



TALENT SEARCH INSTRUCTIONS

Northwestern
Center for Talent
Development

Congratulations on being part of a talent search program and taking the ACT® test. Information regarding your participation in the talent search and taking the ACT is summarized in this document.

TEST OPTIONS

- The ACT (no writing) is made up of four multiple-choice tests in English, mathematics, reading, and science.
- The ACT with writing includes the four multiple-choice tests plus a 40-minute writing test.

Note: You are not required to take the writing test to participate in the talent search. However, if you would like to take the writing test, please contact ACT Student Services before the late registration deadline for your requested test date.

ACT ADMISSION TICKET

- Prior to the test date you chose, ACT will mail you an admission ticket.
- Read both sides of your admission ticket carefully.
- Your registered test date and test option are listed at the top of your admission ticket.
- If you need to make any changes, call ACT Student Services as soon as possible.
- If you have not received your admission ticket or you need to request a duplicate, contact ACT Student Services by phone no later than 8:00 p.m. central time on the Friday prior to your test date.

REQUIRED IDENTIFICATION

Before being admitted to test on test day, you are required to present both:

Your printed ACT admission ticket

AND

Acceptable identification

For a complete list of acceptable forms of identification, visit www.actstudent.org.
If you fail to bring your required identification you will not be allowed to test.

ACT STUDENT WEB ACCOUNT

- Students who are 13 years or older can make changes to their registration and print their admission ticket online. To do so, go to www.actstudent.org and establish a free ACT student web account.
- Due to Internet privacy laws, students 12 years or younger cannot establish an ACT web account, even if their parents assist them. For assistance with registration changes or a new admission ticket, call ACT Student Services.



PREPARING FOR THE ACT

- Talent search agencies do not recommend students take part in excessive test preparation.
- It is sufficient to be familiar with the structure of the test and general test-taking tips (such as guessing strategies).
- You can download a copy of *Preparing for the ACT* from the "2. Prepare for the Test" section under the NUMATS Info tab of the online MyCTD Toolbox. In addition, you are encouraged to read Center for Talent Development's *The 2017 Student Guide: Participating in NUMATS*, also available in that same section of the online MyCTD Toolbox.

CALCULATORS

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing room, and protect the security of the test materials.

- **A permitted calculator** may be used on the ACT mathematics test only.
- It is your responsibility to know whether your calculator is permitted.

For a complete description of the ACT calculator policy, visit www.actstudent.org or call **800.498.6481** for a recorded message.

TEST DAY

Report to your assigned test center by 8:00 a.m. You will not be admitted to test if you are late.

Take the following items to the test center:

1. admission ticket
2. acceptable form of identification
3. sharpened, soft-lead No. 2 pencils and good erasers (no mechanical pencils or ink pens)
4. a watch to pace yourself (make sure alarms are turned off)
5. snacks or drinks to eat outside the test room during break
6. a permitted calculator (if you choose)

You may **NOT** take any of the following items into the test room:

- books, dictionaries, notes, scratch paper, or other aids
- colored pens, pencils, or correction fluid
- **any** electronic device other than a permitted calculator
- reading material
- tobacco in any form

AT THE TEST CENTER

- Testing staff will check your admission ticket and identification, admit you to the test room, direct you to your seat, and provide test materials.
- Testing begins after all examinees present at 8:00 a.m. are checked in and seated.
- A break is scheduled after the first two tests.

NOTE TO PARENTS, GUARDIANS, AND SCHOOL PERSONNEL

Testing regulations require that only those individuals actually taking or administering the ACT be allowed at the test center. Parents, guardians, and teachers should make arrangements to meet their students **AFTER** the test. You are not allowed to enter the test room or the testing area, observe, bring food, or otherwise contact the participants during testing or the break. **Thank you for your cooperation.**

MAKING CHANGES TO YOUR REGISTRATION

To make changes to your ACT registration:

1. Call ACT Student Services before the late registration deadline for the test date.
2. Have a valid credit card available. (Your parent or guardian can help you.)

Note: Registration and service fees are nonrefundable.

- **Test Center Change for the Same Test Date** **\$25.00**
If your preferred test center has space available for your test option, you will be assigned there and charged a Test Center Change fee.
- **Test Date Change or Absent on Test Day** **\$25.00**
If you decide not to test or you miss the test date for any reason, you may request to test on a different test date and pay the Test Date Change fee.
- **Late Registration** **\$27.50**
If you call to make a test date change during the late registration period, you will be charged a Late Registration fee plus a Test Date Change fee.

SCORE REPORTING SCHEDULE

- Reports for the ACT (no writing) are normally mailed 3–8 weeks after the test date.
- Reports for the ACT with writing are normally mailed 5–8 weeks after the test date.
- Your score report will be mailed to the address you provided when you registered.

WEATHER PROBLEMS ON TEST DAY

- In the event of inclement weather, listen to your local radio or TV station for announcements about the status of your test center.
- ACT will post reschedule information on www.actstudent.org.

2016-2017 TERMS AND CONDITIONS: TESTING RULES AND POLICIES FOR THE ACT® TEST

These Terms and Conditions are an agreement between the person who will take the ACT® test (“you”) and ACT, Inc. (“ACT”). They apply to every administration of the ACT test except where, and only to the extent that, you are provided with different terms or conditions by ACT, Inc. **Please read these Terms and Conditions carefully. By registering for and/or taking the ACT test, you are agreeing to these Terms and Conditions.**

By registering for and/or taking the ACT test, you represent and warrant the following to ACT: (1) the information you have provided to ACT is true; (2) you agree to be bound by, and will comply with, these Terms and Conditions and other ACT policies for the ACT test; (3) you will not engage in any prohibited behaviors; (4) you will cooperate with any test security investigation; and (5) you are not working for or on behalf of any test preparation provider(s).

Special instructions for the ACT test taken online: All references to answer sheets or answer documents in these Terms and Conditions refer to your responses on the ACT test taken online, and all references to test booklets and test-related documents include the ACT test taken online and all related test materials provided in paper or electronic form.

These Terms and Conditions do not create a third-party beneficiary relationship between ACT and any individual or entity other than you.

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Privacy Policy and Notice of Collection of Personally Identifying Information

ACT collects personally identifying information when you register for or take one of our tests. Our processing of such information, including collection, use, transfer and disclosure, is described in the ACT Privacy Policy (www.act.org/privacy.html).

By registering for or taking an ACT test, you provide personally identifying information to us, some of which is mandatory. If you do not provide mandatory personally identifying information, such as name, gender, address and date of birth, you may not be able to register for or take the ACT test.

We share personally identifiable information consistent with your choices. For example, we send score reports to the colleges you choose. Please note that when you send a report to a college that is part of a school system, the college may share your score with other colleges in that system. In addition, ACT provides your score report (including your photo) to your high school. In certain situations described in the Automatic Score Reporting for Scholarship Purposes section, ACT will also automatically report your scores for scholarship purposes.

When you register for or take an ACT test, you consent to the ACT Privacy Policy, which is incorporated into these *Terms and Conditions: Testing Rules and Policies for the ACT® Test* by reference, including consenting to the collection of personally identifying information and its use and disclosure as provided in the ACT Privacy Policy.

Notice to International Examinees: You are voluntarily providing personally identifying information to us. Your personally identifying information may be transferred outside of your home country to the United States to ACT or a third party service provider for processing and will be subject to use and disclosure under the laws of the United States. It may also be accessible to law enforcement and national security authorities in the United States.

Any questions about the ACT Privacy Policy or this notice should be directed to our Data Protection Official at DPO@act.org.

Automatic Score Reporting for Scholarship Purposes*

Some state/federal scholarship programs or education departments use ACT scores as one source of information to recognize student achievement. ACT reports test scores and other information about you for this purpose without requiring you to use one of your college choices, and at no cost to you. **If your mailing address or high school is in one of the states or other categories listed below, your test scores and other information about you will be reported automatically for consideration unless you specifically direct ACT, in writing, not to do so.**

To direct ACT **not** to automatically report your scores for scholarship purposes, send a letter postmarked by the Monday immediately after the applicable test date for which you do not want your scores reported. Address your letter to: ACT Customer Care, P.O. Box 168, Iowa City, IA 52243-0168.

NOTE: This will not affect any other uses of your scores, such as the reporting of scores to the colleges you listed or to your high school, or sending information about you to Educational Opportunity Service recipients if you opted in.

State scholarship programs**: Alaska, Arizona, Arkansas, Florida, Georgia, Idaho, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Mississippi, Missouri, Montana, North Dakota, Oklahoma, Pennsylvania, Rhode Island, Tennessee, Washington, West Virginia.

US Presidential Scholars Program: All states, District of Columbia, US territories, Puerto Rico, and US citizens abroad.

*This section does not apply to Residual testing.

**State scholarship program participants may change at any time, and these Terms and Conditions may not always reflect the most current information.

Photo Submission Requirement for Registration (National Testing Only)

During test registration, you must submit a photo to ACT that meets ACT photo requirements. Your photo will be used for test security purposes such as verifying your identity. ACT will place your photo on your registration ticket, provide it to test center staff, and include it on the score report that is automatically sent to your high school. You must have the right to submit the photo to ACT, either because you took it or because you have permission to submit it from the person who took it, and you agree that ACT may use your photo for all of the purposes listed in this paragraph and in ACT photo requirements. See the Photo Requirements (www.act.org/the-act/photo-requirements.html) page for information about providing your photo.

ACT may cancel your test registration and release your seat if you fail to provide a required photo by the deadline for that test date. If you fail to provide a required photo by the deadline, you will be subject to all test date change policies and fees. You must provide a photo by the photo deadline for the new test date. See Photo Upload Deadlines at (www.act.org/the-act/photo-requirements.html). If you do not request a test date change, your original registration fee will not be refunded.

NOTE: Examinees who are 12 years old or younger do not have to submit a photo for registration, but must bring acceptable identification to the test center.

Capturing Images or Voice Recordings at Test Centers

ACT may capture images and voice recordings of you at test centers. ACT may retain and analyze all such images and voice recordings for the purpose of protecting the integrity and security of the testing process.

Acceptable Identification

Unless otherwise stated in these Terms and Conditions, ACT generally requires that you show both (1) an admission ticket or a standby ticket, and (2) acceptable identification, to be admitted to a test center. You are responsible for understanding ACT requirements for **acceptable identification** (www.act.org/the-act/taking-the-test-identification) and having acceptable identification with you on test day. ACT policies are updated from time to time, so make sure that you check for any updates to our identification requirements before the day of testing. You should contact ACT Student Services (www.act.org/the-act/help-contactus) before the day of testing with any questions about acceptable identification. Test administration staff has sole discretion on test day for determining whether your identification is acceptable. If there is evidence, however, that another individual has taken the test for you, your score may be challenged and subsequently cancelled regardless of a staff decision to accept your identification and admit you to the test center.

Special Instructions for State and District testing, Special testing, Arranged testing, and Residual testing: ACT requires that you show acceptable identification on the test day, unless testing staff personally recognize you.

Test Security

In addition to any other remedies provided below or otherwise available to ACT, ACT may prohibit you from taking the ACT test, even if you have already registered, if ACT believes: (1) you may have engaged in prohibited behavior in connection with a prior administration of the ACT test, (2) you may intend to engage in prohibited behaviors in the future, (3) you may have provided false or misleading information to ACT, or (4) you may be working for test preparation providers.

A. Prohibited Behavior at the Test Center

The following behaviors are prohibited. You may be dismissed and/or your answer document may not be scored, at ACT's sole discretion, if you are found:

- Filling in or altering responses on your answer sheet or continuing to write the essay after time has been called on that test section. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke.
- Looking back at a test section on which time has already been called.
- Looking ahead in the test booklet.
- Looking at another person's test booklet or answer document.
- Giving or receiving assistance by any means.
- Discussing or sharing test content, test form identification numbers, or answers during test administration, during breaks, or after the test.
- Using a **prohibited calculator** (www.act.org/calculator-policy.html).
- Using a calculator on any test section other than mathematics.
- Sharing a calculator with another person.
- Using a watch with recording, internet, or communication capabilities.
- Using any electronic device at any time during testing or during break other than an approved calculator or watch. **All** other electronic devices, including cell phones and wearable devices, must be turned off and placed out of reach from the time you are admitted to test until you are dismissed after testing concludes.
- Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way.
- Using highlight pens, colored pens or pencils, notes, dictionaries, or other aids.

- Using scratch paper (unless an exception applies).
 - Specific instructions will be provided on test day if ACT authorizes you to use scratch paper, including the section(s) on which ACT has authorized its use.
 - If you are permitted to use scratch paper, you may only use paper that ACT has authorized and/or provided to you.
- Not following instructions or abiding by the rules of the test center.
- Exhibiting confrontational, threatening, or unruly behavior; or violating any laws. If ACT suspects you are engaging in criminal activities, such activities will be reported to law enforcement agencies.
- Allowing an alarm to sound in the test room or creating any other disturbance.

All items brought into the test center, such as hats, purses, backpacks, cell phones, calculators, and other electronic devices may be searched at the discretion of ACT and its testing staff. ACT and its testing staff may confiscate and retain for a reasonable period of time any item suspected of having been used, or capable of being used, in violation of these prohibited behaviors. ACT may also provide such items to and permit searches by third parties in connection with an investigation conducted by ACT or others. ACT and its testing staff shall not be responsible for lost, stolen, or damaged items that you bring to a test center.

Consequences for Prohibited Behavior: ACT has sole authority for determining whether to take action regarding prohibited behavior observed or suspected on test day, and its decisions are final. **If ACT takes action due to prohibited behavior observed or suspected on test day, the individuals who engaged in the prohibited behavior will not have their answer documents scored; will forfeit their registration for that test date; and will have no right to refunds or appeals.**

B. Individual Score Reviews

If ACT discovers reason to believe your score may be invalid – such as evidence of unusual similarities in the answers of you and another examinee, evidence that you may have falsified your identity or impersonated someone else, evidence of possible advance access to test questions or answers, or other indicators the test scores may not accurately reflect your level of educational achievement – ACT may conduct an Individual Score Review. **ACT reserves the right to cancel test scores when there is reason to believe the scores are invalid. Proof of misconduct is not required to cancel scores.**

ACT will take steps to notify you if ACT decides to conduct an Individual Score Review. The notice includes information about why ACT has started the Individual Score Review and options available for resolving it. If the scores that are the subject of the Individual Score Review have not yet been reported by ACT, ACT reserves the right to hold those scores pending the outcome of the review process, including any appeal. More information regarding the review process will be provided to you if ACT opens an Individual Score Review regarding your score.

For Individual Score Reviews, the final and exclusive remedy available for you to appeal or otherwise challenge a decision by ACT to cancel your test score is binding arbitration. The arbitration will be conducted through written submissions to the American Arbitration Association (“AAA”), unless both you and ACT agree to submit the matter to an alternative arbitration forum. By agreeing to arbitration in accordance with these Terms and Conditions, you are waiving your right to have your dispute heard by a judge or jury. If you choose to appeal a decision by ACT to cancel your test scores by exercising your right to seek arbitration of that decision, you must pay a nonrefundable filing fee of \$200 to the AAA (or alternate forum) as your share of the filing fee, and ACT will pay the remainder of the filing fee. Your share of the filing fee is payable in full when a request for arbitration is filed with the AAA, but will be reimbursed by ACT if you prevail in arbitration and your scores are not cancelled. The only issue for arbitration will be whether ACT acted reasonably and in good faith in deciding to cancel the scores. No damages may be awarded by the arbitrator and each party is responsible for its own fees and expenses, including attorneys’ fees, except as otherwise expressly provided in these Terms and Conditions. No arbitration involving the outcome of an Individual Score Review may be maintained as a class action, and the arbitrator shall not have the authority to combine or aggregate the disputes of more than one individual, conduct any class proceeding, make any class award, or make an award to any person or entity not a party to the arbitration.

C. Compromises/Disruptions in the Testing Process– Limitation of Remedies

ACT takes steps that are intended to ensure that test registrations are correctly processed, tests are properly administered, tests and answer documents are properly handled and scored, and scores are properly reported. In the unlikely event there is an error or other occurrence that compromises or disrupts the testing process, ACT will examine the situation and determine whether it needs to take action, including not scoring answer documents or cancelling scores. Compromises or disruptions that could cause ACT to take action under this paragraph include, but are not limited to, errors in the registration process; errors in preparing, handling, shipping, processing, or scoring answer documents; errors in reporting scores; deviations from standard testing procedures such as events that cause testing at a test center to be cancelled or interrupted, or a mistiming on any part of the test; events or information that raise concerns about possible prohibited behavior, advance access to test content by anyone taking the test, or possible invalid scores; unusual data from a test center such as unusual similarities in the answers of people at the same test center; or any events that otherwise disrupt or compromise the testing process. If ACT determines that it needs to take action in response to any such error or disruption in the testing process, ACT will in its sole discretion (1) correct the error (if an error occurred and ACT believes correction is feasible), (2) not score answer documents or cancel scores and offer each affected person the option to retake at no additional fee (normally on a future National test date), or (3) not score answer documents or cancel scores and offer a refund. To take such action, ACT shall not be required to conduct an Individual Score Review or otherwise demonstrate that a compromise or disruption invalidated your specific score. Decisions made by ACT regarding such compromises or disruptions in the testing process are final. If ACT offers a retest and you select that option (or it is selected for you in State and District testing), you must retake all four multiple-choice tests to produce a valid Composite score. If you took the writing test on the original test date, you may also need to retake the writing test in addition to the four multiple-choice tests to produce a valid English Language Arts score.

For State and District testing: In the event of compromises/disruptions in the testing process, ACT may offer the option to retake at no additional fee or it may cancel the test event without an option for retest.

It is important that ACT ensure that reported scores are not affected by an irregularity, and that ACT inform anyone who has received a score report that the score may not accurately reflect a person’s academic achievement and skills. You therefore agree that ACT may notify score recipients if there is an investigation into the validity of your reported test score and if your score is cancelled. You also agree that ACT may disclose details about a test security investigation to score recipients and to anyone who may be able to assist with an investigation conducted by ACT, such as law enforcement, state departments of education, and local school officials. You agree that ACT will have no liability for exercising any of these rights.

The remedies listed above are the exclusive remedies available for any examinee who experiences an irregularity in the testing process. In no event shall ACT be liable to an examinee for any special, indirect, consequential, exemplary, or punitive damages.

Arbitration of Disputes with ACT

All disputes – other than disputes involving “Individual Score Reviews” (described above) or infringement of ACT’s intellectual property rights – that relate in any way to registering for or taking the ACT test, requesting or receiving accommodations on the ACT test, the reporting of ACT test scores or the use or disclosure of personal information by ACT, shall be resolved by a single arbitrator through binding arbitration administered by the American Arbitration Association (“AAA”), under the AAA Consumer Rules (“AAA Rules”) in effect at the time a request for arbitration is filed with the AAA. Copies of the AAA Rules can be located at www.adr.org. No arbitration may be maintained as a class action, and the arbitrator shall not have the authority to combine or aggregate the disputes of more than one individual, conduct any class proceeding, make any class award, or make an award to any person or entity not a party to the arbitration. By agreeing to arbitration in accordance with these Terms and Conditions, you are waiving your right to have your dispute heard by a judge or jury.

Each party will be responsible for its own fees and expenses incurred in connection with the arbitration, regardless of the outcome of the arbitration, except as otherwise expressly provided in these Terms and Conditions. In no event shall ACT be liable to an examinee for any special, indirect, consequential, exemplary, or punitive damages.

NOTE: Separate procedures apply to arbitration proceedings involving Individual Score Reviews. Those procedures are discussed above, under the heading “Individual Score Reviews.”

Retest Restriction

You may take the ACT no more than 12 times total. This restriction applies even if your scores from a test date are cancelled by you or by ACT.

ACT may cancel your registration, rescind your admission ticket, or take any other steps necessary to enforce this policy. If you violate this restriction, your scores will not be reported or will be cancelled and your fees will not be refunded.

In calculating the 12-test total, ACT makes exceptions for testing required by your district or your state’s Department of Education and tests taken as part of an academic talent search. Other exceptions will be considered only if you submit a request via our online Retest Exception Request Form no later than the regular registration deadline for the test date you would like to be your 13th test date. Exceptions are within ACT’s sole discretion.

ACT Intellectual Property Rights

All ACT tests, test-related documents and materials, and test preparation materials are copyrighted works owned by ACT and protected by the laws of the United States and other countries. Secure (*i.e.*, not made available by ACT to the general public) tests and test questions may not be copied or disclosed at any time. Test-related materials that ACT has made available to the general public, such as materials designated by ACT as sample tests, may not be copied, duplicated or used in any other works, in whole or in part, without the prior written approval of ACT. **ACT may pursue all available civil and criminal remedies if its intellectual property rights are violated, including seeking damages and injunctive relief in a court of law and referring such violations to law enforcement authorities for criminal prosecution.**

ACT owns all answers and answer sheets you submit, including all essay responses, as well as all score-related data maintained by ACT. The score reports from ACT are your property. However, score reports may not be altered by you or others so as to convey inaccurate or misleading information, and, if ACT cancels the scores reflected on such score reports, those scores may not be provided to third parties.

Changes to These Terms and Conditions

These Terms and Conditions are subject to change. ACT will provide notice of such changes by posting the revised Terms and Conditions on its website. The Terms and Conditions that are posted on ACT’s website when you register to test will apply to you with respect to that test date, along with any changes that may be reflected in revised Terms and Conditions posted to ACT’s website at least forty-eight hours prior to your testing date. The current version of these Terms and Conditions is available at www.act.org/the-act/terms, and you agree to check for revised Terms and Conditions prior to taking the ACT.

All ACT policies referenced in these Terms and Conditions, including the ACT Privacy Policy, are part of these Terms and Conditions and are binding on you, so you should review them carefully. Any questions should be directed to ACT Student Services (www.act.org/the-act/help-contactus) in advance of registering for or taking the test.

Accessibility of These Terms and Conditions to Disabled Individuals

If you have any difficulty accessing these Terms and Conditions because of an impairment, please contact ACT Student Services (www.act.org/the-act/help-contactus) in advance of registering for or taking the ACT test. ACT would be happy to provide these Terms and Conditions in an alternative format, or to assist you in some other manner as reasonably necessary to enable you to access these Terms and Conditions.

Additional Information for South Carolina Testing Program Participants Only

You are taking the ACT test as part of a contract between your state, school district, or school and ACT. To the extent there is any conflict between these Terms and Conditions or the ACT Privacy Policy and the express terms of the contract between your state, school district, or school, and ACT, the terms of that contract shall control.

HOW TO CONTACT ACT

ACT Student Services **319.337.1270**
 (Monday–Friday, 8:00 a.m.–8:00 p.m. central time)

- Lost or delayed admission ticket
- Test center change (for same test date)
- Test option change
- Test date change (if absent on original date)
- Questions concerning score reports
 (Please allow 3–8 weeks after the test date to receive score reports)

ACT Accommodations **319.337.1332**

- **Special Testing (at school; not at a test center)**
 Students with diagnosed disabilities who cannot test at a national test center
- **National Extended Time (50% time extension)**
 Students who can test at a national test center and require a 50% time extension
- **National Standard Time with Accommodations**
 Students who can test at a test center under standard time and require accommodations

ACT TEST DATES AND DEADLINES 2016–2017

Note: This information is specific to ACT.

Dates and deadlines for your talent search may differ.

TEST DATE	REGISTRATION DEADLINES	
	Regular Deadline	Late Fee Required
September 10, 2016	August 5	August 6–19
October 22, 2016	September 16	September 17–30
December 10, 2016	November 4	November 5–18
February 11, 2017*	January 13	January 14–20
April 8, 2017	March 3	March 4–17
June 10, 2017	May 5	May 6–19

*No test centers are scheduled in New York for the February test date.

ACT Privacy Policy can be found at www.act.org/content/act/en/privacy-policy.html.
 If you have any questions or comments about this Privacy Policy or your Personal Information, you may contact us at: ACT, Inc., 500 ACT Drive, PO Box 168, Iowa City, Iowa 52243-0168.

