



Overview

In this Document

In this document, you'll find information on completing the non-test portions of the 2017-18 ACT® test taken in the paper format. These instructions are provided at the request of the North Carolina Department of Public Instruction (NCDPI) for the school test coordinators and room supervisors.

Note: Follow the information in this document in addition to procedures provided in the ACT administration manual(s). These directions must be followed to accurately report scores to the examinee, school, and for accountability purposes.

Barcode Labels

Before distributing answer documents to students, barcode labels must be applied to the answer documents. Directions on how to properly apply the student barcode labels can be found on pages 11–12 of the *2018 The ACT Test Administration Manual, State Testing and District Testing, Standard Time, Paper Testing*.

If you did not receive a barcode label for a student, or labels are missing in your shipment, the test coordinator, or designated school personnel, must write their name (i.e., last name, first name, middle initial) in block A on the front of the answer document, enter and manually code the ACT student code (generated in PA Next) for the examinee in Block U, and enter and manually code the student PowerSchool number for the examinee in Block S on the back page of the answer document. Refer to page 12 of the *2018 The ACT Test Administration Manual, State Testing and District Testing, Standard Time, Paper Testing* for information.

Completing the Non-Test Portions before Test Day

The following information replaces the text, beginning with *Verbal Instructions for the Non-Test Session*, in the *2018 The ACT Test Administration Manual, State Testing and District Testing, Standard Time, Paper Testing* on pages 16–18 for coding the non-test portions of the answer document. Room supervisors must read aloud to students verbatim the following instructions located in this supplement for coding the non-test or demographic portions of the answer document.

Before beginning the non-test portions, distribute a *Taking the ACT State Testing and District Testing* booklet to each student. Students must also have soft lead No. 2 pencils to complete the non-test portion. When ready, the room supervisor should read aloud all instructions in the shaded boxes. Do not depart from this text. When reading the instructions, pause after each series of dots (...) to give examinees time to follow instructions.

Begin by saying:

Today you will complete the non-test portions of your answer document. As I hand you an answer document, turn it over to the back page. Your name should be printed on a label located on the bottom right corner. If your answer document does not have a label in the bottom right corner, turn your answer document to the front page and check that your name is hand-written in block A.

Raise your hand if your answer document does not have your name printed on it....

The room supervisor must resolve any student questions/concerns with answer document identification before continuing.

Continue by saying:

Place your answer document so that page 1 faces you. Open your *Taking the A-C-T State Testing and District Testing* booklet to page 9. Follow the instructions in the booklet to complete the requested information **only** in Blocks A through F. Even if your answer document has a barcode label, you must complete this information. If you have a question, raise your hand. When you have completed Blocks A through F, put your pencil down and look up....

Important! As room supervisors monitor students completing Blocks A through F, they must ensure students do not move ahead and complete Blocks G, H, K, or L. Blocks G, H, K, and L **must not** be completed by students.

When everyone has completed Blocks A through F, say:

Next, look at Block M. If you want A-C-T to send your scores to colleges or scholarship agencies, find the list of codes that begins on page 15 of *Taking the A-C-T State Testing and District Testing* booklet. Locate the code for each of your choices, enter the correct code numbers in the boxes in order of preference, and fill in the corresponding ovals.

If you do not wish to send your scores to colleges at this time, or you do not plan to go to college, leave Block M blank.

When you complete Block M, put your pencil down and look up...

Important! Room supervisors **must** monitor students to ensure they do not move ahead and complete the information on pages 2 and 3 of the answer document (i.e., High School Course/Grade Information, Student Profile Section, Interest Inventory, and email address). Information on pages 2 and 3 **must not** be completed by students.

When everyone has completed Block M, say:

Now, turn your answer document over to the back page and complete Blocks N through R. To receive your score report, you must fill in the address ovals correctly. In Block N, enter each part of the address where you are certain to receive mail. Leave a space between the parts of your street address. Use the slash "/" to designate fractions, for example 1/2 or 3/4. If you live in an apartment, enter the apartment number after the street name. When you have completed Blocks N through R, put your pencil down and look up...

When all examinees have completed sections N through R, instruct them to do the following:

1. Keep the *Taking the ACT State Testing and District Testing* booklet. It tells you:
 - How to create an ACT web account
 - How to request additional score reports
 - When you will be able to view your scores on the web
 - When you will receive your score reports
 - Your options for retesting
2. Report to the test site at your designated time.
3. On test day, bring:
 - Acceptable photo identification (if applicable)
 - Soft lead No. 2 pencils with good erasers (if the school is not providing pencils for the students)
 - A permitted calculator (if the school is not providing calculators for the students)
4. On test day, **do not** bring:
 - Cell phones or any other electronic devices
 - Scratch paper
 - Notes
 - Reading materials
 - Any unauthorized testing aids

Collect the answer documents individually from each examinee in an order that will ensure examinees receive their own answer documents on test day. **Check to make sure the name and mailing address have been completely gridded on the front and back pages of each answer document.** Room supervisors must return the answer documents to the test coordinator. Test coordinators must store all partially completed answer documents in secure storage until test day.

If you have any questions regarding the verbal instructions listed above, please contact your LEA Test Coordinator or Regional Accountability Coordinator (RAC) for details.

