The ACT® | ACT® International Subject Tests

Middle East and Northern Africa (MENA)
IDENTIFICATION GUIDE
The ACT Test and ACT International Subject Tests

■ PROGRAM: INTERNATIONAL ■ PRODUCT: ACT, AIST ■ AUDIENCE: TEST CENTER STAFF

Identification on test day: All students taking the ACT and ACT International Subject Tests (AIST) must register for the tests in the MyACT® or AIST test registration app. Test rosters are then generated from the student registrations in MyACT or the AIST portal. On test day, testing staff will check the roster against the identification (ID) presented by each examinee.

Examinees must present an acceptable ID to the test center staff at check-in on test day before being admitted to the test room. **If examinees do not have an acceptable ID and begin testing, they will be dismissed, and their test will not be scored, even if they present an acceptable ID later.**

This document provides information and examples to guide test center staff in determining an acceptable ID for testing with ACT.

MyACT Name Registration for Identification and Roster

To test:

- The First Name on the examinee's presented ID must match the First Name on their MyACT® registration.
- The Last Name on the examinee's presented ID must match the Last Name on their MyACT registration.
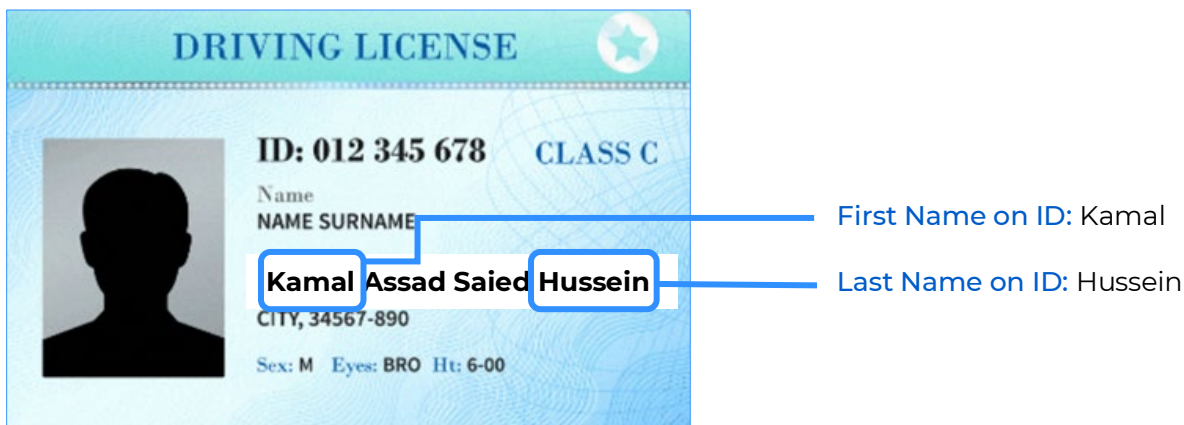
Note:

First Name = Given Name = Your Name

Last Name = Surname = Family Name

In the example ID below, "Kamal" is the First Name on the document, and "Hussein" is the Last Name on the document.

EXAMPLE ID (The example is for illustration purposes only.)

First Name on ID: Kamal

Last Name on ID: Hussein

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Acceptable and Unacceptable Name Registrations

(The name registrations shown in this table are for the example ID on the previous page.)

✓	✗
EXAMPLE Acceptable Name Registrations	**EXAMPLE Unacceptable Name Registrations**
• Kamal Assad Saied Hussein • Kamal Assad Hussein • Kamal Saied Hussein • Kamal Hussein	• Kamal Assad Saied • Assad Saied Hussein • Assad Saied • Kamal Assad • Assad Hussein • Saied Hussein • Kamal • Assad • Saied • Hussein

REMEMBER! The First and Last Names on the ID must be consistent with the examinee's name on the roster. If there is a significant difference, do not admit the examinee.

Exceptions include the following:

- Slight differences in the first or last names due to spelling errors (such as "Elzamil" vs. "Ilzamil," or "Mohamed" vs. "Mohumed" vs. "Mohammed" vs. "Mohummed," or "Erine" vs. "Irine") are acceptable.
- If the ID only has complex Arabic names, slight differences in the names (such as "Saidi" vs. "Al Saidi" or "Badawi" vs. "El Badawi") are acceptable.

Reporting Exceptions

If any of these exceptions occur, take the following steps:

1. Ask security check questions.
2. Confirm the examinee's email address, mobile phone number, date of birth, and other demographic information.
3. Record the issue and submit an *Incident Report* to ACT on the PSI system when administering the ACT Test or an *AIST Irregularity Report* on the Microsoft form when administering the AIST.

ID Types/Formats

The type/format of the examinee's ID must also be acceptable. The table below and on the next page shows acceptable and unacceptable ID types/formats.

Acceptable and Unacceptable ID Types/Formats

✓	✗
Acceptable Types/Formats MUST	**Unacceptable Types/Formats ARE NOT**
- Be current with valid dates, not expired - Be issued by a city, state, national or international government agency - Be issued by a local school - Be an original document - Include the examinee's First Name and Last Name and match both the examinee's admission ticket and the test roster - Include the examinee's date of birth and match both the examinee's admission ticket and the test roster - Include a photo clearly recognizable as the examinee ***Note:*** *If testing staff suspect a form of ID to be fraudulent or tampered with, staff should request a second form of ID. If an examinee fails to present a second ID, seek assistance from ACT Customer Care or OSUS.* *Record the issue and raise an Incident Report or an AIST Irregularity Report.* *Examples of fraudulent ID include the following:* ○ *The photo, stamp, seal, signature, or other data seem to be tampered with.* ○ *The photo does not match the examinee.* ○ *The names and/or date of birth on the ID do not match the examinee's registration details and admission ticket.* Not Required: Signature	- Testing staff or someone else identifying the examinee - Examinee's relative's identification - A photocopy or reproduction of the examinee's identification - A stamped, computer-generated, or reproduced signature

✓	✗
EXAMPLE Acceptable ID Types/Formats	**EXAMPLE Unacceptable Types/Formats**
- Passport - State ID - National ID - Government-issued refugee ID - Driver's license - ACT Student Identification Form (signature required) - School ID – laminated or PVC ID; the minimum acceptable school ID criteria include: - Examinee's first and last names - Examinee's date of birth - Examinee's current student photo - The current school year, name, logo, and school seal (If applicable)	- Electronic copy of ID - Birth certificate - Credit, charge, bank, or check-cashing card, even with a photo - Diploma - Family portrait or graduation picture, even if the name is imprinted on the photo - ID issued by an employer - ID letter or form that is not an official ACT Student 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 approved ID with a photograph so old that the person presenting it cannot be identified - Photo ID of parents - Photo with examinee's name embossed or printed on it by a photographer - Photos issued by a business for promotional purposes - Police report of a stolen wallet or purse - Published photo, including yearbook or newspaper - Report 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

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