch or timer indicates another 5 minutes (exactly 35 minutes total) have passed and you have checked the Stop time, say:

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

To simulate an actual administration, walk around the room and monitor examinees to make sure they work on the Certification and signature **ONLY**.

If you are **not** administering the ACT Writing Test, the tests may be scored when all examinees have finished.

(Adjust the instructions if you are using your own answer documents and will score the tests by machine.)

If you **are** administering the ACT Writing Test, continue by saying:

On test day, your test booklets would be collected and checked now. Because we will be scoring the tests after the Writing Test, place your test booklet and answer document under your seat. You may now take five minutes to relax and sharpen your pencils, but you may not leave the room.

At the end of the five-minute break, say:

We are ready to resume testing.... The next test is a Writing Test for which you will complete an essay written in English. You must use a soft lead No. 2 pencil; do not use a mechanical pencil, ink pen, or correction fluid. If you do, A-C-T will not be able to score your essay accurately.

I will now hand you a Writing Test booklet. Do not open it until I tell you to do so. Test booklets must be returned before you are dismissed. When you receive your Writing Test booklet, sign and print your name and enter your date of birth in the spaces provided on the front cover. Then read the directions. When you have finished, look up. ...

Distribute the Writing Test booklets. When everyone has read the directions, say:

Now, carefully remove the 4-page answer document from the back of your test booklet. Today, you are using two answer documents. During an actual administration, you will use one answer folder for both your multiple-choice and essay responses.

Find the 3-character Test Form on the top right side of your booklet. Copy it into the boxes on your answer document and then fill in the matching oval. If you do not fill in the correct oval during an actual administration, your answer folder cannot be scored accurately. When you have finished, put your pencil down and look up at me. ...

When everyone is ready, say:

You will have 30 minutes to work on the Writing Test. Do not begin work until I tell you to do so. If you finish before I call time, recheck your work on the Writing Test, place your answer document inside the test booklet and close the cover. You must sit quietly until time is called. Are there any questions? ...

Address any questions. Set your watch or timer to 30 minutes, then say:

You have 30 minutes to work on this test. During this time, you may work only on the Writing Test. Open your test booklet, read the assignment, and begin work.

Enter the Start, 5 minutes remaining, and Stop times below.

Start _____ 5 minutes remaining _____ Stop _____

When your watch or timer indicates exactly **25 minutes** have passed and you have checked the time, say:

You have 5 minutes remaining on this test.

When your watch or timer indicates **5 more minutes** (exactly 30 minutes total) have passed and you have checked the time, say:

Stop, put your pencil down. Close your test booklet, turn your answer document so that the first page faces up, and look up at me now. . .

On test day, you must remain quietly seated until materials are collected and checked, and you may not use cell phones or other devices until you are dismissed.

Finally, have students score their tests.

