**Mock ACT® administration for use with the TCA Online StudyGuide**

This document is a guideline for use when administering an ACT diagnostic test for use with the TCA Online StudyGuide. We have modified the script from an actual ACT in order to save time during the administration.

*\*CMS is not administering the writing portion during this Mock ACT\**

As students enter the room, assign them a computer and have them go to Garinger High School Webpage then click the following tabs and follow instructions.

*Student Services ------- Mock ACT Testing*

Or

 Have students click the following Link:

 [Garinger High School -TCA Log In](http://www.tcaprep.com/nsg/index.php/members/login/1628136438)

Students will log into the TCA site using the following information:

 **Username** = student ID# **Password**= Birthdate YYYYMMDD

1. Select Study Guide for ACT
2. Select Step 3
3. Select #6 which is the green box (Practice ACT Form 002)
4. Click “Take Test Online” which is the last option

**\*\*DO NOT CALL for help if a student is unable to log into Triumph. Have student continue taking the test using the provided bubble sheet and test provided on the student services website\*\***

*Administrator begin reading section below in bold.*

*Begin verbal directions*

**We are now ready to begin our testing. Today you will be taking a diagnostic Mock ACT online so that your results will be ready for you once you submit your test. The purpose of this test is to help you identify areas you can improve before you take the real ACT. We are simulating the times so you won’t be surprised by anything on the day you take the real test. Two important differences between today’s testing and the actual ACT is that we want you to leave blank questions for which you really don’t know the answer and that you are taking this test online today. On the REAL ACT you shouldn’t leave ANY answers blank but for today we want you to and you will be taking a paper/pencil version of the test.**

*NOTE: This is a diagnostic test, the reason we want students to skip questions they REALLY don’t know the answer to is that they may guess the right answer!*

*Continue verbal directions*

**This Mock ACT is composed of four multiple–choice tests in English, Mathematics, Reading, and Science. The tests will be administered under standard time conditions. If you think that you qualify for a time accommodation on the actual test, please see your counselor if you need assistance applying for the special accommodations. You may not eat or drink in this room. You can’t have a timer, cell phone/smart phone or any electronic device, other than a calculator, in this room. During the actual test you can’t use electronic devices even on your breaks and you’ll be disqualified from the test if the monitors discover you using one. Please put your calculator away, you can only use it on the Mathematics test.**

**Please clear your desk of everything except your pencils, eraser and scrap sheet of paper.**

**I’ll be walking around the room making sure that you’re working on the right test. If you need something or have a question just raise your hand and I’ll come to you.** *Continue verbal directions*

**I am the official timekeeper for this test. I will give you a five minute warning before the end of each test. When I call time at the end of a test, you must stop immediately. Do not forget to click score section once you complete the section or when time has been called.**

**Note: You can not go back to the previous page once you select next page.**

**There is to be no more talking from this point on. Listen carefully to the following instructions.**

**Test 1 (ENGLISH)** Section 1 Make sure your stopwatch or timer is set to 45 minutes

*Begin verbal directions*

**You will have 45 minutes to work on test 1. You can’t begin until I tell you to begin. You can only work on test 1. Once you finish select score this section and wait quietly. Click on Section 1 and Read the directions carefully and begin.**

**Start your timer.**

**Test 1 (record times)**

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Start time 5 minute warning Stop

*At the forty minute mark say*

**You have 5 minutes remaining on this test**

After five minutes say

**Stop, select score this section if you haven’t done this.**

**Test 2 (Math) Section 2**

*Begin verbal directions*

**All problems on the math test are designed to be solved without a calculator. However, you are allowed to use an approved calculator for the test. You are responsible for knowing if your calculator is permitted. Check the ACT web site if you’re not sure if your calculator isn’t permitted. TI – 89 calculators are not permitted. It is also your responsibility to make sure your calculator is working and has good batteries. You can bring a spare calculator into the test but only one calculator can be used at a time.**

**You will have 60 minutes to work on test 2. You can’t begin until I tell you to begin. You can only work on test 2. There will be a break after this test.**

**Select section 2, do all your figuring on your scrap sheet of paper, read the directions carefully and begin.**

Start your timer.

**Test 2 (record times)**

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Start time 5 minute warning Stop

*At the fifty-five minute mar*k:

**You have 5 minutes remaining on this test**

*At the sixty minute mark :*

**Stop, be sure you clicked score this section if you haven’t done so.**

**Put your calculator away, you aren’t allowed to use it for the remaining tests.**

*Note: for an actual test the students will be given a 10-15 minute break.*

*You now have a 2 minute break. (this is not a bathroom break, stay in seats)*

**Test 3 (Reading) Section 3**

Make sure your stopwatch or timer is set to 35 minutes

*Begin verbal directions*

**Please sit down. You will have 35 minutes to work on test 3. You can’t begin until I tell you to begin. You can only work on test 3. Select section 3 read the directions carefully and begin.**

Start your timer.

**Test 3 (record times)**

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Start time 5 minute warning Stop

*At the thirty minute mark:*

**You have 5 minutes remaining on this test**

At the thirty-five minute mark:

**Stop, be sure you clicked score this section if you haven’t done so.**

**Test 4 (Science) Section 4**

Make sure your stopwatch or timer is set to 35 minutes.

*Begin verbal directions*

**You will have 35 minutes work on test 4. You can’t begin until I tell you to begin. You can only work on test 4. Select section 4 and read the directions carefully and begin.**

Start your timer.

**Test 4 (record times)**

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Start time 5 minute warning Stop

*At the thirty minute mark:*

**You have 5 minutes remaining on this test**

*At the thirty-five minute mark:*

**Stop, be sure you clicked score this section if you haven’t done so.**

**You will click your results tab and your total composite will be given. Remember this was a simulation and your composite score doesn’t include the essay.**

**Now select “My Status for ACT” located under Steps 2 & 3.**

Students will be able to select the summary report or detailed report to use in preparation for the real ACT test in March.

\*\* Please have students keep a hard copy of their scores on the provided bubble answer sheet. If there is a technical error with Triumph, Internet, etc., the student will have their answers to go back in later to have scored.

\*\*Students will turn in their bubble sheet to the test adminstrator.

\*\*Do not call the front office if student is unable to log into Triump. Have student continue taking the test using the provided bubble sheet and test provided on the student services website.