



Self-Proctoring Instructions for the ACT

Get Ready

- Print out the attached official practice test from ACT, Inc. Your printer will need to handle a big print job.
- The first part of the document describes the test and gives you some sample questions. Take a bit of time to do some of the sample questions so you have a good idea of what the test will look and feel like. Once you're comfortable and ready to take the test, it's field trip time!

Day of Testing

- To actually take the test, your best bet is to go to your local library. (Going somewhere outside your house gives you the best simulation of taking the real thing. Your house is full of distractions—like gaming systems and snacks! Plus, you can shush your little brother when he bothers you—not so with the annoying pencil tapper two tables over!)
- For your field trip, you need to pack-up the following stuff:
 - o The test you've printed (duh)
 - o 5-6 sharpened pencils
 - o Nice, fat eraser
 - o Timer (your phone is ok)
 - o A watch (you can't look at your phone during a section)
 - o Snacks and a drink for break time. These are important!
 - o Your calculator (be sure to check that the one you're using is allowed: <http://www.actstudent.org/faq/calculator.html>). Remember: your calculator is only allowed on the Math section – not the Science section.
- Aim for doing the test in the morning, if possible. Remember – you're trying to simulate the real thing as much as possible. Plan for a block of approximately 3 hours (unless you expect to have extended time – then XX hours total).
- At the library, find a table with a bit of room to spread out and – with luck – no pencil tappers nearby. You can use your timer or phone as your bionic human proctor. Set the time for the first section (English – 45 minutes) and then put it where you aren't watching it. Use your watch to keep track of where you are in the section. Remember – phones are not even allowed in the testing center buildings.

During the Test

- Keep to each section's timing. If you're finished early with a section, use the time to check over your work. Don't start the next section. If the time goes off before you're finished, you MUST stop right where you are. (Hint: if you see that you will not be able to finish a section, pick a column to bubble in answers straight down once you have about 30 seconds left. No penalty for guessing!)

- Take a 10-minute break between the Math and Reading sections and then a 5-minute break between the Science and the Essay. The breaks are important! They give your brain time to refresh and reset. This is a loooooooong test, so giving yourself a bit of time to refresh is crucial. (Remember that the Essay is optional – you can skip it this time if you like.)

Extended Time

- NOTE: If you expect to have the standard extended time of 50% extra, you will have the following timing schedule:

English: 70 minutes

Math: 90 minutes

Break: 15 minutes

Reading: 55 minutes

Science: 55 minutes

Break: 5 minutes

Essay (Optional): 60 minutes

After the Test

When you're finished, calculate your scores, scan the documents, and email them over to us. If you do not have access to a scanner, you are welcome to take a picture with your phone and text them over to us!

We look forward to helping you all any way that we can.