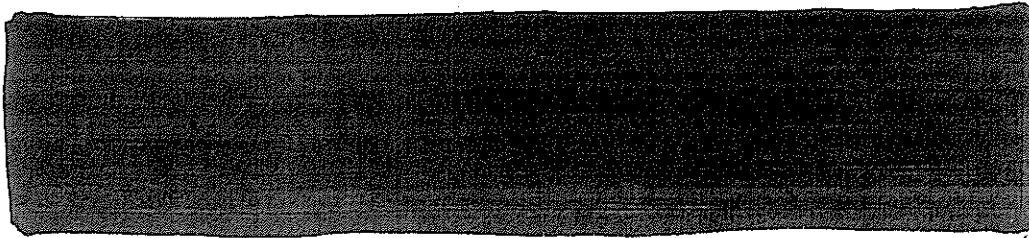


# ACT Virtual Reality Proctoring Instructions

You will need the following:

1. A copy of this document, which contains the script you will read aloud.
2. A supply of sharpened pencils.
3. An adequate number of test booklets (see table below).
4. An adequate number of ACT Answer Grids.
5. A reliable timepiece that measures time to the *second*.



1. **Distribute** answer grids and test booklets. Instructions for the test are printed at the beginning of each section.
2. Have students **fill in** their name, today's date, their *Leave Blank* **enrollment ID** and **test ID** on the answer grid. When you are ready to start the test, read the **following** aloud:

*Hello and welcome to this proctored administration of [Test Name]. This test includes four tests – one 45-minute English Test, one 60-minute Math Test, one 35-minute Reading Test, and one 35-minute Science Reasoning Test. There will be ten-minute break after the Math Test.*

*Please put away all personal materials. Prohibited items include the following: All food and drink items; ink or ball-point pens; beeping watches; alarm watches; earplugs; headsets; rulers; and any books or papers of any kind. All you may have in front of you is the following: one or more #2 pencils; a non-prohibited timepiece; and a calculator. The calculator can only be used on the Math Test. Permitted calculators include four-function, scientific or graphing calculators. Calculators that are not permitted include: pocket organizers, laptop computers, electronic writing pads, QWERTY calculators (with keypads), talking calculators, or calculators that require an electrical outlet. Is there anyone here who needs a pencil? [Provide pencils if necessary]*

*If you have a beeper watch, please turn off the alarm. I will be the official arbiter of the testing time and we will follow my watch. Periodically,*

*I will indicate on the blackboard how much time remains in a section. Also, I will announce when five minutes remain. Are there any questions?*

*No scratch paper is provided for this examination. All scratch work is to be done in the test booklet. There is ample room for scratch work there. No credit will be given for answers in the test booklet. All of your answers in a section must be transferred to the answer sheet during that section. You will not be given time after each section, or after the test, to transfer your answers to the answer sheet. Are there any questions?*

*If you need to leave the room for any reason, you may do so, placing your answer sheet into your test booklet and leaving as quietly as possible. However, you will not be able to make up any time lost while you have left the room. Once we begin the test I cannot answer any questions, so be sure to have any of your questions answered now.*

*You will work on each section in succession, beginning and ending each section according to my instructions; you are to work on only the sections that I announce. If you finish a section before time is called you may go back and check your work on that section, but you may not work on any other section. Again, please remove from your area all prohibited materials. Are there any questions?*

*We are about to begin the examination. For the next 45 minutes you are to work only on the English Test. Do not attempt to work on any other test. Are there any questions? Turn the page and begin work on the English Test.*

[Indicate the Section, Starting Time, and Finishing Time on the blackboard.]

3. During the sections, follow the instructions you've just described. When five minutes remain, announce this verbally and indicate the remaining time on the blackboard. Walk around the room and down the aisles once in a while. Discourage talking, whispering, and the asking of questions.
4. **Stop the English Test by saying:**

*Stop work on the English Test. Do not turn the page. [Make sure that pencils are down.] For the next 60 minutes you are to work only on the Math Test. Do not attempt to work on any other test. Are there any questions? Turn the page and begin work on Section 2. [Change the section number and times on the blackboard.]*

**5. Stop the Math Test by saying:**

*Stop work on the Math Test. Do not turn the page. You will now be given a rest period of 10 minutes. During that time you may leave the room or stay in your seat, but you may not work on any other test. Please place your answer sheet in the booklet at the end of the Math Test, and close your booklet. We ask that you refrain from discussing the content of the test during the break. Thank you for your cooperation. Are there any questions? Please return to your seats in a timely fashion. I plan to resume the testing session on time. See you in 10 minutes.*

**6. To resume after the break, check to make sure that everyone is reseated, and read the following:**

*We will now resume the test. Once again, make sure all non-test-related materials are put away. Do not open your test booklet until I tell you to do so. Please remove your answer sheet from your test booklet. For the next 35 minutes you are to work only on the Reading Test. Do not attempt to work on any other test. Are there any questions? Turn the page and begin work on the Reading Test. [Change the section number and times on the blackboard.]*

**7. Stop the Reading Test by saying:**

*Stop work on Reading Test. Do not turn the page. [Make sure that pencils are down.] For the next 35 minutes you are to work only on the Science Reasoning Test. Do not attempt to work on any other test. Are there any questions? Turn the page and begin work on Section 4. [Change the section number and times on the blackboard.]*

**8. Stop the Science Reasoning Test by saying:**

*Stop work on the Science Reasoning Test. [Make sure that pencils are down.] You have reached the end of the test. Please place your grid face down on your desk, separate from your test booklet. Please remain seated until I have collected all test grids. You are permitted to take your test booklets home with you.*

**9. Tell the student that they will receive their test scores at the next scheduled session.**