

Unlisted Test Centers for ACT June and/or July National Test Dates FAQ for State Contract Discussions

Final 03.23.2020

Question	Response
What is an Unlisted ACT National Test Center?	If a school serves as an Unlisted Test Center for an ACT National exam, only students that attend that school will be allowed to test at that location.
Can any school request to be an unlisted ACT National Center?	Your students are encourage to take the ACT at an established ACT National Test Center; however, should that not be an option for your students, schools (that are not already established as an ACT National Test Center), have the option to be set-up as an Unlisted Test Center, for the June 13 and/or July 18 National exam, assuming they agree to meet the requirements for a National Test Center.
What is the deadline for a school to sign-up as an Unlisted Test Center for the <u>June 13</u> ACT National exam?	The school can submit a request by or before April 17, 2020 . NOTE: After the Unlisted Test Center has been set-up a test center code will be assigned to that Center. The school must write their Unlisted Test Center code on the voucher. The student will then enter the voucher information and Unlisted Test Center code when they register.
What is the deadline for a school to sign-up as an Unlisted Test Center for the <u>July 18</u> ACT National exam?	The school can submit a request by or before May 22, 2020 . NOTE: After the Unlisted Test Center has been set-up a test center code will be assigned to that Center. The school must write their Unlisted Test Center code on the voucher. The student will then enter the voucher information and Unlisted Test Center code when they register.
How do I request to be an Unlisted Test Center?	Please have your school send an email to testact@act.org requesting to be set-up as an Unlisted Test Center. Your school will be asked to sign an agreement. The <i>Unlisted Test Center Establishment Form for the ACT National Exam</i> agreement, requires the test center to comply with ACT testing procedures, and laws.
What if a school is already an ACT National Test Center for the June or July ACT National exam?	No additional action is needed by the school. Your students will use their ACT state testing voucher to register and they will select the ACT National Test Center code – students are encouraged to register early, to be reserved a seat.
Can standard time and accommodations be offered at an Unlisted Test Center?	Yes, both standard time and accommodations (referred to as Special Testing in our National program) can be administered. Please note, non-college reportable testing <u>is not an option on a National test date</u> .

How do students register to test at an Unlisted Test Center?	Your school chooses an ACT National test date (either the June 13 or July 18, 2020 National exam), and provides the testing venue and testing staff. Students will use their state contract ACT voucher to register for the National exam through the ACT National registration venue, using an unpublicized Test Center code unique to your Unlisted Test Center.
Can schools offer this model on a weekday or weekend other than the National test date?	No. Testing must occur as instructed on the National exam date.
Does ACT pay any expense for the administration at the school?	No. The school is responsible for the expenses incurred while administering the National exam, including any compensation to its staff.
Can a school be unlisted for one test date and then be a listed national test site for another test date?	No.
Are both paper and online test options available for the ACT on a National test date?	No. The June and July ACT National test dates support paper testing only.
What qualifications does a testing center coordinator need to have to hold the position?	<ol style="list-style-type: none"> 1. Experience in administering standardized tests 2. Be a staff member of the institution where testing takes place 3. Have control over locked, and limited access storage at the institution to secure the test materials 4. Agree to administer the tests according to the policies and procedures in the manual 5. Not be engaged in test preparation activities for the ACT during the current academic year. <p>The test coordinator may only serve at one school and must be on file at ACT. He or she has overall responsibility for coordinating test site operations, including storing materials and setting up test rooms. The test coordinator provides the continuity and administrative uniformity necessary to ensure that the examinees are tested under standardized and secure conditions.</p> <p>Test Coordinator Responsibilities:</p> <p>Prepare Facilities:</p> <ul style="list-style-type: none"> • Select and reserve test rooms. • Prepare test rooms for test day according to ACT guidelines <p>Assign and train staff:</p> <ul style="list-style-type: none"> • Identify a sufficient number of qualified assistants to serve as room supervisors and proctors • Conduct a local training sessions for all testing staff before the test dates, including review of the administration manual(s) and systems.