**Test Day Procedures – July 17, 2024**

 **­­– 9 a.m.**

* **Report to the library by 9:00am.** You will not be admitted if you are late. Main Library is at 625 Minnesota Ave. KCK.
* **Have school ID or other photo ID with you.** You will not be admitted without it.
* A test center supervisor will check your ID, admit you to the test center, direct you to a seat, and provide test materials.
* Testing normally begins only after all examinees present at 9:00 are checked in.
* Do not engage in any **prohibited behaviors during the test** or you will be dismissed and your test will not be scored.
* During the test, test supervisors will **check your calculator** to ensure that:
	+ it is a permitted type (list attached);
	+ you use it only during the mathematics test;
	+ you use your backup calculator only if your primary calculator fails;
	+ you do not share your calculator; and
	+ you do not store test materials in your calculator’s memory.
* If your calculator has characters one inch high or larger, or a raised display, testing staff may seat you where no other examinee can see your calculator.
* A break is scheduled after the first two tests. **If you would like to bring a snack or drink to have during the break you may bring one with you.**
* **If you do not complete all your tests** for any reason, tell your test supervisor before you leave the test center whether or not your test should be scored.
* Bring **#2 pencils**. Mechanical pencils are not allowed.
* A score sheet will be mailed to you outlining your scores on each section as well as your overall score. Scores are not shared with anyone other than the student.
* Scores are **not turned in to ACT** or the school. They are for your use only.