



# PITFALLS TO AVOID

## Test Accommodations and EL Supports

PROGRAM: NATIONAL (SPECIAL) | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

Common pitfalls : ACT wants a successful test experience for you and your sytesting with accommodations and/or English learner (EL) supports that can result in score delays and cancellations.

Common Pitfall	How to Avoid this Pitfall
Transporting materials without ACT authorization	Use only materials assigned and shipped to your school. Test materials may not be transferred or shared between schools without prior authorization from ACT, even if an alternative school is affiliated with the main higdcho (2 (e 00.004in)-1i(w)784in)d2 (a)-16.4 (in)-1eth
Administering the tests out of sequence	Administer the tests only in the order prescribed in the administration manual; Test 1, then Test 2, etc. Administer the writing test only after the examinee completes all multiple-choice tests.
Allowing an unapproved break	<ul style="list-style-type: none"><li>xFollow each timing code's specific timing and break instructions. Do not extend breaks or provide additional breaks during or between tests.</li><li>xIf examinees need to leave the room during a test, do not stop the clock (unless breaks as needed were approved) or allow them to make up lost time.</li></ul>
Administering the tests outside the testing window	Start and finish all tests within the specified testing window.
Returning materials late or too soon	<ul style="list-style-type: none"><li>xIf ACT schedules a pickup date for your administration, have materials ready at that time.</li><li>xOtherwise, return materials within 48 hours after the last day of the window. You can return materials before the window closes only if all examinees have completed testing.</li><li>xNote: Answer documents received more than two weeks after the close of the testing window will not be scored.</li></ul>

Having one person supervise multiple rooms at the same time	Assign each test room its own room supervisor. One person can supervise only one room at a time and cannot cover multiple rooms simultaneously.
Testing with the wrong materials or with unauthorized accommodations and/or EL supports	<ul style="list-style-type: none"> <li>x Use only the materials provided for the designated testing window.</li> <li>x Provide accommodations EL supports materials only to examinees authorized for them.</li> <li>x Give only the ACT -authorized accommodations and/or EL supports —nothing additional —to each examinee.</li> </ul>
Mixing different timing codes in the same room	Administer each particular authorized timing in different rooms ; for example, examinees with one and one- half time and those with double time cannot test together.
Administering one test section over multiple sittings	Administer each test section in a single sitting. For example, Test 1 cannot start before lunch and then continue after lunch, or start on one day and continue on another day.
Not testing examinees individually when required	Test an examinee one- on -one in a separate room if he or she is authorized for an accommodation that cannot be administered in a group setting. Examples include a human reader, breaks as needed, medical monitoring device s, and a scribe.
Not reading the verbal instructions to examinees who use a pre -recorded audio test format	Read the verbal instructions from the administration manual to all examinees. Verbal instructions are not recorded on audio materials.

Additional information: Refer to your administration manual and the \_\_\_\_\_.

Contact ACT at 319.337.1332, option 3 or [ACTAccom@ACT.org](mailto:ACTAccom@ACT.org) with further questions.