

SUGGESTED ACT TIMING

Time	Activity	Comments
7:45-7:50	Students arrive at assigned classroom.	Take care of personal needs before this time.
7:55-8:00	<ul style="list-style-type: none"> • Test Administrator (TA) checks in assigned students and directs seating. • Students place all snacks & backpacks/ purses in the designated area 	<ul style="list-style-type: none"> • Students need to bring their KHIS ID in case the Test Administrator does not know them. • Don't bring meals – you won't have time to eat them!
8:00-8:10	Students place all technology such as phones & watches in pouch & label with their names for TA to collect.	It's best to leave these at home or have a trusted friend who is not testing hold for you.
8:10-8:30	TA distributes answer documents to correct student and then a test booklet to each student.	<ul style="list-style-type: none"> • Students ensure they have correct answer document and a test booklet. DO NOT BREAK the seal until told to do so. • Listen to TA for instructions.
8:30-9:15	<ul style="list-style-type: none"> • TA begins test 1 – English & times/monitors. • Students complete English test. 	TA completes seating chart while students are testing.
9:15-10:20	<ul style="list-style-type: none"> • TA begins test 2 – Math & times/monitors. • Students complete Math test 	Students can use their own calculator during the test – no sharing!
10:20-10:35	<ul style="list-style-type: none"> • Student break – bathroom & snacks. • TA monitors & checks answer documents. 	Please stay close to your assigned room & remember classes are in session, so talk quietly. NO DISCUSSING THE TEST!
10:35-11:10	<ul style="list-style-type: none"> • TA begins test 3 – Reading & times/monitors. • Students complete Reading test 	Remember – work ONLY in the Reading test – do not go back or forward or you will be dismissed.
11:10-11:45	<ul style="list-style-type: none"> • TA begins test 4 – Science & times/monitors. • Students complete Science test 	
11:45-11:50	<ul style="list-style-type: none"> • TA collects Test Booklets & reads Extended Break Instructions. • Students make sure they signed the Test Booklet & completed the Certification while waiting. 	<i>Students will be allowed to go to lunch BEFORE THE Writing section of the test. You must return when the first bell rings & check back in with the TA for Period 6.</i>
11:50-12:20	<ul style="list-style-type: none"> • Lunch break for students & • TA must not leave the room w/o TC or proctor to secure items. 	NO DISCUSSING THE TEST DURING THE LUNCH BREAK!
12:20-12:30	<ul style="list-style-type: none"> • Students return & are checked in to the SAME seat. • TA identifies students coming in one at a time. 	
12:30-12:35	TA distributes a Writing test booklet to each student.	<ul style="list-style-type: none"> • Students ensure they have correct answer document and a Writing test booklet. DO NOT BREAK the seal until told to do so. • Listen to TA for instructions.
12:35-1:15	<ul style="list-style-type: none"> • TA begins Writing Test & times/monitors. • Students complete Writing Essay. 	<ul style="list-style-type: none"> • TA completes the seating chart while students write. • Students complete a Final Draft quality essay.
1:15- 1:25	TA collects Answer Sheets & then Writing Test Booklets	Students may NOT access personal items until they are dismissed.
<p>Student dismissal – collect personal items & return to Period 6 class or home IF note turned in before school.</p>		