

ACT Testing Exception Process

If students have taken the SAT or ACT prior to January 1, 2012 and have scores that meet the college readiness benchmark standards, they do not have to participate in the statewide ACT administration. However, it is the **students' responsibility** to notify the school that they do not wish to participate in the test administration.

To Be Completed by the Student:

For consideration for a testing exception, students must complete the following procedures:

- Before submitting a request for exemption, students must have either SAT or ACT tests scores that meet the following college readiness benchmarks:

- **SAT** college readiness benchmark scores include all of the following subtests:

| Test | SAT Score |
|------------------|-----------|
| Critical Reading | 500 |
| Mathematics | 500 |
| Writing | 500 |

- **ACT** college readiness benchmark scores include all of the following subtests:

| Test | ACT Score |
|-------------|-----------|
| English | 18 |
| Reading | 21 |
| Mathematics | 22 |
| Science | 24 |
| Writing | 7 |

- Students must complete a copy of the attached form that includes:
 - The student's full name as it appears on school records
 - The student's NC WISE Pupil Number
 - A **copy** of the original student score report from SAT (including the combined scores of critical reading, mathematics, and writing sections) **or** ACT (including English, Reading, Mathematics, Science, and Writing)
 - Student signature and date
 - Parent/guardian signature and date
- Requests must be submitted to the principal or the principal's designee no later than **February 17, 2012**.

To Be Completed by the Principal or Principal's Designee:

Upon receipt of the request and score report, the school principal or the principal's designee must complete the following procedures:

- Require proof of identity (i.e., valid picture ID) from the student. Verify the photo ID matches the original SAT or ACT score report.
- Determine if the student met/has not met the college readiness benchmark standards. (Note: All subtest scores must be listed on the score report and must meet the benchmark standard to qualify for the exception.)
- Complete the FOR SCHOOL USE ONLY box on the student request form.
- Make a copy of the request form and score report and keep it on file at the school.

- Send the original request form and copy of the score report to your LEA Test Coordinator no later than **March 1, 2012**. **Send approved requests only** to the LEA Test Coordinator.
NOTE: Charter Schools must send the original request form and copy of the score report to their Regional Accountability Coordinator (RAC)
- Notify the student and parents/guardians of the decision.

To Be Completed by the LEA Test Coordinator:

Upon receipt of the **approved** ACT Testing Exception request forms and score reports, the LEA Test Coordinator must complete the following procedures:

- Verify requests from the schools meet the ACT college readiness benchmark standards (college readiness benchmark scores must include all subtests).
- Complete and submit the ACT Exception (ACTEX) Code Collection file no later than **June 29, 2012** for students who have taken the SAT or ACT prior to January 1, 2012 and have scores that meet the college readiness benchmark standards.

NOTE: See the attached *ACT Testing Exception Code Collection* document for directions on how to create the ACTEX collection file.