



Spring 2024

Taking the ACT[®] Test

State Testing and District Testing

Test coordinator: Provide this guide to each examinee before test day. It contains test prep resources, information about prohibited items/behaviors, score reports, and instructions to complete non-test information.

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Please use this *Taking the ACT* guide as you prepare to take the ACT® test. It is yours to keep.

The ACT® test is a curriculum-based examination that matches well with the education standards in your state. Taking the ACT will give you a measure of your academic strengths and/or weaknesses. You can use your results to identify areas where you may need to improve, whether you intend to go to college or enter the workplace after high school. You can also use your results as you begin exploring careers and planning life goals.

The ACT includes multiple-choice tests in English, mathematics, reading, and science. The tests measure your educational development in those areas. They are based on what you have learned—they are not aptitude or IQ tests.

If your school is administering the ACT with writing, you will write an essay in English. The ACT writing test measures the writing skills you learned in high school English courses. Many colleges and universities use ACT writing test results as a guide for placing incoming students into first-year composition courses.

Checklist for Taking the ACT Before Test Day

- 9 Access free information and practice resources at www.act.org/info-for-examinees.
- 9 Read the acceptable forms of ID on page 3. You need an acceptable photo ID or an *ACT Student Identification Form*, unless test staff can personally recognize you. Ask a school official to help you complete an **ACT Student Identification Form** found at www.act.org/the-act/id if needed.
- 9 Review the information about permitted and prohibited calculators (see page 3).
- 9 **Create your MyACT account and complete the non-test information** (see instructions beginning on page 4).
- 9 If you receive test accommodations and/or English learner supports in school, confirm with your test coordinator which ones were approved and planned for the ACT. ACT requires that you test your assistive technology at least 72 hours in advance of the test in the ACT-designated platform. If you experience difficulty fully accessing the ACT practice test in the ACT-designated platform, please contact your test coordinator.
- 9 Report for testing at the time designated by your school. You will not be admitted to test if you are late.
- 9 **Bring the following items with you:**
 - Acceptable photo ID or *ACT Student Identification Form*
 - Sharpened, No. 2 pencils and good erasers (no mechanical pencils or ink pens if testing on paper)
 - A **permitted** calculator
 - A non-smart watch (optional) to pace yourself (Your test coordinator or the online system will announce when 5 minutes remain on each test.)
 - Food and beverages (optional) to eat outside the test room during break
- 9 **Do not bring any of the following items with you—you can't use them (unless approved as a qualified accommodation)!**
 - Any electronic device other than a permitted calculator (this includes a cell phone, smart watch, fitness band, media player, iPad, headphones, and camera—any device with recording, Wi-Fi internet, communication, or calculator capabilities)
 - Textbooks, dictionaries, scratch paper, notes, or other aids
 - Highlighter pens, colored pens or pencils, or correction fluid/tape
 - Reading material

Note: Only school/district owned and managed testing devices may be used for testing online.
- 9 Understand what to expect:
 - All Terms and Conditions: Testing Rules and Policies for the ACT Test apply to testing and break times.
 - Testing begins after all examinees are checked in.
 - Testing takes about 3.5 hours for the ACT (no writing) or 4.25 hours with writing.
 - A short break is scheduled after the first two tests. The ACT with writing allows time after Test 4 to relax and sharpen your pencils. Your school may offer an extended break before the writing test.
 - All items brought into the test room may be searched. Items suspected of being used to engage in misconduct may be confiscated and retained.
 - The prohibited use of any electronic devices is in effect from entrance to the test room until dismissal at the end of the test, including break times (see page 3).

Policy Information

- The ID must be an original, current (valid) ID issued by a city/state/federal government agency or your school.
 - A school ID must be in hard plastic card format. Paper or electronic formats are NOT acceptable.
 - The photo must be clearly recognizable as you.
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- You may not handle or access a cell phone or electronic device at any time in the test room or during break times.
 - All devices must be off and out of sight.
 - If you access your device or if your device activates while in a test room or during break times, you will be dismissed, your test will not be scored, and your device may be taken.
 - Your watch or other timing device must be removed and placed on your desk while in the test room, so that it remains visible during testing. If an alarm sounds, you'll be dismissed and your test will not be scored. During the break, devices must remain in the test room, removed from the desk,

Creating Your MyACT Account and Completing Non-Test Information

Go to www.myact.org to log in or create an account.

When creating your account:

- Have your *MyACT Non-Test Instructions for Student* document available and follow those instructions to create your account.
- The name entered when creating your MyACT account will be on your score report.
- The last name and date of birth you enter must match the last name and date of birth on the *MyACT Non-Test Instructions for Student* document provided by your school.
 - | The MyACT matching process only looks at the first 16 characters of your last name, excluding spaces and special characters, along with your date of birth. If your last name is greater than 16 characters, create your account with your full last name and MyACT will use the first 16 characters to match.
- Your unique student code is located in the *MyACT Non-Test Instructions for Student* document.
- The email you enter will be used per the ACT Privacy Policy and is included on score reports to colleges.
- You can edit your student profile information up to 2 days after your test day. After that, changes may

Receiving and Sending Your Scores

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You can view your scores using your MyACT account.

Go to www.myact.org

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Note: If you are taking the ACT online, some use of ACT-authorized scratch paper or a dry erase surface/white board may be permitted; all such use must be in accordance with ACT policies and procedures.

Capturing Images or Video of the Test Administration Environment

Individual Score Review Process.

ACT Privacy Policy

Scope of this Notice

At ACT, Inc. ("ACT," "we," "us") we recognize the importance of protecting the privacy of your personal information.

This Notice explains how ACT collects, uses, maintains, and shares your information when you:

- Visit ACT websites that reference or link to this Privacy Notice (collectively, the "Site");
- Provide your personal information to us through use of the Site; and/or
- Register for or participate in ACT's assessments, programs, and services (collectively, "Products" or "ACT Products").

Please note that when your information is shared with others as described in this notice, it may be subject to the additional privacy terms of those third-parties with whom the information is shared.

Main Notice

Information ACT Collects

Personal information is information that can identify you, or that could be used in combination with other available data to identify you. ACT collects personal information from different sources as described in this notice, and the categories of personal information ACT collects include the following:

- Contact information, such as your name, home address, email address, telephone number, date of birth, and gender.
- Education and job information, such as year of high school graduation or equivalent grade in school, high school academic information, intended college major and occupation, college plans, extracurricular plans, and job title.
- Test administration information, such as photograph, disability information, and whether you are right- or left-handed.
- Payment information, such as credit card number, bank account information, and tax identification number.
- Device information, such as internet protocol address, device geolocation information, and information from cookies and web beacons.
- Sensitive information, including your race/ethnicity and personal information from children under 13.

Personal Information Provided by You

In connection with collecting this information, ACT will indicate information that is mandatory and information that is optional. If you do not provide mandatory personal information, such as your contact information, you may not be able to use, access or benefit from ACT's Products.

- **Use of ACT Products.** When you register for or use an ACT Product, we ask you to provide certain personal information, including contact information, education and job information, test administration information, sensitive information and payment information.
 - | International: If you are taking an assessment

outside the United States, some of the information ACT requests could be classified in your home country as sensitive or special personal information according to your country's data protection laws. This may include your age, gender, biometric data, race, ethnicity, health data such as a physical or learning disability, credit card information, and/or information related to your background, including political and religious affiliations.

- **Site visitors.** When you visit the Site, ACT may collect and store your device information. Additionally, if you request materials or information from ACT, we may ask you to provide your contact information and education anCTtifact /Layout BDC BT9.3 O O 10 336 685.32

providers collect information about you and report website trends that may be linked to you. These providers use their own cookies to track site visitor

out-of-eos.html (California law (Civil Code Section §1798.83) permits residents of California that use the Site to opt-out of sharing of their information with other organizations for those organizations' marketing purposes, which can be done using this link.)

- **Test Security.** As necessary to investigate, prevent, act on, or respond to suspected or actual test security or score validity concerns.
- **Educational Institutions.** To schools, school districts, state entities and/or their agents or representatives for educational, research, and reporting purposes.
- **Others.** To others who pay for you to use ACT Products or who receive certificates of achievement or credentials you may have earned by using ACT Products.
- **Parents.** To parents or legal guardians of minors under the age of 18.
- **Government Agencies.** To certain state and federal scholarship and recognition programs and agencies, as further described in the Terms and Conditions you agree to in connection with using ACT Products.
- **Third Party Researchers.** To certain third-party researchers conducting research consistent with ACT's mission. Researchers who receive any personal information are required to protect the confidentiality and security of the information.
- **Subsidiaries and Affiliates.** To our subsidiaries and

for ACT to provide the ACT Products to you (or your child). In connection with collecting this information, ACT will indicate information that is mandatory and the information that is optional. If you do not provide mandatory personal information, such as your contact information, you may not be able to use, access or benefit from ACT's Products.

Consent may be withdrawn by contacting ACT Customer Service at 1-800-498-6065 or customerservices@act.org.

Only you, or someone legally authorized to act on your behalf, may withdraw consent related to processing of your sensitive personal information.

If you would like to designate an agent to act on your behalf, you and the agent will be required to provide us with proof of the agent's identity and proof that you gave the agent signed permission to submit a request on your behalf. Additionally, you will be required to verify your identity by providing us with certain personal information as described above in the Access, Correction, and Deletion section or provide us with written confirmation that you have authorized the agent to act on your behalf.

We cannot respond to your withdrawal of consent if we cannot verify your identity or authority to make the request and confirm that the personal information relates to you.

We will only use personal information provided in the withdrawal to verify the requestor's identity or authority to make it.

Retention of Information

ACT will retain your information for as long as necessary to fulfill any of the uses identified in this Privacy Notice or to comply with applicable legal obligations.

ACT may be required to retain personal information, for example for contractual or other legal reasons as described in this Privacy Notice. Please be aware that assessment scores are maintained by ACT indefinitely and closing your account does not delete your assessment scores.

Security and Confidentiality

Protecting personal information by using reasonable administrative, physical and technical safeguards is important to ACT. For example, we use secure sockets layer (SSL) transmission, which is a protocol for establishing a secure connection for transmitting your personal information. ACT also has other security protocols and measures in place to protect your personal information from unauthorized access, alteration, and unlawful disclosure. When ACT disposes of personal information, we take reasonable measures to protect against unauthorized access to the information.

The safety and security of your personal information also depends on you. Where we have given you (or where you have chosen) a password to access certain parts of the Site, you are responsible for keeping this password confidential. We ask you not to share your password with anyone and urge you to be careful about giving out information in public areas of the Site like message boards. The information you share in public areas may be viewed by any user of the Site.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our

best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. ACT is not responsible for circumvention of any privacy settings or security measures contained on the Site.

Digital Millennium Copyright Act (DMCA)

ACT respects the rights of copyright holders and complies with the Digital Millennium Copyright Act (DMCA) and other applicable copyright laws. We also expect users to respect the rights of copyright holders when using ACT Products and the Site. Uses that infringe the intellectual property rights of others violate ACT's terms of use.

Making or distributing unauthorized copies of a copyrighted work may infringe on the copyright holder's rights. If a copyright holder notifies us about

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