The following FAQ has been developed by the North Carolina Department of Public Instruction (NCDPI) to assist school systems in the administration of The ACT. This information should be used in conjunction with other testing materials in the administration of the test, including all information from the test publisher. Additional information about ACT may be found at http://www.act.org/aap/northcarolina and http://www.act.org/stateservices/northcarolina/.

**Eligibility**

1. **Which students are required to take The ACT?**
   All public and charter school students who are enrolled in grade 11 for the first time according to PowerSchool are required to take The ACT. The only exceptions are
   - students who have a significant cognitive disability and receive instruction in the Extended Content Standards. (These students take the Grade 11 NCEXTEND1 alternate assessment);
   - students who have a current IEP (Individualized Education Program) documenting participation in the Grade 11 College and Career Readiness Alternate Assessment (CCRAA) as well as a written parental request for participation in the CCRAA;
   - students deemed medically fragile because of a significant medical emergency and/or condition and are unable to participate in testing (All medical exceptions must be approved by the Division of Accountability Services/North Carolina Testing Program.);
   - students who have been retained in the 11th grade and previously took The ACT;
   - students who took the SAT® or The ACT before January 1, 2015, with scores that meet the ACT college readiness benchmark standards.

2. **Nonpublic and Home Schools**

   2. **May nonpublic schools and home schools participate in the statewide administration of the ACT on March 3, 2015?**
      No. The March 3, 2015, statewide administration of The ACT is for North Carolina public schools only. As with any vendor assessment, the North Carolina Department of Public Instruction (NCDPI) does not function as a third-party for nonpublic or home schools.

**Administration Dates and Times**

3. **What are the administration dates for The ACT assessment?**
   The initial test date is March 3, 2015. The make-up test day is March 17, 2015. The Accommodations Testing Window is March 3–March 17, 2015. There is no retest opportunity for The ACT assessment.

4. **Will adjustments be made to The ACT testing date timeline?**
   No. ACT and the NCDPI have confirmed testing administration dates for this year.
5. **What happens if a student is absent on the initial test day?**
   If a student is absent on March 3rd, the student will be rescheduled to test on March 17th. If the student misses testing on both March 3rd and March 17th, there is no additional makeup opportunity.

6. **When does a school test if it is not in session on March 3rd or March 17th?**
   If a school is not in session on March 3rd, students are expected to test on March 17th. If a school is not in session on March 17th, the only opportunity to test is March 3rd.

7. **If a school is out on March 3rd and March 17th, does it still test students with accommodations during the accommodations window of March 3–17?**
   Yes. These students should be tested during the accommodations window. Students may be approved for multiple-day testing.

8. **What time must ACT testing begin?**
   The ACT tests must be administered as the first activity of the morning. Testing must begin by 9:00 a.m. in all rooms on both the initial and makeup test dates. Testing begins when the room supervisor begins reading the Verbal Instructions. Timing for reading the Verbal Instructions will vary by room. Each room proceeds independently.

   The 9:00 a.m. start time does not apply to students testing on The ACT with accommodations.

9. **How much time should be scheduled for The ACT testing?**
   For the standard administration (without accommodations), schools must provide an uninterrupted period of 4 hours. Each student with ACT-Approved accommodations has an assigned Timing Code that identifies the timing guidelines authorized for that student. **NOTE:** Additional time will be needed by testing staff to complete pre- and post-testing responsibilities.

10. **What if all students finish a subtest before the allowed time elapses?**
    Even if all students in the room finish a test before the standard allowed time elapses, the full time for each test must be given. Students do not move on to the next subtest until time is called for the current subtest.

**Lunch and Breaks**

11. **Do students have a lunch break during The ACT standard time administration?**
    No. The standard time test day must not include extended breaks for meals (e.g., lunch) or other activities. Providing a lunch break may result in the invalidation of scores.

12. **Are any breaks allowed between The ACT standard time subtests?**
    Yes. The ACT requires schools to allow a break of 15 minutes at the end of Test 2 and a break of 5 minutes at the end of Test 4. The school should not attempt to preset a break schedule for all test rooms. Testing must resume no later than 15 minutes after STOP is called on Test 2. The school may wish to designate a rest area. Staff and students may bring snacks and beverages into the test room, but they must consume them only outside the test room during break.
Previous Test Takers and Newly Classified Juniors

13. If students have taken The ACT or the SAT before March 3, 2015, and have scores that meet the benchmark standard(s) noted below, will they have to participate in the statewide ACT administration?
No. Students who have met The ACT or SAT benchmark prior to March 3, 2015 are not required to participate. However, it is the students’ responsibility to notify the school that they do not wish to participate in the test administration. Before submitting a request for exemption, students must have either SAT or ACT test scores that meet the following college readiness benchmarks:

- SAT college readiness benchmark scores that include:
  
<table>
<thead>
<tr>
<th>Test</th>
<th>SAT Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Reading</td>
<td>500</td>
</tr>
<tr>
<td>Mathematics</td>
<td>500</td>
</tr>
<tr>
<td>Writing</td>
<td>500</td>
</tr>
</tbody>
</table>

- The ACT college readiness benchmark scores that include:
  
<table>
<thead>
<tr>
<th>Test</th>
<th>ACT Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>18</td>
</tr>
<tr>
<td>Reading</td>
<td>22</td>
</tr>
<tr>
<td>Mathematics</td>
<td>22</td>
</tr>
<tr>
<td>Science</td>
<td>23</td>
</tr>
<tr>
<td>Writing</td>
<td>7</td>
</tr>
</tbody>
</table>

14. If students have already taken The ACT through national testing and did not meet the college readiness benchmark scores, are they required to take The ACT again when it is offered at the school?
Yes. If students took The ACT through national testing and did not meet the benchmarks (see question number 13), ACT has waived its normal 60-day retest restriction for state testing and students must test on one of the state test dates (initial or makeup). The state pays for one only ACT weekday in-school test administration.

15. Does the 95 percent participation rule apply to The ACT test?
Yes. The 95 percent participation rule for the state accountability program is in effect.

16. What happens if juniors move to senior status or sophomores move to junior status after the set deadline for ordering The ACT materials passes?
The school principal should be aware of and take into consideration these possibilities when providing the school’s grade 11 enrollment figure to The ACT. The ACT will confirm in early January 2015 the number of materials that are needed for ACT state testing. In both the nonsecure and secure standard time shipments, ACT will provide a standard overage. Should a school require more than this standard overage, it may contact ACT for additional materials. ACT does not provide an overage of ACT-Approved accommodation materials as those materials are assigned to the individual student based upon his or her approved accommodations.
Sending Scores to Colleges

17. Is there a charge to have a student’s score report sent to a college?  
There is no charge for students to list up to four colleges (or other reporting agencies) when they complete the pretest (noncognitive section). If students wish to send additional reports to other agencies or colleges once scores are available, an Additional Score Report Request may be submitted. The cost is $12.00 per report (normally processed within one week after receipt) or $16.50 (processed in two business days and typically delivered in the United States within three to four days). This fee applies regardless if the student, for example, initially requested only two reports at the time of testing. The student is responsible for paying for any subsequent reports beyond those requested initially.

Students do not need to designate the NCDPI as a score recipient. The NCDPI will receive scores regardless of the agencies or colleges students designate.

Proctors

18. Are proctors required for the ACT administration?  
Yes. A proctor is required (in addition to the room supervisor) for every 25 students beyond the first 25 in a room. Use the following scale (for standard testing) to determine the minimum number of proctors required in each room:

<table>
<thead>
<tr>
<th>Students per room:</th>
<th>1–25</th>
<th>26–50</th>
<th>51–75</th>
<th>76–100</th>
<th>101–125 (each additional 25)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctors per room:</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTE: For accommodations, a proctor is required to assist the room supervisor if more than 10 students with the same timing code are testing in the room.

19. May proctors be used in a situation where the number of students in an administration site does not dictate that one be present?  
Yes. School districts may elect to have a proctor in the room if fewer than 26 students are testing.

Accommodations

20. What types of accommodations can a student apply for on The ACT?  
Two accommodation options are available to students with disabilities for The ACT: (1) ACT-Approved Accommodations and (2) State-Allowed Accommodations.

21. What is the difference between ACT-Approved Accommodations and State-Allowed Accommodations?  
ACT-Approved Accommodations result in ACT scores that are fully reportable to colleges, scholarships, and other entities. Schools must apply for ACT-Approved Accommodations by November 21, 2014. ACT-Approved Accommodation applications are examined on an individual, case-by-case basis. Depending on the diagnosis and/or history of the condition, the student may or may not be eligible for ACT-Approved Accommodations. ACT recommends schools first apply for ACT-Approved Accommodations and if the student application is denied, and then schools should consider State-Allowed Accommodations for the student. The ACT-Approved...

State-Allowed Accommodations do not require ACT approval and can be administered to students with an Individualized Education Program (IEP) or a Section 504 Plan. Materials for State-Allowed Accommodations may be ordered online during the February 2–11, 2015 window. The ACT scores from State-Allowed Accommodations administrations are not college reportable, but are counted in participation for state accountability purposes.

22. **Do students’ Individualized Education Programs (IEPs) and Section 504 Plans need to include accommodations for the 2014–15 administration of The ACT?**

   **IEPs:** Accommodations for The ACT should be added to the students’ IEPs as annual reviews occur.

   **Section 504 Plans:** Section 504 committees may address accommodations for The ACT on the students’ Section 504 Plan, or students may use existing classroom and testing accommodations documentation to support testing accommodation decisions for the tests.

   **Note:** ACT has specific accommodations policies that may differ from those of the North Carolina state-developed assessments, and IEP/504 Teams must take these policies into consideration when making accommodations decisions. Additionally, accommodations for The ACT must be requested via submission of an ACT-Approved Accommodations Application by the deadline. Accommodation decisions for the test should be supported by classroom and testing accommodations documentation that already exists in the students’ current IEP/504 Plan.

23. **Do students with limited English proficiency (LEP) qualify for ACT-Approved or State-Allowed Accommodations?**

   Students with LEP documentation do not qualify for ACT-Approved Accommodations. LEP students do qualify for State-Allowed accommodations. LEP teams may choose to include State-Allowed accommodations when writing/renewing LEP documentation, but they are not required. LEP students may receive State-Allowed Accommodations on the ACT that are supported by classroom and testing accommodations that are already documented.

24. **What is the process for notifying ACT about students’ accommodation needs?**

   There is an ACT-Approved Accommodation application process that must be completed by the school’s Test Accommodations Coordinator (TAC). The TAC submits an application for ACT-Approved Accommodations plus supporting documentation for each student requiring ACT-Approved Accommodations. ACT must have all applications in hand on or before November 21, 2014. The TAC coordinates all accommodated testing for the school.

25. **What is the process for notifying students’ about their ACT-Approved Accommodations or State-Approved Accommodations?**

   It is important that students who are granted ACT-Approved Accommodations or State Approved Accommodations are notified about the accommodations they will be provided before their test date so that they know what to expect on the day of the test. Notifying the students ahead of time gives school personnel the opportunity to address any student concerns before the actual test administration date. When a student is notified about the accommodation before the test date, the student may state he or she does not want to use the accommodation,
which allows the student, parent/guardian, and the IEP Team or Section 504 Committee time to resolve the issue beforehand.

26. **When students’ accommodations are approved by ACT, to what portions of the test do they apply?**
When a student is approved for an accommodation by ACT, it applies to the entire battery of tests. The only exception occurs when accommodations are given because of a writing disorder, in which case that accommodation is typically only applied to the writing portion of the test.

27. **May students receive the Test Administrator Reads Test Aloud accommodation for the English and Reading portions of the ACT? If approved for use by ACT, do students receive college reportable scores?**
Yes. Students may have the English and Reading portions of The ACT read aloud to them as an accommodation. ACT’s equivalent to North Carolina’s Test Administrator Reads Test Aloud accommodation is the Reader’s Script. Audio versions are also available. Students’ scores are college reportable.

28. **Does ACT allow a group setting for the read-aloud accommodation if the students use headsets with one DVD set per student?**
Yes. Students who are approved to test with an oral presentation format may choose to test using DVDs as a group if they have their own headphones, can control the progress of their own players, and are all working on the same test at the same time (e.g., when administering Test 1–English, all students in the room must be working on Test 1–English). Students using a human reader for an oral presentation format must test individually.

ACT does allow the DVDs to be played on a computer; however, the DVD must not be copied to the computer. Guidelines for using ACT DVDs are available at: [http://www.act.org/aap/pdf/ACTDVDUsageGuidlines2014-15.pdf](http://www.act.org/aap/pdf/ACTDVDUsageGuidlines2014-15.pdf)

29. **What if the student's diagnosis has changed before testing, but the paperwork has already been sent?**
During the week of January 19, 2015, ACT sends each school a preliminary roster that identifies all students approved for ACT-Approved Accommodations and the specific accommodations and timing for each student. TACs must review the preliminary roster carefully to determine if any errors or omissions occurred, or if there are any questions. If a student’s diagnosis changed since the original paperwork was submitted, this additional documentation must be sent to ACT by the specified deadline. If ACT does not receive additional documentation, no changes to the approved accommodation will be made.

30. **Sometimes students transfer into a new school before testing. What is the process for transferring the student's accommodations from the original school to the new school?**
ACT will transfer a student’s accommodations from one school to the next using the Transfer Form that will be made available on the state or district website. Both the new school and the former school will complete and sign the form, which releases the accommodations and removes the student from the former school’s roster and transfers the accommodations and adds the student to the new school’s roster. Transfers must be requested by the deadline on the Checklist of Dates. Test materials must not be transported from one school to another. Any test materials that were shipped to the former school for the transferred student should not be used by any other student and should be returned to ACT along with the other accommodation
materials after the testing window. For a Transfer Form or for questions regarding transferring students’ accommodations, call the State Testing Accommodations area at 800/553-6244 ext. 1788.

31. **What if a student breaks his/her arm or has another type of medical emergency after the deadline for submitting requests for accommodations has passed? Does he/she have to test with standard time?**
   If a student has a medical emergency after the deadline to submit an application for ACT-Approved Accommodations has passed, ACT must be called to discuss the procedures for requesting accommodations for this student under these special circumstances.

32. **What are locally approved accommodations?**
   A locally approved accommodation does not require ACT approval. The student must be able to test with standard time, with normal breaks, and need no special test format. Examples of locally approved accommodations are such things as a wheelchair accessible room, color overlays, etc.

33. **If a student is denied ACT-Approved Accommodations, may he/she take The ACT in a room under standard-time conditions for college-reportable scores?**
   Yes. A student may choose to test in a standard-time room using standard materials, which would result in college-reportable scores.

34. **Can a student be approved to test over multiple days?**
   Yes. If a student is approved for multiple days, he/she must take The ACT tests within the two-week testing window. The ACT for state testing may be administered during regular school hours, or before or after the student’s school day. It’s important to remember, each test must be completed in one testing session. A student cannot stop a test before completion and finish it the next day.

35. **Are students with Individualized Education Programs (IEP) or Section 504 Plans eligible to receive extended time on The ACT?**
   Yes. A school may request extended time for a student on the ACT-Approved Accommodations Application. Students with ACT-Approved Accommodations will be assigned a specific Timing Code. Students using State-Approved accommodations should use the same amount of extended time that is already documented in their IEP, Section 504 Plan, or LEP documentation.

36. **Can students who are on homebound instruction through the school system take The ACT?**
   Yes. Homebound students can access The ACT at home. Schools must complete and submit an ACT-Approved Accommodation Application and documentation for these students.

37. **Where can additional information on accommodations be found?**
   Additional information on accommodations, including a North Carolina ACT Accommodations Summary Table, may be found at [http://www.act.org/aap/northcarolina/](http://www.act.org/aap/northcarolina/).

**Medical Exceptions**

38. **Must a request for a medical exception be submitted to the NCDPI for students required to take The ACT?**
Yes. A medical exception must be submitted to and approved by the Division of Accountability Services in order for a student to receive a medical exception for The ACT.

**Suspended Students**

39. **Can suspended students receiving instruction from the school system take the ACT?**
Yes, although it is up to the school to determine if a suspended student is to participate in The ACT. Schools electing to test students who have been suspended should contact ACT for instructions in handling these students. Please note: suspended students are counted in the 95 percent participation requirement and the state accountability model.

**Limited English Proficient Students**

40. **Are limited English proficient students (LEP) in their first-year in U.S. schools required to take The ACT?**
LEP students in their first-year in U.S. schools are required to take The ACT. These students are included in the 95 percent participation requirement for the state accountability model.

**Foreign Exchange Students**

41. **Are foreign exchange students required to take The ACT?**
Yes. Foreign exchange students included in membership are required to be assessed on The ACT. Their scores are included in the accountability model.

**Alternate Assessments**

42. **Are alternate assessments administered for The ACT?**
Yes. Two alternate assessments will be administered for The ACT in 2014–15.

Students who have a significant cognitive disability and are receiving instruction in the North Carolina Extended Content Standards are not required to take The ACT. These students take the Grade 11 NCEXTEND1 alternate assessment at the end of the academic school year.

Students who are following a course of study that, upon completing high school, may not lead to admission into a college-level course of study resulting in a college degree and who have a written parental request for an alternate assessment are not required to take The ACT. These students take the College and Career Readiness Alternate Assessment (CCRAA). The testing window for the CCRAA is March 3 through March 17, 2015.

**NOTE:** ACT is not responsible for the administration of the Grade 11 NCEXTEND1 or the CCRAA. Questions regarding the NCEXTEND1 and the CCRAA should be directed to the Division of Accountability Services.

**Occupational Course of Study Students**

43. **Are students enrolled in the Occupational Course of Study (OCS) required to take The ACT?**
Students who meet the eligibility requirements and are enrolled in the Occupational Course of Study (OCS) should take the CCRAA in place of the ACT. To be eligible for the alternate, students
must have a current Individualized Education Program (IEP); must exhibit severe and pervasive delays in all areas of conceptual, linguistic, and academic development and in adaptive behaviors, including communication, daily living skills, and self-care; must be following a course of study that, upon completing high school, may not lead to admission into a college-level course of study resulting in a college degree; and must have a written parental request for an alternate assessment. Additional information on the eligibility requirements for the College and Career Readiness Alternate is available at http://www.ncpublicschools.org/docs/accountability/policyoperations/tswd/ccraabrief.pdf

Fee Waivers

44. How will fee waivers (waivers allowing students to have a college-admission application processed free of charge) be handled in the fall?
ACT provides the form Request for Waiver or Deferral of College Admission Application Fee in the ACT User Handbook for Educators, which may be provided to the institution(s). The LEA must work with the student's college(s) of choice to determine if the process remains intact for the student participating in state testing because neither ACT nor the North Carolina Testing Program is involved in a college's decision to consider a waiver.

Ordering and Managing Materials

45. Is it possible to allow school districts to order, receive, and manage all ACT testing materials?
No. ACT ships directly to high school principals, Test Coordinators, and Test Accommodations Coordinators for the purposes of ACT state testing.

Access to Communications

47. Where can I find more information on the web regarding The ACT administration in North Carolina?
Information regarding The ACT assessment can be found on the ACT State Services page at http://www.act.org/aap/northcarolina/act.html or http://www.act.org/stateservices/northcarolina/. This page includes resources and information for parents, students, and educators regarding the assessment.