

From: Somasundaram, Visalakshi DPI
Sent: Monday, February 29, 2016 3:03 PM
To: ACT Group
Subject: Additional clarification regarding Late Starts due to weather contingency

Dear ACT test coordinators:

Please read the following additional clarification from ACT regarding Late Starts due to weather contingency:

If a 1-hour or 2-hour late start occurs on test day tomorrow, you may continue with administering the ACT test, IF you are able to begin the test before 11:00 am Central. Please be advised of the following:

- You should allow at a minimum 4.5 hours to administer the ACT Plus Writing assessment (includes time to read instructions)
- Examinees cannot be allowed to have lunch during the 15 minute break between Test 2 and 3
- If you are still able to begin the test by 9am, you do not need to notify ACT
- If you begin the test after 9am but before 11am, please send an email to statetesting@act.org letting them know what time you will be starting the test. They will record this appropriately. Also, complete an irregularity report, noting that the test started after 9am.

If school is canceled on ACT test day, March 1, you may still administer the ACT WorkKeys test on March 2.

Thanks,
Viji.

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