ACT New Testing Administrator/Coordinator FAQs

This page contains the answers to the most frequently asked questions about what you need to know as a new administrator of the ACT test. Check here for quick answers to most questions

Q. Where do I start?
A. Step 1: Make sure that you are getting emails from the state about test administration (weekly AD Memos, information about AD meetings, etc.) If not, contact Emily Sweeten at Emily.sweeten@schools.utah.gov to update your information on our email and contact list.

Step 2: Go to Utah's ACT Website and view the "Welcome to Your Testing Program" video and then look at the Staffing Roles and Responsibilities information under pulldown menu 1, The ACT: Orientation.

Step 3: On Utah's ACT Website, review each of the 7 steps that you will be involved with as you prepare for and administer the ACT by clicking on the pulldown menu and exploring the items within each menu. Pay particular attention to the Schedule of Events located in the Orientation menu.

1. The ACT: Orientation - Get familiar with the testing program.	⌄
2. The ACT: Configuration - Provide access to materials and systems.	⌄
3. The ACT: Verification - Ensure nothing was missed.	⌄
4. The ACT: Preparation - Prepare for testing.	⌄
5. The ACT: Administration - Administer the test successfully.	⌄
6. The ACT: Transportation - Return materials to ACT.	⌄
7. The ACT: Interpretation - Receive score reports and data.	⌄

Step 4: Attend meetings, trainings, and get information to help you learn more about administering the ACT. Ask questions. Take advantage of resources that exist to make your job easier!

Step 5: Check out the resources, the FAQ sheets, and organize the information in a way that makes sense for you. Set the information up in a chronological task-related "to do" list that works for you.

Q.   What are the first big things I need to take care of relating to the ACT?
A. Item 1: If you are at a new school that just opened, or at a school that has students who has juniors for the first time (perhaps due to a school expansion), you will need to request an ACT Identifier number, also known as a High School Code. You can request that number by completing the High School Code Request Form and submitting it to ACT. You will want to request the High School Code as soon as you know that you will be testing your high school juniors in the upcoming year. Try to complete this before September, if possible.

Item 2: At the start of the school year (in September) you will get an Excel file from USBE called the ACT Organizational file (if you are the district testing coordinator) that requires you to collect/verify your LEA and school information for ACT communication. Follow the directions attached to the ACT Org. file, add/verify the information and return the file to USBE.

Item 3: Become familiar with the process of requesting ACT testing accommodations for students with disabilities and for students who are English language learners. Go to pulldown menu 2 on Utah's ACT Website and go through the information on ACT testing accommodations. Go to the USBE Assessment site and select the ACT page. Familiarize yourself with the ACT State Testing Accommodations and Supports document.

Item 4: Become familiar with the testing options – paper vs. online. You can find information on the Online testing FAQ page on the USBE Assessment ACT page and on Utah's ACT Website.

Item 5: Keep on learning, the rest will come!

Q. Who do I contact if I have questions?
A. If you have questions regarding the ACT test administration, using PearsonAccess[next], applying for testing accommodations, or other similar items, you can call the customer service number that is listed in the gray box on Utah's ACT Website and they can answer any questions you might have. If you have questions relating to trainings, or items you need from the state, you can contact Rebecca Peterson, College and Career Readiness Education Specialist, at rebecca.peterson@schools.utah.gov, or 801-538-7694.