ACT Testing Location and Schedule Recommendations

These testing location and schedule recommendations have been derived from the ACT Test Administration Manual and the ACT Test Coordinator Information Manual.

I. Space and Technology Recommendations

School Space Recommendation(s)	Test rooms that can be reserved to allow time for the entire test session, plus any potential delays; and have an accurate wall clock.
	Room is conducive to a proper test environment/free from distractions (e.g., quiet, orderly, comfortable, adequate lighting and ventilation, and can be arranged to meet seating requirements) and provides convenient and adequate access to restrooms.
	Place "Do Not Disturb" signs on doors where testing is occurring. Cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing.
	Location similar to the classroom environment and familiar to students. The Test Administrator (TA) MUST remain in the room at all times and monitor students throughout testing in an unobtrusive fashion.
Technology Recommendation(s)	Prepare for online tests by completing the 4 steps below. **Step 1:** Set up TA workstations **Step 2:** Set up student workstations **Step 3:** Configure your network **Step 4:** Configure assistive technologies
	Download TestNav (Instructions for download on your device)
	Troubleshoot technical problems during the tests (know who to contact): ACT Customer Care (Contact Form or 1-800-553-6244, ext. 1788).

II. State Average State Testing Times

Per Montana Code Annotated (§20-1-301), students in grades 4–12 are required to have a minimum of 1,080 hours of instruction. In the instance of state required testing, the average grade 11 student is estimated to spend about 3 ½ hours, including breaks, taking the Act with Writing test (see Figure 1). In other words, the average child will spend less than one percent of instructional time on the state assessments. All other assessments administered to students are determined at the school district and building level.

Figure 1

Section	Time
English	35 minutes
Math	50 minutes
Reading	40 minutes
Science	40 minutes
Writing	40 minutes
Total Time	3 hours 25 minutes (not including breaks) 3 hours 40 minutes (including breaks)

Questions about the recommended testing location, session and schedule for the ACT with Writing should be directed to the OPI Assessment Help Desk at 1.844.867.2569, or -email us at OPIAssessmentHelpDesk@mt.gov.