



## **ACT with Writing Training Information and Resources**

### **What is Required:**

As outlined in the ACT with Writing Test Coordinator Information Manual, the System Test Coordinator is responsible for selecting testing staff. All testing staff must complete the Staff Training Requirements outlined in the manual.

Completion of the Test Day Briefing by all testing staff.

Completion of the MontCAS Test Security readings and tasks as described on the [OPI Test Security webpage](#).

Completion of the role-specific Roles and Responsibilities for Test Security Information test security agreement per OPI published guidance.

### **How Often Is It Required?**

Completion of the ACT Testing Requirements is an annual requirement.

### **How Long on Average Does It Take?**

The ACT with Writing Training Session should take approximately 2 hours. The Test Day Briefing will last about 15 minutes.

### **Where do they find this information?**

The "ACT with Writing Training Session Outline" is found in the [ACT State & District Testing Test Coordinator Information Manual](#).

The ACT State and District Testing Test Coordinator Manual is located on the [ACT Montana State and District webpage](#) under the "Step 5: Administration" section.