ACT® *Will go into Effect Spring 2026*

POLICIES AND PROCEDURES
Schedule Flexibility Policy
Standard Time and Single-Day Accommodations

Schedule flexibility: In addition to administering all tests in a single setting, your school can now offer more flexibility when administering the science and/or writing tests to students testing with standard time or with single-day accommodations. Refer to page 2 for flexible scheduling option details.

Flexibility allows for either an extended break when administering all tests on the same day or testing over two days. This flexibility applies unless your state requires all testing to be completed on the same day.

Note: If testing over two days, the second day of testing will be referred to as Day 2.

Policies Adherence

If you choose to adopt a more flexible schedule, the following policies must be strictly adhered to when implementing flexibility into your test administration:

- **Single setting:** English, mathematics, and reading tests must ALWAYS be administered on Day 1, in a single setting. For paper testing, the single day must be on Tuesday, see your Schedule of Events. Day 2 testing must be administered on Wednesday following the Tuesday test date.
- **Science and Writing Test Scheduling:** Science and/or writing may be administered after an extended break or on Day 2.
- **Test order:** Consistent with ACT policy, the tests must be administered in this order: English, mathematics, reading, and then science and/or writing as appropriate. If

the order is altered, the tests will not be scored.

- **Administering breaks:** All policies for administering ACT standard breaks must be enforced. These include administering the normal break between mathematics and reading at its usual length. Shortening or skipping scheduled ACT standard breaks is not allowed. If writing is administered, there may be a 5-minute break before the test to relax and sharpen pencils, depending upon your test administration choice.
- **Test materials security:** All policies for the security of test materials must be maintained during the entire administration.
- **Prohibited behavior:** All policies for prohibited behavior must be enforced, especially discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.
- **Seating:** Examinees must always be directed to report back to the same test room and seated in their original seats.

  - *Note: ACT recommends the same person be the room supervisor for the entire test to create a consistent environment for the student's benefit. If the room supervisor is substituted at some point an irregularity should be completed.*

- **Examinees who don't return:** If examinees do not return from the extended break or are not available for the scheduled Day 2 testing for any reason:

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- *Retake, submit, or reschedule:* The test coordinator must decide if the examinee(s) should retake all tests during a later testing event (if possible) or submit only the tests completed before the extended break/Day 2 for scoring.

  - *Note: For paper administrations, Day 2 testing must be on Wednesday following the Tuesday test date. For online administrations, the test coordinator may decide to schedule the examinee for a different Day 2 during the same testing event.*

- *Irregularity reporting:* For ALL examinees who do not return, the test coordinator must submit an irregularity report in Test Center Manager (TCM) to document the action taken by the test coordinator.

Policies violation: Violation of the policies outlined above may result in the voiding or cancellation of test scores.

Flexible Scheduling Options

The test coordinator decides if a school's examinees test on the same day or over two days. This decision applies to ALL standard time and single-day accommodations testing rooms and administrations for that testing event at the school. Based upon this decision (same-day or two-day), please refer to the appropriate text and table below.

Note: Writing is not applicable for PreACT Secure or PreACT 9 Secure. When reviewing each of the tables below only the first option is applicable for PreACT Secure and PreACT 9 Secure.

Same-Day Testing Schedule
(for Schools Who Choose a Flexible Schedule)

If you are testing all students on the same day, find the correct row in the following table for the tests being administered under your contract.

Same-Day Testing Schedule

Tests	Schedule
• **English** • **Mathematics** • **Reading** + • **Science**	1. English 2. Mathematics 3. Reading (Extended break) 4. Science
• **English** • **Mathematics** • **Reading** + • **Writing**	1. English 2. Mathematics 3. Reading (Extended break) 4. Writing
• **English** • **Mathematics** • **Reading** + • **Science** • **Writing**	1. English 2. Mathematics 3. Reading 4. Science (Extended break) 5. Writing OR 1. English 2. Mathematics 3. Reading (Extended break) 4. Science 5. Writing

Extended Breaks

Test coordinators may determine the length of the extended break (e.g., lunch or snack break). All rooms at the school must resume testing on the same schedule and complete testing by the end of the school day.

While local logistics are up to the test coordinator, it may be easiest to designate a special location for students to take their extended break at the school. A special location will allow for easier coordination of examinees and for the monitoring of potential prohibited behaviors.

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Two-Day Testing Schedule
(for Schools Who Choose a Flexible Schedule)

If you are testing over two days, find the correct column and row in the following tables for the mode and tests being administered under your contract.

Note: For PreACT Secure and PreACT 9 Secure the test can be started any day within the testing event. Science will need to be given the second day of testing.

Two-Day Testing Schedule—Paper

Tests	Schedule		
• English • Mathematics • Reading + • Science	1. 2. 3. 4.	Tue Tue Tue Wed	English Mathematics Reading Science
• English • Mathematics • Reading + • Writing	1. 2. 3. 4.	Tue Tue Tue Wed	English Mathematics Reading Writing
• English • Mathematics • Reading + • Science • Writing	1. 2. 3. 4. 5. **OR** 1. 2. 3. 4. 5.	Tue Tue Tue Tue Wed Tue Tue Tue Wed Wed	English Mathematics Reading Science Writing English Mathematics Reading Science Writing

Two-Day Testing Schedule—Online

Tests	Schedule		
• English • Mathematics • Reading + • Science	1. 2. 3. 4.	Day 1 Day 1 Day 1 Day 2(any)	English Mathematics Reading Science
• English • Mathematics • Reading + • Writing	1. 2. 3. 4.	Day 1 Day 1 Day 1 Day 2(any)	English Mathematics Reading Writing
• English • Mathematics • Reading + • Science • Writing	1. 2. 3. 4. 5. **OR** 1. 2. 3. 4. 5.	Day 1 Day 1 Day 1 Day 1 Day 2(any) Day 1 Day 1 Day 1 Day 2(any) Day 2(any)	English Mathematics Reading Science Writing English Mathematics Reading Science Writing

Start Times

For paper and online, start times on both Day 1 and Day 2 must be consistent with the *Start Time* policy. On Day 2, all rooms at the school must resume testing on the same schedule.

Online Day 1 and Day 2

For online, Day 1 can be any day during the testing event when English, mathematics and reading are administered. Day 2 is any day after Day 1, it does not need to be consecutive, when Science and/or Writing are administered.

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