

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

- I certify that this form was signed in my presence and that I have verified the examinee’s identity against an official photo ID.
- Examinee refused to sign this form and was denied admittance to test.

Form(s) of ID Provided:	
<input type="checkbox"/> Drivers License	<input type="checkbox"/> Mil ID
<input type="checkbox"/> Passport	<input type="checkbox"/> State ID
<input type="checkbox"/> Other: _____	

Testing station number:

of note boards:

ACT Center Staff Member Name (please print)

ACT Center Staff Member’s Signature

Date

ACT Center Name/Site ID

EXAMINEE: Before beginning your test, carefully review the following ACT Center regulations. If you have any questions, ask the ACT Center staff. After reading the information, **sign and return this form in the presence of ACT Center staff.**

I understand the following conditions under which my examination will be delivered at the ACT Center:

1. I will be continuously monitored during my appointment.
2. I consent to the video and audio recording of my testing session and to the examination of the video and/or audio recording of my test session in the event questions should arise concerning possible violations of the procedures and/or rules of the Testing Center.
3. I will follow the instructions of ACT Center staff, represent myself honestly, and conduct myself quietly to avoid interfering with the performance of other test takers.
4. I will neither give nor receive any form of unauthorized assistance during the examination or any breaks.
5. I will not bring into the testing room any unauthorized items such as cell phones, food, drinks, purses, briefcases, backpacks, pagers, notes, note pads, photographic equipment, or any electronic devices, other than those provided by or expressly approved by the ACT Center staff. If I am observed using an electronic device, including a cell phone, in violation of these rules, it may be confiscated and sent to ACT for examination.
6. I will be provided earplugs upon request.
7. I am responsible for immediately notifying ACT Center staff of any adverse testing conditions. If I have questions or concerns about the test or environment, I will quietly leave the testing room to notify ACT Center staff. If I fail to notify ACT Center staff, my recourse may be limited.
8. I will allow ACT Center staff 30 minutes to resolve any problems that may arise (including technical issues or power failure). I have the option of continuing the examination or requesting a rescheduling of the examination for technical or other problems outside of my control taking more than 30 minutes to resolve.
9. I will sign in and out every time I enter or leave the testing room. During testing, the timer will remain running during any unscheduled breaks; therefore, it is in my best interest to use the restroom or otherwise address personal needs prior to beginning my test. I will remain in the testing center and may leave only to use those restroom facilities that are closest to the testing room. I will not leave the building. I will not access a phone or my personal belongings, except in the case of an emergency. Under such circumstances, I will notify ACT Center staff before accessing a phone or my personal belongings.
10. I will not remove any written, printed, or recorded materials of my examination from the ACT Center. The examination questions remain the property of the agency sponsoring my examination and/or the developing organization(s) and I shall maintain the confidentiality of the questions and answers.
11. I will return all materials, including note boards, provided to me by the ACT Center staff when I have completed my examination and before I leave the ACT Center.

I have read and consent to all of the above items. Failure to comply with these regulations may cause the termination of my test session and may have additional consequences as determined by the agency sponsoring my examination.

Printed Name

Signature

Exam Name

Time In	Entrance Initials	Time Out	Exit Initials