

March 3rd ACT Test-Day Schedule

- 7:10–7:25 Room Supervisors pick up testing materials
- Make sure testing room desks are set up
 - Alphabetically place the answer folders on each desk
- 7:30–7:45 Check students into testing rooms
- Must have photo ID or facial recognition to enter the room
 - Ask students to find their test folder on the desk then sit in that desk
- 7:50–7:55 Remind students of the following:
- Turn off cell phones and other electronic devices or take out the battery, or put in locker,
 - No hats or hoods on head. A scarf is ok if not covering face
 - No items on desk. Backpack/Items may be placed next to the wall
- 7:55* When intercom announcement is made begin reading the “Verbal Instructions” as written in the Supervisor’s Manual
- 8:10* When intercom announcement is made, begin testing.
- 10:00–10:15* Break after completing the first two test sections
- 11:35* Testing is complete. Students are dismissed to go to lunch. Remind the students to remain quiet as they walk to their locker and to lunch.
- 11:30–10:40 Room Supervisors complete testing forms and bring all testing materials to the front office.
- 11:35–12:10 Lunch
- 11:40 GTI bus departs with Junior GTI students. **GTI busses for sophomore and senior students will run on regular schedule. ****
- 12:15–12:40 First period (1A)
- 12:45–1:10 Second period (2A)
- 1:15–1:40 Third period (3A)
- 1:45–2:10 Fourth period (4A)

***Start and stop times for testing are approximate—listen for the announcements for start times.**

****Junior students who have a GTI class A1-2 should report to the Career Center.**