



These guidelines are intended to help prepare facilities, testing staff members, and examinees for implementing COVID-19-related social distancing guidelines during the administration of the ACT® test. Your administration instructions already contain a number of safety and security requirements. These Social Distancing Guidelines should be considered as a supplement to those requirements as ACT and others address new challenges posed by COVID-19.

Please note these Social Distancing Guidelines could change based on updates from the CDC and local conditions at your test center. These guidelines should be considered a baseline. If your test center has more stringent requirements, the more stringent requirements should be followed.

### Requirements for Facilities

- Centers must clean and disinfect facilities prior to testing in accordance with [CDC guidelines](#).
- Centers must have hand sanitizer and sanitizing wipes available on test day, preferably at designated stations that can be easily monitored.

### Recommended Guidelines for Facilities

- Place visual signs on the floor at check-in stations measuring six feet apart where examinees should stand during the check-in process (recommend using tape or signs).
- Post signs outside the test center and internally throughout the facility reminding examinees to remain six feet apart while waiting to be checked in and while in the test center.
- Offer multiple check-in stations properly spaced to speed up the check-in process and account for the additional safeguards.
- Designate locations as “entrance only” and “exit only” to account for controlled flow of examinee traffic, prevent crowding, and to ensure social distancing is met. Ensure all entrances and exits are continually monitored throughout the test day.
- Ensure all restrooms are adequately stocked with soap, materials for drying hands, and waste receptacles.
- Conduct frequent cleaning of “high touch” surfaces at the test center, such as door handles and restrooms throughout the test day.



## Requirements for Test Coordinator and Testing Staff Members

- Stay up-to-date on developments in your community.
- Communicate with designated testing staff members **prior** to the test date to ensure staff are healthy and able to serve on test day.
- Ensure backup testing staff members are available in case staff members become ill and can't serve on test day.
- Ensure all testing staff members are informed about how test-day activities are to be conducted in accordance with ACT Social Distancing guidelines.
- Ensure all testing staff members are up-to-date on the [signs and symptoms of COVID-19](#).
- Require testing staff members to wear masks and gloves on test day  
*Note: Masks and gloves will not be provided by ACT*
  - Recommend changing gloves after performing tasks that require handling of materials such as collecting admission tickets, answer documents, and test booklets from examinees.

## Guidelines for Examinees

The following **Examinee Safety Guidelines** will be provided to all test-takers. Test center staff are encouraged to understand and enforce these guidelines:

- ACT recommends all examinees wear masks on test day.
- Examinees will be asked to remove masks for inspection and full facial confirmation at check-in.
- Gloves and hand sanitizer are acceptable to have on test day and in the testing room. Gloves are subject to inspection. Masks and gloves will not be provided at testing centers.
- Examinees are expected to adhere to social distancing practices (remain six feet apart) throughout the test day.
- Examinees are instructed to stay home if they aren't feeling well and to contact ACT to make a test date change at no fee.
- Examinees should contact ACT if they've been diagnosed with COVID-19 within 14 days of taking the ACT.
  - Provide name of test center and test center code if available.

*Note: Guidelines currently exclude California test centers. California guidelines will be shared directly with CA test centers.*