

ACT Exam Procedures and Requirements

ALL Juniors [& senior testers] must follow the requirements below to test on Tuesday, February 27, 2024.



BEFORE EXAM DAY:

1. Check your emails for ACT updates. Juniors and parents/guardians will receive a reminder of testing room assignments, behavior expectations, phone policy, and calculator policy.
2. Set up a student account at www.myACT.org. Students will receive test scores by having an ACT account. Accounts must be set by no later than two days after the test date. More information can be found [here](#). Information about setting up your myACT account is available [here](#).
3. Review what to bring and not to bring listed below.

Don't bring any of these items; you can't access them:

- a) Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids.
- b) Highlighter pens, colored pens or pencils, or correction fluid/tape.
- c) Any electronic device other than a permitted calculator.
- d) Reading material

Bring:

- a) **Photo identification** – Driver's license, an LVA school ID, Military ID, or Work ID. If you don't have one, don't panic.
 - b) **Number 2 pencils** - Bring 2+ sharpened, No. 2 pencils with good erasers (**no mechanical pencils or ink pens**). Please do not bring any other writing instruments; you will not be allowed to use them.
 - c) **Watch [optional]** - You may bring a watch to pace yourself **but do not bring a watch with an alarm**. Your watch must be removed and placed on your desk face up during testing. If your alarm sounds during testing, you'll be dismissed, and your answers will not be scored. **DO NOT BRING OR USE ANY SMARTWATCH.**
 - d) Bring an approved calculator to be used on the mathematics test only. You are not required to use a calculator at all, but if you do, it is your responsibility to know whether your calculator is permitted. See the attached calculator policy.
4. **Transportation: CCSD School Bus Transportation:** Students using CCSD transportation will use their same daily bus schedule.

If parents/guardians want their student to leave school immediately after testing is done, they must provide a permission letter stating that they give permission for their child to leave campus when testing is over on February 27, 2024. Parents/guardians may also state in the letter how their child will be leaving school; students driving themselves, or a parent/guardian will pick the child up. Students are not permitted to ride with other students after the test to go home. A copy of the parent's/guardian's driver's license needs to accompany the letter requesting for the student to leave campus for verification purposes.

All requests for students to leave campus on the testing day must be in the Character & Compliance office by Friday, February 23, 2024.

5. Food:

- a. Breakfast will be served in the cafeteria, beginning at 6:30 to 7:00 am. Lunch will be available after testing concludes.
 - b. Students **may bring snacks and bottled water**. Students must leave snacks/beverages at the front of the testing room until break times. **No other beverage besides water is allowed.**
 - c. Note: Students must be careful not to eat or drink around testing materials. Any food or beverage marks on the answer sheet will invalidate the test.
 - d. Students can request a school lunch by filling in this form.
6. Visit lasvegasacademy.net for information on the practice and preparation for the ACT (Prep Guide).

MANDATORY DAY OF THE TEST

1. **IMPORTANT, DO NOT REPORT TO LVA** on test day if you are sick, or have a temperature,

- a. ***A student, who must cancel, for whatever reason, may take the exam in the spring of 2024 to meet their graduation requirement.***
 - b. *Students who are unable to take the test may select to pay and take the ACT on a published testing day.*
 - c. ***If you have questions or must cancel, please contact Sarah Robinson at robinsm3@nv.ccsd.net.***
2. Students must comply with all behavior/health/safety expectations. This includes:
 - a. **NO large purses, backpacks, or bags of any kind.**
 - b. Upon entering the exam room, students must find their assigned seats. **Cell phones must be TURNED OFF** and placed in the front of the classroom.
 - c. A student may only retrieve or access their cell phones once all testing material is collected and the materials are removed from the room AND when the proctor gives permission.
 - d. **Students may not use phones during the break.**
 - e. Students must have their rides waiting at 12:30 pm. This is approximate based on factors that may affect the start time.
 - f. **Students who do not comply with the above rules or behave in a way that places others at risk will be removed from testing. His/her test will be invalidated. Parents/guardians will be contacted immediately to pick up the student at LVA, OR the parents/guardians will be informed that the student is leaving campus if they drive themselves.**
 3. No students may enter the exam room once the test question booklet has been distributed.
 4. Students should bring a photo ID, a driver's license, LVA ID Card (any year), Military photo ID, or other photo ID.
 5. Students must bring their own #2 pencils [more than one] to the exam.
 6. Cell phones, smartwatches, tablets, and other electronic devices are not allowed on the student or near student desks during the exam. Students will be required to turn electronic devices off and place the devices on tables next to the exit doors or other locations directed by the proctor—[An adult will monitor the tables].
 - a. There is no access to any device during the exam.
 - b. Electronic devices must be turned off. Any device that rings, makes sounds with notifications, or any other sound may invalidate the device owner's exam and jeopardize the entire room of test-takers.
 7. You may use a calculator for part of the Math Test when you take the ACT, but it has to be an approved type. For calculator requirements, see the attached ACT Calculator Policy or visit lasvegasacademy.net. Students are responsible for bringing their approved calculator.
 8. Students will only have access to water fountains during breaks. Students may bring water bottles. Students must remain seated until the exam finishes, and the administrator/proctor releases them at approximately 12:30 pm.
 9. **RESTROOM USE:** Students will be allowed to visit the restroom one at a time or during breaks. This is a timed test. A student who leaves the testing room to go to the restroom during the exam is not given any additional time to finish. There are scheduled breaks during the day.
 10. Hand sanitizer will be available to students during the testing event.
 11. **AFTER THE TEST**, Students who will be picked up should have rides for students no later than 12:30 pm.
 12. CCSD bus transportation will depart LVA at 2:00 pm. Students taking the bus or waiting for a parent/guardian must remain in the cafeteria or quad.
 13. Students, who have permission to exit campus after the exam, may not congregate in groups and must exit campus immediately after being released.
 14. All students must be picked up and exit campus at 2:00 pm.
 15. There will be no late buses on February 27, 2024.
 16. For more information about What to Bring/What Not to Bring, visit the ACT [Test Day Checklist](#).

For more information before the exam, please email Sarah Robinson, Assistant Principal, Testing Coordinator, at robinsm3@nv.ccsd.net.