

ADMINISTRATION MANUAL
ACT International Subject Tests
Updated 2023



CONTACT ACT

For questions or assistance to prepare for administration of the ACT® International Subject Tests (AIST).

General Questions

Phone: 1.319.337.1993 (Do not give number to examinees or parents.)

Email: OSUS@act.org

Address

ACT Test Administration
301 ACT Drive
PO Box 168
Iowa City, IA USA 52243-0168

Website

The website [International Subject Test – Test Center Resources](#) is your resource and information hub for AIST testing.

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About this Manual

This manual is designed to assist testing staff in the successful administration of AIST. Contents include:

- Descriptions of processes staff must use to prepare for and administer the tests
- Technical specifications
- Information about accessibility and accommodations

This manual should be used along with other resources developed to assist ACT International testing staff, including:

- Staff resource page: <https://global.act.org/aist>
- Student page: <https://global.act.org/aist-students>

What's New in this Manual

- The AIST is no longer administered in the afternoons, and the morning sessions have a "unified start time.." This manual assumes an 8:00 a.m. start time, although that may vary by country.
- Admissions requirements have been updated.

Policies and Procedures

Standardized Procedures

ACT uniformly administering tests ensures examinees' academic skills are accurately measured. Testing staff assume a vital role in carrying out standardized testing procedures. As with all standardized testing, it is critical that the procedures you employ are identical to those at other test locations.

ACT provides administration manuals and other documentation to help create a fair testing environment for all examinees. All testing staff are required to read the materials provided by ACT. Adherence to the standardized policies and procedures outlined in the materials is mandatory.

Relationship with ACT

Test center staff are independent contractors, not employees of ACT.

When you become an ACT test coordinator or a substitute test coordinator, you must sign an agreement that you will comply with all ACT policies and procedures. Technical coordinators, room supervisors, and proctors must also read and agree to follow the policies and procedures described in this manual.

Test administration activities are an ACT function. As test center staff, you act on behalf of ACT—not the host facility (for example, your test center or institution)—on test day and in all matters regarding administering the tests at your test center. Test center staff who are also employed by the host facility (e.g., counselors and teachers) need to be particularly sensitive to this distinction.

Whenever an ACT policy conflicts with the policy of the host facility, ACT policy must prevail for all test administration activities. For example, a test center policy that allows students to drink water in the classroom cannot be applied to ACT test administrations at that facility. Similarly, a test center at an institution with a religious affiliation may not include religious observance, such as prayer, at ACT test administrations. Contact ACT to resolve any policy conflicts.

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each code.

You may locate copies of these codes through the following organizations:

- *Code of Fair Testing Practices in Education: American Psychological Association*, www.apa.org

- *Code of Professional Responsibilities in Educational Measurement: National Council on Measurement in Education*, www.ncme.org

Equal Treatment

All staff are required to administer and supervise the ACT in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Confidentiality

Information about examinees and their actions on test day is confidential and may not be provided in any form to anyone outside of ACT without the express consent of the examinee and ACT—including an examinee’s name, photo, registration status, attendance, test accommodation, test room or seat assignment, behavior, materials, documents, or anything that might identify an examinee or his or her actions.

To ensure confidentiality, you may not copy documents containing individually identifiable information, or use such information for any purpose other than administering the tests. If you post rosters to assist with room assignments, post “Names Only” rosters. Do not post “Full” rosters. Destroy unused rosters securely.

Test administration information is confidential and cannot be provided in any form to anyone outside of ACT without the express consent of ACT. This includes test day activities, test administration procedures, administration manuals, or test date documents (e.g., *Seating Diagrams*, *Rosters*, etc.).

Safety

The safety of staff and examinees at the test site is of utmost importance. If an examinee or other person becomes confrontational or disruptive, take reasonable steps to defuse the situation. Contact security personnel at your site or local law enforcement if you need assistance. Do not put yourself or others at risk. Document the details of the incident on an *Irregularity Report*.

Investigations

In cases of suspected or documented irregularities, all test center staff are obligated to cooperate fully with ACT in subsequent investigations and respond to requests from ACT for information in a timely manner.

In cases where an examinee disputes an ACT decision or communication regarding the ACT test administration, the examinee and/or his or her representative may contact you directly and request information. In such cases, you should not become involved in the situation. Specifically, test staff may not provide test administration information to the examinee, his or her representatives (including parents or legal counsel), law enforcement, an arbitration agency, or to anyone else. Any such requests must be directed to

ACT Test Administration, who will handle the requests, as may be required by applicable rule or law, pursuant to ACT information request procedures.

Observers

Authorized Observers

An observer authorized by ACT may visit your test site on test day. Such a visit is normally not announced in advance. If an observer arrives, take the following steps before allowing access to the testing area or test materials.

1. Check credentials. An observer must have one of the following:
 - Authorization letter from ACT and employer ID with photo
 - Authorization letter from ACT and photo ID and employer ID (without photo) such as a business card showing company affiliation
2. Did the observer provide necessary credentials?
 - If **yes**, allow the observer access to the testing area and test materials, and give the observer your full cooperation.
 - If **no**, deny the observer access to the testing area and test materials.
3. Submit an *Irregularity Report* that includes:
 - Observer's name
 - Agency/company
 - Whether or not the observer was admitted

Note: *The visit may include conducting enhanced test security procedures, including but not limited to collecting images of examinees during check-in or other security activities on test day.*

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, recruiters, employers, and members of the media—must not be allowed to enter, observe, or photograph testing documents, test rooms or preliminary activities.

They must stay away from the test site until after the administration. Under no circumstances are cameras of any type allowed in the test rooms. Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT Media Relations (1.319.337.1028) of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is answered uniformly.

Test Dates and Times

The AIST must be administered only on the day and at the time scheduled for your center. Tests administered on any other date or time without prior approval from ACT Test Administration will not be scored.

Right to Terminate

ACT reserves the right to terminate its relationship with any test center or test center personnel without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate.

Introduction

ACT Unity and TAO

ACT Unity is a secure gateway from which to interact with ACT digital services and comes in the form of a downloadable application. Application-level security, configurable landing pages, and seamless engagement with assessment environments are all a part of ACT Unity's value.

TAO (rhymes with "how") is the test delivery engine used by examinees to take the tests.

Online Test Center Requirements

To have a successful online administration, there are specific facility and system requirements you must adhere to:

- Have facilities that meet the requirements outlined in this document.
- Have available devices that meet the requirements outlined in this document.
- Complete system readiness checks before test day to ensure your equipment meets hardware, software, and other technical requirements outlined in this document.

Test Content Security

AIST must be given using ACT Unity, a "locked down" testing application. To help ensure test security, all software applications, internet browsers, cameras (still and video), screen capture programs (live and recorded, such as Skype), email, instant messaging, application switching, media players (such as iTunes), and printing may not be accessed during the test administration.

Administrative devices must also be configured prior to testing to ensure content security. Turn off or disable any management software that would allow secure test content on examinee testing devices to be viewed on any other device(for example, LanSchool, NetopVision, Hapara, or similar applications). Work with your technical coordinator to resolve any issues that may arise.

Facility Requirements

Selecting Facilities

Select facilities that:

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day

You may also want to have:

- A room to use as test day headquarters for staff and materials
- Security personnel (**Note:** ACT will not compensate for security personnel.)

Selecting Test Rooms

Select test rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be rearranged, if needed, to meet testing requirements
- Are quiet and as free as possible from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock
- Provide convenient and adequate access to restrooms
- Have computers with high-speed internet access
- Have access to a printer

Note: Observing examinees testing in multiple rooms from a central location (such as a hallway) or through glass walls or security cameras is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.

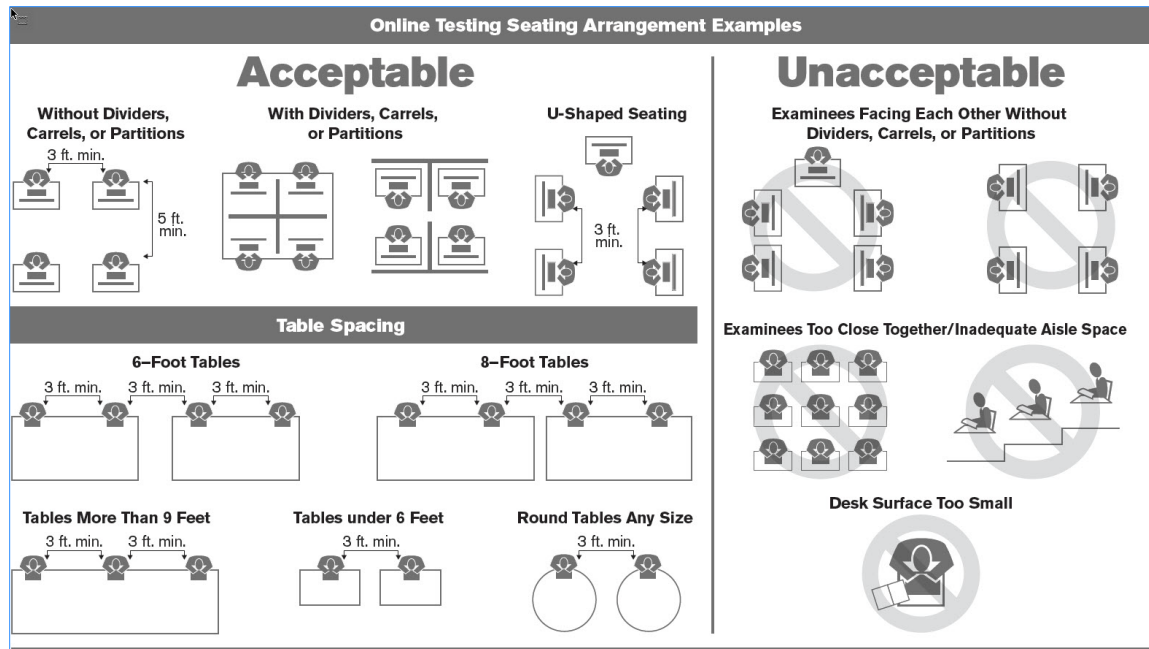
Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. In all cases, it is critical that examinees cannot see each other's screens. The following explains additional requirements.

- If the room HAS NO carrels, dividers, or partitions between workstations, then workstations:
 - Must face the same direction (except when using a U-shaped configuration)
 - Must be spaced so examinees are at least three feet apart (side-to-side measured shoulder-to-shoulder) and at least five feet apart (front-to-back measured head-to-head)
 - Must be set up so that examinees in one row cannot see the screens of other examinees' computers in front of or to the side of them

- If the room DOES HAVE Carrels, dividers, or partitions between workstations, then workstations:
 - Do not need to face the same direction
 - May face the wall or each other if there is adequate privacy between examinees
- If the room as a U-shaped seating configuration, then workstations:
 - Must face outward from the center of the U-shaped configuration
 - Must be spaced at least three feet apart

Seating Arrangement Examples



Video Monitoring Systems

ACT discourages the use of CCTV and recording devices, as they could compromise the security of the exam. If possible, please disable or cover CCTV cameras in the testing room. If your test center must use CCTV cameras in the testing room, you must take steps to ensure cameras are not positioned to capture test content during testing. The test center's use of video monitoring and storage of recording must fully comply with the laws of your jurisdiction. Test centers must provide ACT access to any video recorded during a test administration within ten days of the request, as permitted by local or applicable law.

Test Staff Roles and Responsibilities

The roles and responsibilities listed below are specific to an online administration.

Test Coordinator Role

The test coordinator will need to appoint a technical coordinator for online testing; the test coordinator cannot serve as the technical coordinator. The test coordinator will work directly with the technical coordinator to ensure proper device setup and system readiness is completed before test day. **Note:** *The ratios for the number of proctors needed may also differ depending on the number of examinees testing.*

Technical Coordinator Role

The technical coordinator installs and configures testing system software and helps the test coordinator set up computers for testing. They will also work with ACT, as needed, to ensure the test center is set up prior to test day. The technical coordinator must be available on test day to assist online testing rooms and work with the internet service provider to troubleshoot any technical issues that may arise.

Number required: One per test center

Room Supervisor Role

The room supervisor is responsible for all test activities in the test room. The person who assumes this role must read and understand all information in this manual prior to test day.

Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

Number required: The information below describes the minimum proctor requirements. Approval is required from ACT to have more proctors than indicated below.

Number of Standard Time Examinees	Proctors Needed
1-25	0
26-50	1
51-75	2
76-100	3
101-125	4

Staff Responsibilities

The following charts indicate individual responsibilities for each role. **Note:** *In the event a substitute test coordinator is needed, he or she assumes the responsibilities of the test coordinator.*

Prepare Facilities

Task	Test Coordinator	Room Supervisor	Proctor (if applicable)	Technical Coordinator
Select and reserve rooms and prepare for test day.	Yes	No	No	No
Verify internet access in each test room.	No	Yes	No	Yes
Ensure the test center's computers and infrastructure meet online testing requirements.	No	No	No	Yes
Install and configure ACT Unity.	Yes	No	No	Yes
Run a system readiness check 2 weeks prior to testing.	Yes	No	No	Yes

Coordinate Testing Activities

Task	Test Coordinator	Room Supervisor	Proctor (if applicable)	Technical Coordinator
Plan seating arrangements and prepare rosters of examinees for each room.	Yes	No	No	No
Organize test materials for room supervisors.	Yes	No	No	No
Help the test coordinator and other staff set up for test day (includes examinee and administration devices and test rooms).	No	No	Yes	Yes
Distribute test materials for assigned examinees to each room supervisor.	Yes	No	No	No

Administer the Test

Task	Test Coordinator	Room Supervisor	Proctor (if applicable)	Technical Coordinator
Take responsibility for the test room to ensure it is prepared and conducive to testing.	No	Yes	Yes	Yes
Monitor check-in area and direct examinees arriving at the test center.	Yes	No	No	No
Identify and check in examinees.	Yes	Yes	Yes	No
Assist with check-in and/or directing examinees to test rooms and seats.	Yes	Yes	Yes	No
Distribute white boards to examinees.	No	Yes	Yes	No
Collect admission tickets.	No	Yes	Yes	No
Complete tasks as outlined in the Administration Manual (this document).	Yes	Yes	Yes	Yes
Read verbal instructions verbatim to examinees.	No	Yes	No	No
Assume room supervisor duties as needed.	Yes	Yes	Yes	No
Circulate around the testing room during test and monitor for prohibited behavior.	No	Yes	Yes	No

Maintain Security

Task	Test Coordinator	Room Supervisor	Proctor (if applicable)	Technical Coordinator
Read and comply with all policies and procedures.	Yes	Yes	Yes	Yes
Ensure tests are administered in strict compliance with all policies and procedures.	Yes	No	No	No
Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration.	Yes	No	No	No

Task	Test Coordinator	Room Supervisor	Proctor (if applicable)	Technical Coordinator
Keep test materials secure during testing and breaks.	No	Yes	No	No
Circulate around the testing room and monitor for prohibited behavior during testing and breaks.	No	Yes	Yes	No
Give room supervisors a break during testing.	Yes	No	Yes	No
Report irregularities to the room supervisor immediately.	No	No	Yes	No
Submit and review irregularities.	Yes	Yes	No	Yes
Accompany examinees to the restroom if more than one leaves during the timed portion of the test.	Yes	No	Yes	No
Monitor hallways and keep them quiet if other rooms are still testing.	Yes	No	No	No
Collect and account for all test materials before dismissing examinees.	No	Yes	Yes	No
Count and prepare test materials for return to ACT.	Yes	No	No	No
Return test materials to ACT after each test date.	Yes	No	No	No
Provide a timely response to requests from ACT when additional information is needed.	Yes	No	No	Yes
Cooperate with ACT in resolving irregularities and investigation of examinee complaints.	Yes	No	No	Yes
Provide your feedback to ACT via the post-test day survey.	Yes	Yes	Yes	Yes

System Requirements

Overview

Online testing is delivered on the TAO platform through ACT Unity and an ACT-supplied cloud server.

Note: This is not the same PSI-managed testing system used for the ACT. Contact ACT, not PSI, for any technical and site readiness questions for AIST testing.

Requirements

The use of ACT-supplied servers in a cloud configuration requires test-taking devices, sufficient bandwidth, and a reliable network connection throughout the entire test.

The following requirements must be met to support the cloud implementation.

ACT Unity

To install ACT Unity, you will need:

- Windows 10 Professional, Enterprise or Education, version 1903 or newer.
- Access to the Windows Store with sufficient permission to install an application.
- The ability to create a local “Assigned Access” user on each test center computer.
- Firewall access to port 443 (https) from each test center computer to ACT
 - Additional details on communications from ACT Unity can be provided to your IT department upon request.
- The ability to “whitelist” ACT’s required domains in your firewall.

Note: *Touch screens are not supported*

Windows version check: If you don’t know what version of Windows you are running, do the following:

1. Open **File Explorer**, right-click on **This PC**, and left-click on **Properties** in the pop-up menu that appears.
2. In the About section of the Systems window that appears, examine the **Windows specifications** section. Look at the Edition and Version information. You can also examine the OS build information, to determine if it’s larger than 18362 (indicating version 1903 or more recent).

Bandwidth

Use the following table to determine your bandwidth needs (180 kbps per test-taking workstation):

Available Bandwidth (Mbps)	Testers Supported
10	56
50	284
80	455
100	568
200	1,137
300	1,706
500	2,844
1,000	5,688
2,000	11,377
3,000	17,066

Network Reliability

Your network must be consistently available throughout the testing event. Small, intermittent outages during the event can be tolerated, but extended outages will impact the ability to test successfully. Your technical coordinator must be able to troubleshoot any internet-related issues and work with the internet service provider, if necessary.

Whitelisting ACT Domains

The following ACT domains must be whitelisted for your site:

- act.org
- actdigitalservices.org
- act-et.org

Install ACT Unity

Introduction

These directions instruct the technical coordinator about how to download, install, and configure ACT Unity on all the testing devices. If the technical coordinator does not have rights, they will need to work with someone who can.

Installing ACT Unity Enterprise

1. In your web browser, navigate to the ACT Unity Enterprise app on the Microsoft Store:
<https://www.microsoft.com/store/apps/9NDQCD7HS7XB>
2. Select the **Get** button to download and install.
3. The application will automatically download and install.

Configuring Assigned Access User

1. In your web browser, navigate to following site to access the instructions for setting up a single-app kiosk in Windows 10/11:
<https://docs.microsoft.com/en-us/windows/configuration/kiosk-single-app>
2. Configure a new user for Assigned Access, using ACT Unity (installed previously) as the application to launch. Use the instructions under the heading “Instructions for Windows 10, version 1809.”

Note: *If you want to use powershell, use the instructions under the heading “Set up a kiosk using Windows PowerShell” under the same URL.*

Configuring ACT Unity

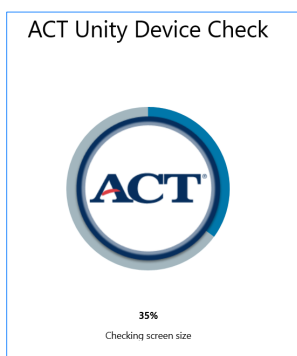
1. Log in to Windows using the new username configured above. Logging in should start ACT Unity automatically. If it doesn't, the configuration is incorrect.
2. You will be presented with a screen with 5 boxes in which you should enter the test center code (provided by ACT via email).

Enter your test center code.

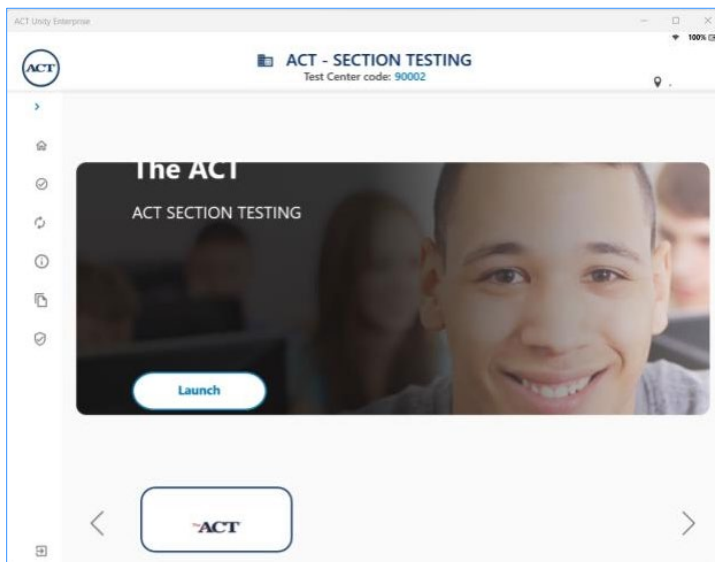
Have questions?

Contact the ACT Test Center Coordinator at your location,
or email ACT at testact@act.org.

- The ACT Unity Device Check will run automatically.



- Once the device check is completed, you should be presented with a screen with a **Launch** button, allowing you to connect to ACT. Any errors shown on this screen must be corrected prior to being able to launch to ACT.



System Readiness Checks

Introduction

Once ACT Unity has been installed, the test coordinator will be responsible for ensuring that devices are configured for test day. The technical coordinator may assist with this initial check.

Note: *Examinees may experience technical issues that will prevent their device from being able to test on test day. It is recommended, but not required, that you have an ample supply of additional computers on hand with ACT Unity installed and fully charged batteries.*

Device Readiness Checks

Perform the following steps and ensure successful completion by at least two weeks prior to the test. Select the Apps icon in the lower left-hand of the screen, and ACT Unity should pop up as an option.

1. Open the ACT Unity Enterprise application.
2. You will be prompted to register with your test center code. ACT will send your test center code in a separate email.
3. Once the test center code is entered, a site readiness check will automatically occur. If the check passes, the device displays the test launch screen and it's ready for testing. If the device does not pass, refer to the message posted on the ACT Unity screen and determine if the issue can be easily resolved.

Note: *All other computer applications will be disabled when ACT Unity is launched.*

Timing of Readiness Checks

ACT Unity conducts site readiness checks at three different points in time:

- The initial install check that occurs each time the ACT Unity app is launched
- The just-in-time check that occurs at the time the test is launched
- During the exam

Elements of Readiness Check

ACT Unity's readiness checks review the following:

- Secure connection
- Screen size
- Battery level
- Unity software version
- OS version
- Ability to connect to TAO services
- Ability to connect to ACT services

Note: Device checks can pass and fail based off of each readiness check. For example, a low-battery notification can occur during the just-in-time check or exam check, but not the initial install check.

If you have any questions about system readiness checks prior to testing, contact ACT (1.319.337.1993).

Site Readiness Checks

In addition to the device checks built into the ACT Unity application, test centers must complete site readiness checks on each of their testing devices within two weeks of testing. These site readiness checks are intended to verify ACT Unity is properly installed, the Assigned Access User is configured correctly, and that each testing device can successfully launch a demo test. Instructions for completing the site readiness checks are posted on the ACT [International Subject Test – Test Center Resources](#) site. You do not need to contact PSI (the test delivery partner for the ACT online test) to set up site readiness checks for AIST.

Delivery Interruptions

Interruptions may take place for several reasons during testing.

Interruption	Examinee Experience
Loss of internet connectivity	Screen freezes
Hardware failure	Blank screen
Examinee navigates away from the test or uses an inappropriate key stroke	Testing is paused

Troubleshooting

Technical issues:

- Partially displayed test delivery page
 - Click on the refresh icon in ACT Unity.
 - Check that the items are completely loaded.
- Frozen or white screen
 - If the refresh icon in ACT Unity is available, select the icon and check to see if the white screen clears and the test items display.
 - If the refresh icon is not available in ACT Unity, restart the computer and relaunch the ACT Unity app.
 - If restart does not work, use a back-up computer.
- Pause test

- Verify the examinee's test was paused because they attempted to access an application other than ACT Unity. If they have, they must be dismissed, and an irregularity must be reported.
- If an examinee paused their test accidentally, they must re-enter the launch code to resume the test. The test timer will pause when the test is paused.

Note: *Try to keep all examinee start and stop times as close together as possible. If a technical fix cannot be completed quickly, have a separate room (area) to take examinee to limit distractions in the main room(s).*

Preparing for Test Day

Disabling Automatic Updates

It is extremely important that you disable automatic updates, screen savers, or any other automated processes on all devices before testing. If a device update occurs during testing, information will be lost. A screen saver will interrupt the examinee's test and require the room supervisor to provide the launch code for the examinee to resume testing. ACT recommends you disable these functions the Friday before testing.

Preparing Materials

Materials Needed for Each Test Room

Room supervisors must have the following materials in the test room on test day:

- Administration Manual (this manual)
- Prepared test administration forms: *Test Room Report*, *Seating Diagram*, and room roster
- *ACT Calculator Policy*
- White boards and markers for scratch work (If white boards are not available, scratch paper may be provided.)
- Reference sheets (optional)

Prepare the Rosters

Test day rosters are available in the [AIST Administration Dashboard](#). The final test day rosters will be available 48 hours before test day. This roster will be in CSV format and can be manipulated to create rosters for individual test rooms. Before the 48 hours prior to test day, you will be able to see a live snapshot of the number of examinees assigned to your test center.

Reference Sheets

ACT has produced reference sheets examinees can use to complete the Math 1, Math 2, Chemistry, and Physics tests. These reference sheets include important formulas and other information examinees need to answer the test questions. The reference sheets are available to the examinee within the testing platform under the Tools menu at the bottom of the testing screen.

You may also print copies of these sheets to distribute to examinees taking these tests. Printable PDF versions of the reference sheets are available at the [International Subject Test – Test Center Resources](#) website. If you distribute paper copies of the reference sheets, instruct examinees to write their name at the top of the sheet. Be sure to collect all reference sheets when testing is completed.

Launch ACT Unity on Test Day

Before admitting examinees, turn on all testing devices, including all back-up devices. Then follow these steps:

1. Log in as the Assigned Access user on each device. If the system is configured correctly, this will launch ACT Unity.
2. The device check will run automatically.
3. Resolve any issues indicated by the device check message.
4. If the device passes the checks, the Launch button is displayed, and the device is ready for testing.
5. Ensure the test center code is correct by comparing the code given to you by ACT, to the test center code shown in the upper right corner of the ACT Unity application.
6. Select the **Launch** button to load the registration code screen. A registration code is assigned to all examinees and is found on the admission ticket.

Admitting Examinees

Security during Admission

The identification and check-in procedures help ensure that the individual who registered to test is the individual who takes the test. Carefully checking identification and controlling access to each test room is critical.

- Examinees must be identified and checked-in at the test room even if checked previously at a central checkpoint.
 - Admit examinees to the test room, one-by-one, checking identification at the door.
 - Do not allow any examinee to enter a test room until the room supervisor or proctor has verified the examinee's identification.
 - Have examinees sign the roster on the line that matches their identification.
- Each room supervisor must have a copy of the final roster that includes the examinees assigned to that room, in order to verify identification and mark attendance.
 - The marked roster must reflect which examinees are actually in the test room, not simply those who were assigned to the room. This prevents examinees from switching places after check-in and testing as someone else.
- Control who enters and leaves the test room at all times.
 - If the room has more than one entrance, restrict examinees to the use of one designated entrance or assign enough staff to control all entrances.
 - Once admitted, examinees must stay in the test room until the break.

Examinee Payments and Fees

Under no circumstances are you to collect any payments or fees at the test center. This prohibition is for your protection. Examinees must send all payments and fees directly to ACT. If an examinee tests and owes a fee, ACT will contact the examinee directly.

Check-In Time

Begin check-in no later than 7:30 a.m. and end by 8:00 a.m. so all test rooms can start shortly after 8:00 a.m. If everyone on the roster is present before 8:00 a.m. you may close check-in; otherwise, you must hold check-in open at least until 8:00 a.m. to allow everyone who arrives on time the chance to test, especially if examinees are traveling a long distance.

Check-in Locations

Examinees must be identified and checked in at the test room even if checked previously at a central checkpoint. If possible, perform an initial check at a central location, such as the entrance or lobby of the building, before examinees go to their test room to be checked in. This additional up-front check provides enhanced security and the opportunity to:

- Make announcements about the prohibited use of cell phones and electronic devices as many times as necessary as examinees arrive (see Examinee Announcement about Cell Phones and Electronic Devices below).
- Screen out examinees who are not on the rosters or do not have acceptable photo ID.
- Address any questions.

Examinee Announcement about Cell Phones and Electronic Devices

Every test day, make announcements about the prohibited use of cell phones and electronic devices as many times as necessary before examinees go to their test rooms to be checked in.

Get the attention of examinees and make the following announcement:

Attention. Please listen carefully. Cell phones, smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities are prohibited. All devices must be powered off and placed out of sight. You may not handle or access such devices until you leave the test site.

If you have a cell phone or electronic device and can store it in a car, locker, or somewhere outside of the test room before you are checked in, please do so at this time. If you are wearing a watch, you must remove it and place it face up on your desk during testing. (If your facility offers lockers that examinees can use, inform examinees of your locker policies at this time.)

Admission Requirements

Admit the examinee only if ALL of the following requirements are met:

- Examinee is listed on the final roster.
- Examinee presents acceptable photo ID at the time of check-in.
- Names on the ID and roster match the examinee.
- Date of birth on the ID and roster match the examinee.
- Examinee has signed the check-in roster.
- Testing has not yet begun.

Denying Admission

If you deny admission, write “Denied” on the roster in the space next to the examinee’s name, and document the reason on the *Irregularity Report*.

Assigning Test Rooms

Follow these principles when assigning examinees to rooms and determining the number of rooms to use.

- Fill each room to its testing capacity.
- Do not fill a room beyond its testing capacity.

If you have more than one test room, you can assign examinees alphabetically, randomly, or fill up one room at a time. Use a method that will be efficient for your test center. Make certain examinees go to their assigned rooms.

Verifying Identification

Identify examinees at the test room even if ID was checked previously. All examinees are required to present acceptable identification before being admitted to the test room. If an examinee without acceptable identification is permitted to begin testing, the examinee must be dismissed, and the test will not be scored—even if acceptable identification is presented later.

Required Steps

1. Verify that the ID is acceptable (see detailed descriptions of acceptable and unacceptable identification below).
2. Verify that the name on the ID matches the roster.
3. Verify the date of birth on the ID matches the roster.
4. Make eye contact with the examinee and carefully compare the ID to the individual to verify it is the same person.

Acceptable Identification

- Current, valid national ID or passport.
- Examinee’s first and last name is listed and matches the roster.
- Examinee's date of birth is listed and matches the roster.
- Photo is clearly recognizable as the examinee.

Unacceptable Identification

- Personal recognition by testing staff or anyone else is NOT acceptable identification.
- Identification issued or verified by a relative is NOT allowed.
- All identification must be original; photocopies, reproductions, or images on a smart phone are NOT allowed.

- Stamped, computer generated, or reproduced signatures are NOT allowed.

Examples of unacceptable identification:

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- ID letter or form that is not an official ACT identification form
- Learner's driving permit, or temporary or replacement driver's license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified
- Personal recognition by anyone, including members of the test center staff, classmates, parents, counselors, and teachers
- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Published photo, including yearbook or newspaper
- Report card
- Social Security card
- Telephone calls to counselors, teachers, or test center officials to identify the examinee
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page with photo

Examinee with a Different Name on Identification

The first and last names on the ID must be consistent with the names on the roster. If there is a significant difference, do not admit the examinee. In all cases (admit or deny), fully document the difference and your decision on the *Irregularity Report*.

Base your decision on the following guidelines:

- Differences in last name are NOT acceptable.
- Slight differences in the first name (such as "Mohamed" vs. "Mohammed") are acceptable.

- Differences in the first name due to traditional nicknames are NOT acceptable.
- Differences because the examinee goes by a middle name, but the photo ID lists the first name are NOT acceptable.
- The use of initials in place of first or last names is NOT acceptable.

Examinees with Questionable ID

If you cannot make a positive identification or if you suspect the ID presented has been forged or tampered with in any way, deny the examinee admission. You do not need to call ACT.

Examinees without Identification

If an examinee cannot present acceptable identification, do not admit the examinee, even if you personally know the examinee. If an examinee does not have acceptable identification at first but can present it before testing has begun in the test room, they may be allowed to test.

Non-Traditional Examinees

The AIST are primarily intended to be taken by secondary students. You may encounter examinees who are no longer secondary students. To maintain the security of the test content, it is important to verify the examinee is taking the test for a legitimate education reason. This may include examinees who need to take the test for secondary equivalency or to meet an admission requirement for a higher education program. It is not appropriate for individuals to take the test to learn more about the test or gather information for test preparation materials.

If you believe an examinee is not a secondary student, discreetly ask them to step aside so that check-in for the session can continue without disruption. Ask the individual to explain why they are taking the test. Remain courteous and unbiased at all times to avoid stress for legitimate non-traditional examinees.

- If you determine they are taking the test to fulfill a legitimate educational purpose, allow them to test.
- If they do not have a legitimate educational reason, do not allow them to test. Individuals not admitted to test can contact ACT if they have questions about the policy.
- If you are unsure about the individual's purpose, contact ACT right away for instructions. Whether you admit the non-traditional examinee or not, complete an *Irregularity Report* indicating the examinee, whether they were admitted, and their purpose for taking the test.

Marking the Roster

Mark every name on the roster as indicated below—do not leave any names unmarked.

- **EXAMINEES ADMITTED TO TEST:** Write the examinee’s test room, seat assignment on the roster. |
- **EXAMINEES DENIED ADMISSION:** Write “DENIED” in the space next to the examinee’s name.
- **ABSENT EXAMINEES (did not come to the test center):** Write “A” on the roster.

Late Arrivals

Examinees who arrive after 8:00 a.m. and examinees who cannot present acceptable identification by 8:00 a.m. are late. [Never delay check-in, testing, or hold seats for late examinees.](#) If an examinee can present acceptable identification while you are still checking in the examinees who were present on time and before the test begins, admit the examinee and document it on the Irregularity Report. Do not admit an examinee if testing has already started. No exceptions can be allowed without consulting ACT.

Admission and Authorization Tickets

Upon admission, examinees should keep their admission ticket. It includes the registration code they will need to log in to the Unity system. You will need to collect the admission tickets after examinees have logged in and before they begin testing.

Note: *If an examinee does not have their admission ticket, they may still be admitted for testing.*

Allowed and Prohibited Items

Cell Phones and Electronic Devices

From the time examinees are admitted to the test room until their dismissal, they may not access cell phones or other electronic devices suspected to have recording, internet, or communication capabilities (unless authorized as an accommodation for medical conditions). All devices must be powered off and stored out of sight. If an examinee accesses a device at any time, or if a device activates after being stored away, the examinee must be dismissed.

We ask you to:

- Be extra vigilant in your monitoring of prohibited behavior during testing.
- Strongly enforce the dismissal of any examinee who engages in prohibited behavior.

Prohibited Items in the Test Room

Examinees may not use cell phones, media players, or any other electronic devices at any time, including during breaks, and the examinee must not be able to access them during testing. Do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them.

Calculators may be used during the Math 1, Math 2, Chemistry, or Physics test but they must be turned off and put away when the examinee is not working on that test. All examinees must remove their watches and place them face up on their desk.

In addition, examinees are not permitted to use or access the following items at any time while in the test room:

- Textbooks, foreign language or other dictionaries, scratch paper (unless provided by the test coordinator), notes, or other aids
- Highlight pens, colored pens or pencils, correction fluid/tape
- Reading material
- Tobacco in any form
- Food or beverages, including water (unless authorized as an accommodation for medical reasons)

Note: *Staff and examinees may bring snacks and beverages into the test room but may consume them only outside the test room. Staff may not eat, drink, use tobacco, or use cell phones (must be turned off or “silent”), or recording or media devices in the test room.*

Examinees may have a personal timepiece such as a watch, timer, or stopwatch, provided it is NOT:

- A distraction to others
- A prohibited device

Calculators

Examinees may but are not required to use a calculator on the following AIST:

- Math 1
- Math 2
- Chemistry
- Physics

An on-screen scientific calculator will be available in ACT Unity for each of these four tests. Examinees may use their own calculator, provided it is permitted in the *ACT Calculator Policy*.

The *ACT Calculator Policy* is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials.

Follow these guidelines regarding calculators:

- All problems on the Math 1, Math 2, Chemistry, and Physics test can be solved without a calculator.
- A permitted calculator may be used on the Math 1, Math 2, Chemistry, and Physics tests only.
- The calculator must be turned off and put away during all other tests.
- Hand-held calculators may not be connected in any way to the computer or device being used for testing.
- The current *ACT Calculator Policy* is available at <http://www.act.org/calculator-policy.html>.
 - Each room supervisor must be given a copy of this policy.
 - Post it for examinees to see (at check-in stations, test rooms, and so on).
 - It may be read to examinees as a general announcement before testing begins.

Note: *Talking calculators must be authorized in advance by ACT. Examinees with talking calculators must test individually in a separate room.*

Examinee responsibilities:

- Ensure any calculator brought on test day is permitted.
- Check <http://www.act.org/calculator-policy.html> or call 800.498.6481 for a recorded message about the current *ACT Calculator Policy*.

Staff responsibilities:

- Check for prohibited calculators during the mathematics Math 1, Math 2, Chemistry, or Physics tests.
- Check periodically to make sure examinees did not switch calculators after the first check.
- If an examinee uses a prohibited calculator, dismiss him or her. If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Irregularities

An irregularity is something out of the ordinary or of particular note that occurs during the course of a test administration, affecting one or more examinees, the test materials, the facility/equipment, or the staff.

Use the electronic *Irregularity Report* form to report all testing irregularities for online testing. Keep the following in mind when completing an *Irregularity Report*:

- An *Irregularity Report* must contain all facts and details regarding the incident. However, personal opinions must NOT be included in these reports.
- Irregularities that should be reported include, but are not limited to:
 - Technical issues resulting in a delay or cancellation of the examinee's test. This includes technical issues at the examinee's workstation.
 - Any time an examinee is caught engaging in a prohibited behavior and must be dismissed.
 - Site testing conditions such as broken thermostat, problems with heating, air conditioning, ventilation, leaks, noise disturbances, fire alarm, and any other situation that could cause either a disruption in testing or cause discomfort for examinees.
 - Examinee illness/injury that occurs on the premises.
 - Examinees voicing displeasure or complaint to the test coordinator regarding the test or testing experience.
 - Any time an examinee is not admitted to test.
- Essentially, an *Irregularity Report* must be submitted for any instance other than a perfect testing session.

Prohibited Behaviors

The prohibited behaviors listed below are taken from the terms and conditions all examinees agreed to when they registered to take the *AIST*. Examinees should be dismissed if they are found:

- Looking at another person's computer or white board.
- Giving or receiving assistance by any means.
- Discussing or sharing test content or answers during the test administration, during breaks, after the test, or on social media.
- Using a prohibited calculator (<http://www.act.org/calculator-policy.html>).
- Using a calculator on any subject test other than Math 1, Math 2, Chemistry, or Physics.
- Wearing a watch during test administration. All watches must be removed and placed face up on desk.
- Sharing a calculator with another person.
- Using a watch with recording, internet, or communication capabilities (for example, a smart watch or fitness band).
- Accessing any electronic device other than an approved calculator or watch. All other electronic devices, including cell phones and other wearable

devices, must be powered off and stored out of sight from the time students are admitted to test until students leave the test center (unless authorized as an accommodation for medical purposes).

- Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way, including through social media.
- Disclosing test questions or answers in any way or at any time, including through social media, in whole or in part.
- Using notes, dictionaries, or other aids.
- Using scratch paper that was not provided by the test coordinator.
- Not following instructions or abiding by the rules of the test center.
- Exhibiting confrontational, threatening, or unruly behavior, or violating any laws. If ACT suspects students are engaging in criminal activities, such activities will be reported to law enforcement agencies.
- Allowing an alarm to sound in the test room or creating any other disturbance.

Monitoring Examinees

Monitor examinees at all times. If you observe or suspect prohibited behavior, take prompt action.

- If you are certain prohibited behavior occurred, promptly dismiss the examinee and complete an Irregularity Report.
- If you suspect prohibited behavior occurred but are not certain, take these steps:
 1. Discreetly warn the examinee that he or she is suspected of prohibited behavior.
 2. Continue close observation.
 3. After one warning, if you continue to suspect prohibited behavior, promptly dismiss the examinee.

Notes:

- *The behavior does not need to be verified by the test coordinator or another staff member. Dismiss based on your own observation.*
- *You do not need to directly observe prohibited behavior to determine that it occurred.*

Examinee Unity Login Procedure

When an examinee registers for a subject test, they are assigned a registration code that is printed on their admission ticket. They will need this registration code to access the test in ACT Unity on test day. A unique registration code is assigned for each subject test.

Below is the required procedure for examinees to log into ACT Unity on test day.

1. ACT Unity is launched on all testing devices as described in the instructions to Launch ACT Unity on Test Day.

2. Examinees bring their admission ticket with registration code into the test room. If an examinee does not have their admission ticket, testing staff may look up their registration code in the [AIST Administration Dashboard](#).
3. When prompted by the verbal instructions read by testing staff, examinees enter their registration code into ACT Unity. This will bring up the Launch screen
4. The testing staff collect each examinee's admission ticket before providing the launch code. Staff verify the examinee name on the admission ticket matches the name on the screen.
5. Once all admission tickets are collected, the room supervisor provides the launch code printed on the roster.
6. Examinees enter this launch code and begin testing.

Test Administration

When to Start

Testing should begin no later than 8:00 a.m. If testing begins later than 8:15 a.m., document the time and reason on an *Irregularity Report*. After all examinees in the test room are seated, begin reading the Verbal Instructions. Examinees are not permitted to begin testing individually as they are being seated.

Note: *If you are unable to begin testing by 8:30 a.m. because of technical issues, call ACT Test Administration, even if you are working with technical support to resolve the issue. Test Administration will provide additional instructions for testing.*

Time of Tests

There are eight ACT International subject tests. Math 1 and Math 2 are one-part tests and are 60 minutes long. The other six tests are two-part tests. Each part is 45 minutes long. Examinees testing with extended time will receive one and one-half times the standard time, rounded up to the nearest five minutes. Test time is kept by the ACT Unity system. The timer will automatically pause if the examinee's testing session is interrupted. The timer is also paused for the short time it may take for a new item to be displayed.

The eight tests and timing are shown in the following table:

Subject Test	Parts	Standard Test Time	One and One-Half Time
Biology	2	45 minutes each (90 minutes total)	70 minutes each (140 minutes total)
Chemistry	2	45 minutes each (90 minutes total)	70 minutes each (140 minutes total)
English I	2	45 minutes each (90 minutes total)	70 minutes each (140 minutes total)
English II	2	45 minutes each (90 minutes total)	70 minutes each (140 minutes total)
Physics	2	45 minutes each (90 minutes total)	70 minutes each (140 minutes total)
US History	2	45 minutes each (90 minutes total)	70 minutes each (140 minutes total)
Math I	1	60 minutes	90 minutes
Math II	1	60 minutes	90 minutes

Verbal Instructions

Introduction

The verbal instructions in this guide are to be read to administer online testing.

Before You Begin

Verbal instructions should not be read until examinees are admitted and seated; however, do not delay testing waiting for late examinees.

Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions. Following are guidelines:

- Read aloud only those instructions in the shaded boxes.
- Do not read aloud text in parentheses (like this).
- Pause frequently and wait for examinees to finish the task before proceeding. Look at examinees to be sure they are following instructions.
- Read the correct instructions for your test room.
- Perform all tasks only when directed to do so.

Begin Testing

1. After all examinees have been admitted and are seated at their workstation, check to see that they have a white board and marker (or scratch paper) and reference sheets (optional).

2. Say:

Who would like a reference sheet for this test? It's optional.

3. After distributing the reference sheets, greet the examinees and make any general announcements, then begin the verbal instructions.
4. Say the following:

You are about to take the A-C-T International Subject Test.

If you believe you are not to take the test, raise your hand.

5. If anyone raises their hand, confirm they are taking the correct subject test by checking your roster, and the examinee's admission ticket. If there is a discrepancy, immediately confer with the test coordinator. Do not leave the test room unattended to do so. Then continue.
6. Say:

All items brought into the test center may be searched. Items suspected of being used to engage in misconduct may be confiscated and retained.

You will be taking this test on a device that has been authorized, in advance, by A-C-T. All other electronic devices are prohibited in the test room, including cell phones, smart watches, fitness bands, and any other devices with recording, internet, or communication capabilities.

You may not handle or access such devices during testing or during breaks. All electronic devices must be powered off and stored out of sight. Turning your device to silent or airplane mode is not acceptable. Alarms or notifications of any kind may not sound. If you are wearing a watch or other device with an alarm, it must be turned off.

If you have a cell phone or other electronic device, power it off now and store it away in a backpack, purse, pocket, or other area where it will be out of sight.

7. Wait for examinees to power off and store personal devices, then say:

Now that you have powered off and stored away your device, you may not access them. If you access a device, or if a device activates or makes any noise or vibration, you will be dismissed, and your test will not be scored. Are there any questions?

Note: From this point forward, if you see an examinee with a phone or electronic device, or if a device makes noise, you **MUST** dismiss the examinee.

8. Check all personal devices were stored, then say:

Please clear your desk of everything except your testing device, admission ticket, whiteboard, and marker. If you are wearing a watch, you must take it off and place it face up on your desk. Place all other personal items under your seat. You will not be able to access them during testing or during breaks. A-C-T and this test center are not responsible for the loss of any personal items. Please keep the aisles clear.

9. Examinees who brought a permitted calculator for the Math 1, Math 2, Chemistry, or Physics test may leave them on their desk. Once desks are cleared, say:

In addition to the reminders I've already given you about electronic devices, alarms, and clear desks, note the following behaviors that can also result in dismissal:

- You may not give or receive assistance by any means. This includes looking at another person's test.
- The test is confidential and remains so even after the exam is complete. You may not remove any materials from the test room. You may not discuss or share test questions, answers, or test form identification numbers during test administration, during breaks, or after the test.
- You may not disclose test questions or answers in any way or at any time, including through social media, in whole or in part.
- Using a prohibited calculator or using a calculator on any test other than Math 1, Math 2, Chemistry, or Physics.
- Using notes, dictionaries, or other aides.
- Using scratch paper that was not provide by testing staff.
- Not following instructions or abiding the rules of the test center.
- Exhibiting confrontational, threatening, or unruly behavior, or violating any laws.
- Finally, eating, drinking, and the use of tobacco or reading materials are not permitted in the test room.

If you are observed or suspected of engaging in prohibited behavior, you will be dismissed, and your tests will not be scored.

Do you have any questions about prohibited behavior?

10. Address questions, then say:

I will move around the room during testing to monitor activities. If you have a question during testing, raise your hand.

11. Continue by saying:

If you have not already, click the Launch button. Log in to ACT Unity using the registration code printed on your admission ticket. Once you have logged in, sit quietly and wait for my instructions. If you have any questions, raise your hand.

12. Move around the room and assist any examinees. Contact your technical coordinator, if necessary.

13. When all examinees have logged in, collect all of the admission tickets and say:

We are now ready to begin testing. Your computer will keep the official time for your examination. There will be a countdown timer located in the top-right corner of your screen that will tell you the time remaining for the test you are working on.

When 5 minutes remain the test, the timer will change color to serve as a warning before time is up.

When time runs out, you must submit your test by selecting Close this Section in the popup window. If you finish before time is up and you have reviewed your answers, you may submit your test early by clicking the End Test button in the bottom right-hand corner and selecting Close This Section in the popup window.

14. If you are administering the two-part subject tests (Biology, Chemistry, English 1, English 2, Physics, or US History) say the following.

The subject test that you are taking today has two parts. After you finish and submit Part 1, Part 2 will automatically begin with a new timer.

15. For all subject tests, say the following:

Once you submit your test, you will not be able to return to it. If you finish early, sit quietly. You may not read or engage in any other activity that could distract others still testing.

I will move around the room to monitor testing. If you have a question, raise your hand. Do not look around.

Are there any questions?

16. Address any questions, then continue by saying:

I am going to write the code you will need to start the test on the board. Enter this code in the Launch Code field, read the directions, and begin testing.

17. During the test, do the following:

- a. Verify that all examinees were able to start the test.
- b. Complete your *Seating Diagram* (located in the back of this guide).
- c. Move around the room to monitor for prohibited behavior.

After Testing

- If all the examinees in your room are testing with the same timing condition, that is, standard time OR one and one-half time, read the verbal instructions as written below.
- If a combination of standard time AND extended time testers are testing in your room, the standard time testers will finish first. You may quietly dismiss them before the examinees testing with extended time are finished. Do not read the verbal instructions below. Instead, quietly:
 - Collect each examinee's white board and marker.
 - Confirm each examinee has submitted their test by checking whether the End Test button is present in the lower right-hand corner of the screen.

- Confirm each examinee has all their personal items.
- Confirm no examinees leave the room with any test materials, including white boards, scratch paper, or reference sheets.

1. Say:

I will now collect your white boards and markers (or scratch paper, if provided). Please remain quietly in your seat until I give you further instructions. Remember, you may not access your cell phone or other electronic devices until you leave the test center.

2. Move around the room and collect the white boards and markers from each examinee.
3. After all white boards and markers have been collected, say.

Be sure you have submitted your test. If the End Test button is present in the lower right-hand corner, click it. Then select Close This Section in the popup window. You may now log out of the ACT Unity application.

Your scores will be reported as soon as they are available. If you have comments or questions about this administration, contact A-C-T within the next two weeks. Contact information is on the A-C-T website.

No test materials can be removed from this room. Remember, discussing or sharing test content, test form identification numbers or answers is prohibited, including on social media.

Be sure you have all of your belongings. Please be quiet in the halls. You are dismissed.

4. Check all examinee workstations to confirm all tests have been submitted. If testing is finished for day, log out of Unity. If another test session is scheduled that day, navigate Unity to the Launch screen.

Return Test Materials

Immediately after testing, the room supervisor should provide the following items to the test coordinator.

- Completed *Rosters*
- Completed *Seating Diagrams*
- White boards and markers

What to Return

Send the following items to ACT by email to osus@act.org:

- Completed test administration forms (*Seating Diagram* and *Irregularity Report*)
- Rosters, marked originals
- ACT ID Letters
- Scratch paper (if provided to examinees). Ensure the examinee's name is written on the scratch paper.
- Reference sheets (if provided to examinees). Ensure the examinee's name is written on the reference sheet.

Note: Do not return administration manuals.

Documents

Prepare documents to be sent to ACT:

1. Scan the documents. If you have more than one test room, scan the documents for all rooms into one single test center file such as a zip file.
2. Name the file in a way that includes *Subject Test*, identifies your test center, and the test date (e.g., *Subject_Test.TC899999.2021October*).
3. Encrypt the file. Encryption is required to send by email. ACT cannot accept documents housed on a non-ACT server, .rar file, or Google Docs.
4. Email the encrypted file to osus@act.org.
5. Send a separate email with the encryption key.
6. Keep copies, if applicable with a minimum of a 90-day retention.

Return all materials on the next business day, no later than three days after the Saturday test date.

What to Keep

After testing is finished, securely store the white boards and markers for your next administration of the ACT test. Be sure to erase all white boards before storing them.

Seating Diagram



Seating Diagram



Instructions:

- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where he or she is seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the *Administration Manual* for acceptable seating arrangements.

1 Seating Type		
<input type="checkbox"/> Desks	<input type="checkbox"/> Tables	<input type="checkbox"/> Carrels
<input type="checkbox"/> Other _____		

2 Partitions between Examinees	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

3 Distance between Examinees	
Shoulder-to-Shoulder: _____ ft.	Head-to-Head: _____ ft.
	

4 Diagram of Room Setup and Seating	