



Spring 2021

# Taking the ACT® Test

## State Testing and District Testing



Test coordinator: Provide this guide to each examinee before test day. It contains test prep resources, information about prohibited items/behaviors, score reports, and instructions to complete non-test information.

The **ACT**®

[www.act.org](http://www.act.org)



\* A 0 1 1 0 6 5 2 1 A \*



## A Message to **Examinees**

Please use this *Taking the ACT* guide as you prepare to take the ACT® test. It is yours to keep.

We want you to be successful on test day. Review the checklist in this guide to know what to expect. Take advantage of the free practice resources. Feel confident that you have a permitted calculator for the mathematics test. Understand which items are not allowed in the test room, especially your cell phone, smart watch, or any other electronic devices.

You'll use the instructions in this guide to complete non-test information in MyACT. You may designate four colleges or scholarship agencies to receive your score report at no cost to you. If you answer questions about your coursework, plans, and interests, you'll receive information in addition to your subject scores that may lead to insights when planning for your future. You'll also learn when to expect score reports, who receives them, and how to request additional score reports.

Best wishes on your journey to college and career readiness!

Heather Selph

Sr. Product Manager, K-12 Product Group

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## Why Take the ACT?

The ACT® test is a curriculum-based examination that matches well with the education standards in your state. Taking the ACT will give you a measure of your academic strengths and/or weaknesses. You can use your results to identify areas where you may need to improve, whether you intend to go to college or enter the workplace after high school. You can also use your results as you begin exploring careers and planning life goals.

## What You Need to Know to Take the ACT

The ACT includes multiple-choice tests in English, mathematics, reading, and science. The tests measure your educational development in those areas. They are based on what you have learned—they are not aptitude or IQ tests.

If your school is administering the ACT with writing, you will write an essay in English. The ACT writing test measures the writing skills you learned in high school English courses. Many colleges and universities use ACT writing test results as a guide for placing incoming students into first-year composition courses.

### Test Accommodations and English Learner Supports

If you receive test accommodations and/or English learner supports in school, confirm with your test coordinator which accommodations or supports were approved and planned for the ACT.

## Security Hotline

You can help protect the ACT. If you suspect an irregularity in testing—such as someone having access to the tests in advance, sending another person to test in his or her place, or copying someone else's answers—please report your concerns at [www.act.ethicspoint.com](http://www.act.ethicspoint.com). You can report your concerns anonymously.



# Checklist for Taking the ACT

## Before Test Day

- ✓ Access free information and practice resources at [www.act.org/info-for-examinees](http://www.act.org/info-for-examinees).
- ✓ Read the acceptable forms of ID below. You need an acceptable photo ID or an ACT *Student Identification Form*, unless test staff can personally recognize you. Ask a school official to help you complete an **ACT Student Identification Form** found at [www.act.org/the-act/id](http://www.act.org/the-act/id) if needed.
- ✓ Review the information about permitted and prohibited calculators.
- ✓ Complete non-test information in MyACT (see instructions beginning on page 3).

## Acceptable Forms of ID

- The ID must be an original, current (valid) ID issued by a city/state/federal government agency or your school.
- A school ID must be in hard plastic card format. Paper or electronic formats are NOT acceptable.
- The photo must be clearly recognizable as you.

## On Test Day

- ✓ Report for testing at the time designated by your school. You will not be admitted to test if you are late.

### ✓ Bring the following items with you:

- Acceptable photo ID or ACT *Student Identification Form*
- Sharpened, No. 2 pencils and good erasers (no mechanical pencils or ink pens)
- A **permitted** calculator
- A watch (optionally) to pace yourself (Your test coordinator will announce when 5 minutes remain on each test.)
- Food and beverages (optionally) to eat outside the test room during break

### ✓ Do not bring any of the following items with you—you can't use them!

- Any electronic device other than a permitted calculator (this includes a cell phone, smart watch, fitness band, media player, iPad, headphones, and camera—any device with recording, internet, communication, or calculator capabilities)
- Textbooks, dictionaries, scratch paper, notes, or other aids
- Highlighter pens, colored pens or pencils, or correction fluid/tape
- Reading material
- Tobacco in any form

## Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials.

- A permitted calculator may be used on the ACT mathematics test only.
- It is your responsibility to know whether your calculator is permitted.
- For the most current information on the ACT calculator policy, visit [www.act.org/calculator-policy](http://www.act.org/calculator-policy) or call **800.498.6481** for a recorded message.
- If your calculator has characters one-inch high or larger, or a raised display, test staff may seat you where no other examinee can see your calculator.
- Examinees testing online will have a calculator available within the testing system.
- Examinees may use only one calculator at a time. If testing online, use the system calculator or the hand-held calculator.



## Checklist for Taking the ACT

### At the Test Site

#### ✓ Understand what to expect.

- All *Terms and Conditions: Testing Rules and Policies for the ACT Test* apply to testing and break times.
- Testing begins after all examinees are checked in.
- Testing takes about 3½ hours for the ACT (no writing) or 4 hours and 15 minutes for the ACT with writing.
- A short break is scheduled after the first two tests. If you are taking the ACT with writing, you will have time after Test 4 to relax and sharpen your pencils. Your school may decide to offer an extended break before starting the writing test.
- All items brought into the test room may be searched. Items suspected of being used to engage in misconduct may be confiscated and retained.

- The prohibited use of any electronic devices (cell phone, smart watch, fitness band, etc.) is in effect from the time you are admitted to your test room until you are dismissed at the end of the test, including break times.

#### Specifically:

- You may not handle or access a cell phone or electronic device at any time in the test room or during break times.
- All devices must be turned off and placed out of sight.
- If you access your device or if your device activates while in a test room or during break times, you will be dismissed, your test will not be scored, and your device may be taken away.
- Watches must be removed and placed face up on the desk. They must remain in the test room, removed from the desk, and put away during the break.



## Creating Your MyACT Account and Completing Non-Test Information

MyACT has replaced Student Web Services as the new online registration system for the ACT® test. MyACT allows you to access your scores before you are mailed a paper score report and stores non-test information that is part of your record.

### Account Setup

To create or log in to an existing account, go to [www.myact.org](http://www.myact.org). You will be greeted with a Welcome screen where you can enter your login information or create an account. For help creating an account, refer to the **MyACT Quick Start Guide** located at [www.act.org/info-for-examinees](http://www.act.org/info-for-examinees).

The screenshot shows the MyACT sign-in interface. The top half has a dark background with a faint graduation cap graphic. The bottom half has a dark background with a crowd of people. The central area contains the ACT logo, a 'Welcome To MyACT' message, and a 'Don't have an account?' link. There are input fields for 'Email address' and 'Password', and a 'Forgot Password?' link. Below the password field is a 'Sign In' button. To the left of the button is a 'Create MyACT account' link, and to the right is a 'Sign In with Google' button. At the very bottom, there is a 'Need help?' link with the subtext 'See FAQs or Contact us.'

**ACT strongly encourages you and your parent(s) or guardian(s) to carefully review this guide and the ACT Privacy Policy at [www.act.org/privacy](http://www.act.org/privacy) to understand how we collect, use, and disclose personally identifying information. The ACT Privacy Policy is also on pages 23–24 of this guide.**



## Creating Your MyACT Account and Completing Non-Test Information

Important items to note when creating your account:

- The name that you enter when creating your account is what will appear on your score report.
- The last name you enter when creating your account must match the last name on the *Non-Test Instructions for Student* document provided by your school.
- The email address you enter will be used in accordance with the ACT Privacy Policy and is included on score reports to colleges. When providing demographic information either on the answer document or in the online test, provide the same email address you entered to create your MyACT account.
- You can edit your student profile information up to test day. After this point, changes made to your profile may not be included on your score report or reported to your college choices.

Once logged into MyACT, proceed to the **Enter Student Code** button, located on the right-hand side. Your unique student code is located in the *Non-Test Instructions for Student* document provided by your school. Once your code is entered, you can proceed to entering your student profile information that will also allow you to send scores to colleges and scholarship agencies.

**All of the student profile questions are optional unless noted.** If you choose to answer them, be sure the information you provide is as accurate as possible because it will be used in various ways. For example, a college may use some of your ACT information as your application for admission, and scholarship programs may use your answers to certain questions to consider you for an award. Information that you choose to provide might become part of your basic record at a college. Although you may skip any optional question that you do not wish to answer, we can provide colleges and scholarship programs with a more complete profile when you answer more questions and provide updates to ACT.

## Demographic Information and Educational Opportunity Service

In the Demographic Information section, you have the option to provide personal information. This section will include a request about your Racial/Ethnic Background. ACT collects and reports this information in accordance with reporting guidelines issued by the US Department of Education. These guidelines do not collect ethnic background at a more detailed level. This information will be released to the colleges that receive your scores only if they request it. This section will also provide you with the option to opt-in to the Educational Opportunity Service (EOS).

ACT's EOS provides you with information from colleges, universities, financial aid/scholarship agencies, government agencies, and organizations that offer educational, community and civic involvement, extracurricular, and career opportunities, products and services. See [www.myactprofile.com](http://www.myactprofile.com) for more information about EOS.

## High School Resume

If you opted into EOS, the High School Resume information helps colleges discover you. To complete this section, you will need to know the courses you have taken and the grades you received in these courses. All questions are optional.

## College Planning/Reporting Scores

Your high school and the state education agency will receive your scores whether you complete this section or not. On the Score Recipients page you can select up to four college choices to send your scores for free. If you choose to send your scores to a 5th or 6th recipient, you will be presented with a payment screen at the end.

To send a report to a college that is not listed on the web, you may contact the organization to see if they have a code. If the organization does not have a code, they will need to contact ACT to obtain one before your score report can be sent to them.

To explore college and career options available to you, select **Plans** in the top menu of MyACT.



# Creating Your MyACT Account and Completing Non-Test Information

## MyACT Questions

The following is a list of questions that are presented in MyACT.

These questions are also available at [myactprofile.com](http://myactprofile.com). These questions may be updated, so visit this webpage to review the most recent information regarding the questions that are presented in MyACT.

**Important!** Some questions may not be presented at the request of your State testing program.

### Demographic Information:

What is your gender?

- Male
- Female
- Another gender
- I prefer not to respond

Indicate if you are of Hispanic or Latino background:

- Yes
- No
- I prefer not to respond

Indicate your race. Mark all that apply.

- American Indian/Alaska Native
- Asian
- Black/African-American
- Native Hawaiian/Other Pacific Islander
- White
- Prefer not to respond or none of these apply

What is your best language?

- English
- Other
- English and Other
- I prefer not to respond

What is your first language?

- English
- Other
- English and Other
- I prefer not to respond

Do you receive English language (EL) services at school now?

- Yes
- No
- I prefer not to respond

In what year did you most recently receive English language (EL) services in high school?

- Senior
- Junior
- Sophomore
- Freshman
- Other/Not applicable
- I prefer not to respond

What is the highest education level of your parent or guardian 1? What is the highest education level of your parent or guardian 2? (Select parent/guardian 1's level and parent/guardian 2's level)

- Less than high school
- High school graduate/GED
- Business/technical school or certificate program
- Some college, but no degree or certificate
- Associate's degree (2 years)
- Bachelor's degree (4 years)
- One or two years of graduate study (MA, MBA, etc.)
- Doctorate or professional degree (PhD, MD, JD, etc.)

Are your Right or Left Handed?

- Right Handed
- Left Handed

### Educational Opportunity Service (EOS)

[ACT's optional EOS provides you with information from colleges, universities, financial aid/scholarship agencies, government agencies, and organizations that offer educational, community and civic involvement, extracurricular, and career opportunities, products and services. You will be provided the opportunity to participate in EOS and must select yes or no before proceeding. See [myactprofile.com](http://myactprofile.com) for more information about EOS.]



# Creating Your MyACT Account and Completing Non-Test Information

## High school resume:

From what kind of high school will (did) you graduate?

- Public high school
- Catholic high school
- Private, independent school
- Private, denominational school
- Military school
- Other (e.g., GED)
- Less than 3 years of homeschooling in high school
- 3 or more years of homeschooling in high school

How many students are (were) in your high school graduating class?

- Fewer than 25
- 25-99
- 100-199
- 200-399
- 400-599
- 600-899
- 900 or more

What is your current grade in school?

- 6<sup>th</sup>
- 7<sup>th</sup>
- 8<sup>th</sup>
- 9<sup>th</sup>
- 10<sup>th</sup>
- 11<sup>th</sup>
- 12<sup>th</sup>
- High school graduate/GED
- College student
- Other

Which of the following best describes the program of high school courses you are taking (took)?

- Business or commercial
- Vocational-occupational
- College prep/secondary
- Other or general

Which of the following is closest to your high school rank?

- Top quarter
- 2nd quarter
- 3rd quarter
- 4th quarter

What is (was) your high school GPA?

- (A- to A) 3.5 and above
- (B to B+) 3.0-3.4
- (B- to B) 2.5-2.9
- (C to C-) 2.0-2.4
- (C- to C) 1.5-1.9
- (D to D-) 1.0-1.4
- (D- to D) 0.9 or lower

## High School Courses & Grades (6 pages):

This Pop-up screen appears on page 1 of 6

### Your High School Courses & Grades

Mark your status for **every** high school course listed in the following pages, even if you have not taken it. Mark them as:

Took or Taking	= <b>Have taken or am taking:</b> I have completed or am now enrolled in this subject.
Will Take	= <b>Have not taken but will:</b> I have not taken this subject, but plan to take it prior to graduation.
Won't Take	= <b>Have not taken and will not:</b> I have not taken and do not plan to take this subject.

For courses you are **currently taking**, enter "No Grade."

For courses you **have taken**, enter your final grade, rounding to the closest letter grade. If you took the course multiple times, enter your most recent final grade.

**GPA reported to colleges:** We will calculate and report to colleges an unweighted GPA on a 4.0 scale based on the grades you provide for courses in English, Math, Natural Sciences, and Social Studies. The info you provide may be verified by colleges, so make sure it's accurate! You can update your info every time you test, or any time in this site.

**Indicate the number of years** you will have studied each of the listed subjects by the time you graduate from high school. Select "0" if you did not take any course in a subject. Also indicate whether you were enrolled in advanced placement, accelerated, or honors courses in any of the listed subjects.

Got It



# Creating Your MyACT Account and Completing Non-Test Information

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## English: Page 1 of 6

### English for 9th grade credit

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

### English for 10th grade credit

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

### English for 11th grade credit

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

### English for 12th grade credit

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

### Other English course not reported above

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

### English years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
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English AP, Accelerated, or Honors

## Math: Page 2 of 6

**Algebra 1** (not Pre-Algebra) - even if taken before grade 9

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Algebra 2

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

**Geometry** (Plane or Coordinate) - even if taken before grade 9

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Trigonometry

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Calculus (not pre-Calculus)

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Other math beyond Algebra 2

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Computer Math / Computer Science

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Math years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
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Math AP, Accelerated, or Honors



# Creating Your MyACT Account and Completing Non-Test Information

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## Natural Sciences: Page 3 of 6

Physical, Earth, General Science

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Biology

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Chemistry

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Physics

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Natural science years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
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Natural sciences (biology, chemistry, physics)  
AP, Accelerated, or Honors

## Social Studies: Page 4 of 6

US History, American History

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## World History, World Civilization

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Other History (European, State, etc.)

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Government, Civics, Citizenship

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Economics (Consumer Economics)

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Geography

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Psychology

Took or Taking			Will Take		Won't Take	
A	B	C	D	F	No Grade	

## Social Studies years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
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Social studies (history, civics, geography, economics)  
AP, Accelerated, or Honors



# Creating Your MyACT Account and Completing Non-Test Information

## Foreign Languages: Page 5 of 6

### Spanish

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

### Spanish years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
---	---	---	----	---	----	---	----	----

### French

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

### French years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
---	---	---	----	---	----	---	----	----

### German

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

### German years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
---	---	---	----	---	----	---	----	----

### Other Language (not English or computer languages)

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

### Other Language years of study by graduation

0	½	1	1½	2	2½	3	3½	4+
---	---	---	----	---	----	---	----	----

Foreign Languages AP, Accelerated, or Honors

## Arts: Page 6 of 6

### Art (painting, etc.)

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

### Music (vocal or instrumental)

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

### Drama/Theater (if taken as a for-credit course)

Took or Taking			Will Take			Won't Take		
A	B	C	D	F	No Grade			

## College Plans: Page 1 of 4

### Get help paying for college

I expect to apply for financial aid to help pay college expenses.

- Yes
- No

I prefer to attend a college within a maximum yearly tuition (not including room and board) of:

- \$500
- \$5,000
- \$1,000
- \$7,500
- \$2,000
- \$10,000
- \$3,000
- \$12,000
- \$4,000
- \$No preference

Please estimate the approximate total combined income of your parents before taxes last year.

- Less than \$24,000
- \$24,000 to \$36,000
- \$36,000 to \$50,000
- \$50,000 to \$60,000
- \$60,000 to \$80,000
- \$80,000 to \$100,000
- \$100,000 to \$120,000
- \$120,000 to \$150,000
- More than \$150,000

Note: To plan financial aid for entering students, colleges need to know the financial background of their students.



## Creating Your MyACT Account and Completing Non-Test Information

I expect to work while attending college and would like help in finding employment.

- Yes
- No

About how many hours per week do you plan to work during your first year of college?

- None
- 1–10
- 11–20
- 21–30
- 31 or more

### College Plans: Page 2 of 4

*Your possible career and major*

Identify the college major (program of study) you plan to enter. (Select your general area of study...)

- Undecided
- Agriculture & Natural Resources Conservation
- Architecture
- Area, Ethnic, & Multidisciplinary Studies
- Arts: Visual & Performing
- Business
- Communications
- Community, Family & Personal Services
- Computer Science & Mathematics
- Education
- Engineering
- Engineering Technology & Drafting
- English & Foreign Languages
- Health Administration & Assisting
- Health Sciences & Technologies
- Philosophy, Religion, & Theology
- Repair, Production, & Construction
- Sciences: Biological & Physical
- Social Sciences & Law

Select your desired major (a list of majors will display based upon college major (program of study).

How sure are you about this choice of college major?

- I am very sure
- I am fairly sure
- I am not sure

Identify the occupation (vocation) you plan to enter. (choose a general occupation)

- Undecided
- Agriculture & Natural Resources Conservation
- Architecture
- Area, Ethnic, & Multidisciplinary Studies
- Arts: Visual & Performing
- Business
- Communications
- Community, Family & Personal Services
- Computer Science & Mathematics
- Education
- Engineering
- Engineering Technology & Drafting
- English & Foreign Languages
- Health Administration & Assisting
- Health Sciences & Technologies
- Philosophy, Religion, & Theology
- Repair, Production, & Construction
- Sciences: Biological & Physical
- Social Sciences & Law

Select a specific occupation (a list of occupations will display based upon occupation (vocation)).

How sure are you about this occupation choice?

- I am very sure
- I am fairly sure
- I am not sure

What is the highest level of education you expect to complete?

- Business/technical school or certificate program
- Associate's degree (2 years)
- Bachelor's degree (4 years)
- One or two years of graduate study (MA, MBA, etc.)
- Doctorate or professional degree (PhD, MD, JD, etc.)
- Other



# Creating Your MyACT Account and Completing Non-Test Information

## College Plans: Page 3 of 4

Your needs and interests at college

In college, will you need assistance with any of the following? Check all that apply.

- Making educational and occupational plans
- Expressing my ideas in writing
- Improving reading speed and comprehension
- Improving my study skills
- Improving my mathematical skills

Check the following to indicate your interest in college enrichment or accelerated programs.

- Independent study
- First year honors courses
- Study in another country

Which best describes your religious affiliation?

- African Methodist Episcopal
- African Methodist Episcopal Zion
- Anglican
- Assemblies of God
- Baha'i
- Baptist
- Southern Baptist Convention
- Buddhist
- Christian-Disciples of Christ
- Christian Reformed Church of America
- Church of Brethren
- Churches of Christ
- United Church of Christ
- Christian Science (Church of Christ Scientist)
- Church of God
- Church of Jesus Christ of Latter-Day Saints
- Church of Nazarene
- Episcopal
- Evangelical
- Hindu
- Jainism
- Jehovah's Witnesses
- Judaism
- Evangelical Lutheran Church in America
- Lutheran Church-Missouri Synod
- Mennonite
- Methodist
- Muslim

- Eastern Orthodox churches
- Pentecostal
- Presbyterian Church
- Reformed Church in America
- Roman Catholic
- Seventh-Day Adventist
- Sikh
- Society of Friends (Quaker)
- Unitarian Universalist Association
- Other
- No religious affiliation
- Prefer not to respond

## College Plans: Page 4 of 4

Find the right college

Are you planning to enroll in college as a full-time or part-time student?

- Full-time Student
- Part-time Student

I prefer to attend the following type of college:

- Public college or university (4-year)
- Private college or university (4-year)
- Public community or junior college (2-year)
- Private junior college (2-year)
- Career/technical school (2-year or less)
- School of nursing

I prefer to attend a college that is:

- Coeducational
- All male
- All female
- No preference

The size of the student body of the college I prefer to attend is:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Under 1,000 | <input type="checkbox"/> 10-20,000 |
| <input type="checkbox"/> 1-5,000     | <input type="checkbox"/> 20,000+   |
| <input type="checkbox"/> 5-10,000    |                                    |

I currently live about this far away from a college I expect to attend:

- Less than 10 miles
- 10-25 miles
- 26-100 miles
- More than 100 miles
- I have no particular college in mind yet



## Creating Your MyACT Account and Completing Non-Test Information

In which state do you prefer to attend college?  
(select your first preference and second preference)

- |   |   |
|---|---|
| <input type="radio"/> Alabama                                   | <input type="radio"/> Minnesota                   |
| <input type="radio"/> Alaska                                    | <input type="radio"/> Mississippi                 |
| <input type="radio"/> American Samoa                            | <input type="radio"/> Missouri                    |
| <input type="radio"/> Arizona                                   | <input type="radio"/> Montana                     |
| <input type="radio"/> Arkansas                                  | <input type="radio"/> Nebraska                    |
| <input type="radio"/> Armed Forces—<br>Americas                 | <input type="radio"/> Nevada                      |
| <input type="radio"/> Armed Forces—<br>Europe/Africa/<br>Canada | <input type="radio"/> New Hampshire               |
| <input type="radio"/> Armed Forces—<br>Pacific                  | <input type="radio"/> New Jersey                  |
| <input type="radio"/> California                                | <input type="radio"/> New Mexico                  |
| <input type="radio"/> Colorado                                  | <input type="radio"/> New York                    |
| <input type="radio"/> Connecticut                               | <input type="radio"/> North Carolina              |
| <input type="radio"/> Delaware                                  | <input type="radio"/> North Dakota                |
| <input type="radio"/> District of Columbia                      | <input type="radio"/> Northern Mariana<br>Islands |
| <input type="radio"/> Federated States of<br>Micronesia         | <input type="radio"/> Ohio                        |
| <input type="radio"/> Florida                                   | <input type="radio"/> Oklahoma                    |
| <input type="radio"/> Georgia                                   | <input type="radio"/> Oregon                      |
| <input type="radio"/> Guam                                      | <input type="radio"/> Palau                       |
| <input type="radio"/> Hawaii                                    | <input type="radio"/> Pennsylvania                |
| <input type="radio"/> Idaho                                     | <input type="radio"/> Puerto Rico                 |
| <input type="radio"/> Illinois                                  | <input type="radio"/> Rhode Island                |
| <input type="radio"/> Indiana                                   | <input type="radio"/> South Carolina              |
| <input type="radio"/> Iowa                                      | <input type="radio"/> South Dakota                |
| <input type="radio"/> Kansas                                    | <input type="radio"/> Tennessee                   |
| <input type="radio"/> Kentucky                                  | <input type="radio"/> Texas                       |
| <input type="radio"/> Louisiana                                 | <input type="radio"/> Utah                        |
| <input type="radio"/> Maine                                     | <input type="radio"/> Vermont                     |
| <input type="radio"/> Marshall Islands                          | <input type="radio"/> Virgin Islands              |
| <input type="radio"/> Maryland                                  | <input type="radio"/> Virginia                    |
| <input type="radio"/> Massachusetts                             | <input type="radio"/> Washington                  |
| <input type="radio"/> Michigan                                  | <input type="radio"/> West Virginia               |
|   | <input type="radio"/> Wisconsin                   |
|   | <input type="radio"/> Wyoming                     |

Where do you plan to live during your first year in college?

- Residence hall
- Off-campus room, apartment, or own home
- Parent's or relative's home
- Married student housing
- Fraternity or sorority

From 1 (most important) to 7 (least important), rank these factors by how important they are to you in selecting a college. Do not assign the same rank to more than one item.

- Type of institution (private/public/4-year/2-year)
- Male/female composition of student body  
(e.g., all male, all female, coeducational)
- Location (state or region)
- Tuition, cost
- Size of enrollment
- Field of study (major, curriculum)
- A factor other than those listed above

### Score Recipients

Where should we send your scores?

You can add up to 6 recipients to receive your scores right when they are available. The first 4 are free!  
List in order of preference (1=Most Preferred).

### Terms and Conditions

*All Terms and Conditions: Testing Rules and Policies for the ACT Test* apply to testing and break times. This policy can be found on pages 14–22.



# Receiving and Sending Your Scores

## Mailed Scores

ACT score reports are **mailed up to 8 weeks** after we receive your test responses.

## Scores in MyACT

You can view your scores using your MyACT account.

Go to [www.myact.org](http://www.myact.org) and follow the on-screen directions to log in to your secure MyACT account. For help accessing your scores you can also refer to the **MyACT Quick Start Guide** located at [www.act.org/info-for-examinees](http://www.act.org/info-for-examinees).

- If after you receive your paper score report your scores are not included in your MyACT account, contact ACT at [www.act.org/content/act/en/contact-act.html](http://www.act.org/content/act/en/contact-act.html) for assistance.

You can also use your MyACT account to access other services, such as requesting and paying for Additional Score Reports (ASRs) or registering to retake the test on a future National test date.

## Official ACT Score Reports

Your State or District test scores will be reported as follows:

- **Examinee**—Your paper report will be mailed to the address you entered in MyACT. If you do not create a MyACT account, your score report will be mailed to the address on your answer document or in TestNav if your test online.
- **High School**—A report will be provided to the Director of Counseling at your high school.
- **College**—Each college and national scholarship agency will be provided your scores, if you entered a valid code when selecting college choices in MyACT.
- **State or District Education Agency**—Your state or district education agency will receive your scores, even if you choose not to report them to any colleges.

## Non-College Reportable Accommodations

Some examinees test under non-college reportable conditions. The scores they receive are for state testing or district testing purposes only and cannot be reported to colleges, scholarship agencies, or any other entities.

If you tested in a non-college reportable setting, the school test coordinator will have access to your unofficial scores for the sections that were completed. The test coordinator may provide this letter to you. These scores cannot be used for college admissions or other programs that require official ACT score reports.

## No Reporting of Accommodations or Supports

ACT does not include any information about accommodations or English learner supports on the score report.

## State or District Testing Record

Because your testing record is used to document participation in State or District testing, you may **not** direct us to remove your testing record from our files.

## Additional Score Reports (ASRs)

When you complete your non-test information in MyACT, you may designate four colleges or scholarship agencies to receive your score at no cost to you.

To request and pay for Additional Score Reports for **any** recipient (e.g., high school, college):

- Create or sign in to your MyACT account at [www.myact.org](http://www.myact.org) and follow the on-screen instructions to request an ASR.

Wait until **after** you receive your scores to submit your request. Once you submit your request, by any method, it cannot be changed or canceled.

The cost for an Additional Score Report is \$13.00.

## TERMS AND CONDITIONS: TESTING RULES AND POLICIES FOR THE ACT® TEST

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These *Terms and Conditions: Testing Rules and Policies for the ACT® Test* ("Terms and Conditions") are a legal agreement between the person who will take the ACT® test ("you") and ACT, Inc. ("ACT"). They set out important policies and procedures related to your taking the ACT test, including those relating to test security. By registering for and/or taking the ACT test, you are agreeing to these Terms and Conditions. Please read these Terms and Conditions carefully and discuss them with your parents or guardians if you have any questions. You should carefully review the Terms and Conditions each time you test (available on the ACT website at: [www.act.org/the-act/terms.html](http://www.act.org/the-act/terms.html)).

All references to "test" or "tests" in these Terms and Conditions refer to the ACT test and test-related documents in paper or electronic form, including test booklets, test questions, test responses, and responses marked on answer documents.

**NOTICE:** By registering for and/or taking the ACT test, you represent and affirm the following to ACT:

- (1) The information you have provided to ACT is true;
- (2) You have read, understand, and agree to be bound by these Terms and Conditions and the ACT policies referenced in these Terms and Conditions;
- (3) You are not working for or on behalf of any test preparation provider(s); and
- (4) **All disputes, claims, or controversies ("Disputes") between you and ACT will be resolved through binding arbitration except as expressly provided in Section 14 below, and you understand that by agreeing to arbitration you are waiving your right to have any such Dispute heard and decided by a judge or jury.**

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**1. Privacy Policy and Notice of Collection of Personally Identifying Information.** ACT collects personally identifying information from you when you register for or take one of our tests. Our processing of such information, including collection, use, transfer, and disclosure, is described in the ACT Privacy Policy found at: [www.act.org/privacy](http://www.act.org/privacy). When you register for or take an ACT test, you consent to the collection of your personally identifying information and its use and disclosure as provided in the ACT Privacy Policy.

- a. **Required Personally Identifying Information:** When registering for and taking an ACT test, you provide personally identifying information to us, some of which is mandatory. If you do not provide the mandatory personally identifying information, including but not limited to your name, address, and date of birth, you may not be able to register for or take the ACT test.
- b. **ACT Use of Personally Identifying Information:** We will share your personally identifying information consistent with ACT's Privacy Policy and (where applicable) your choices. For example, we send your score reports to the colleges you choose. Please note that when you ask us to send your score report to a college that is part of a college system, the college may share your scores with other colleges in that system. In addition, ACT provides your score report (including your photo) to your high school. As described in Section 2 below, "Automatic Score Reporting for Scholarship Purposes," ACT will also automatically report your scores for scholarship purposes unless you opt out of this reporting. Your personally identifying information may also be accessible to law enforcement and national security authorities, and as otherwise described in ACT's Privacy Policy.
- c. **Notice to International Examinees:** As noted in ACT's Privacy Policy, your personally identifying information may be transferred outside of your home country to the United States (to ACT or a third-party service provider) for processing and will be subject to use and disclosure under the laws of the United States.
- d. **Questions about Use of Personally Identifying Information:** If you have any questions about the ACT Privacy Policy, please contact our Data Protection Official at [DPO@act.org](mailto:DPO@act.org).

**2. Automatic Score Reporting for Scholarship Purposes.**\* Some state and federal scholarship programs or education departments use ACT scores as one source of information to recognize student achievement. As set forth below, ACT reports your test scores and other information about you for this purpose without requiring you to use one of your college choices, and at no cost to you. If your mailing address or high school is in one of the states listed in categories (a) and/or (b) below, your test scores and other information about you will be reported automatically for consideration as indicated unless you specifically direct ACT, in writing, not to do so as set forth below.

- a. **States with Scholarship Programs:** Alaska, Arizona, Arkansas, Florida, Georgia, Idaho, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Montana, North Dakota, Oklahoma, Pennsylvania, Rhode Island, Tennessee, Washington, and West Virginia. Additional participating programs include the League of Latin American Citizens and the John Gatling Grant Program. NOTE: Participating state and private scholarship programs may change at any time, and these Terms and Conditions may not always reflect the most current list of participants.
- b. **US Presidential Scholars Program:** All states, District of Columbia, US territories, Puerto Rico, and US citizens abroad.
- c. **Opt-Out:** To direct ACT not to automatically report your scores for scholarship purposes, you must send a letter postmarked no later than the late registration deadline for the test date for which you do not want your scores reported for the scholarship purposes described in this section. Address your letter to ACT Customer Care, PO Box 168, Iowa City, IA 52243-0168. NOTE: This will not affect any other uses of your scores, such as the reporting of scores to the colleges you list when you register for the test or to your high school, or the sending of information about you to Educational Opportunity Service recipients if you opted in to that Service.

\*This section does not apply to ACT On-Campus testing, which is a special testing program utilized by authorized institutions of higher education.

**3. Photo Submission Requirement for Registration.** During test registration, ACT may require you to submit a photo that meets the ACT Photo Submission Requirements found at [www.act.org/the-act/photo-requirements.html](http://www.act.org/the-act/photo-requirements.html). Your photo may be used for test security and other identification purposes. For example, ACT may place your photo on your admission ticket, provide it to testing staff, and/or include it on the score report that is sent to your high school. You must have the right to submit the photo to ACT, either because you own it or because you have permission to submit it from the person who owns it, and you agree that ACT may use your photo for all of the purposes described in this paragraph, the Privacy Policy, and in the ACT Photo Submission Requirements.

- a. **Consequences for Failure to Provide Photo:** Photos must be submitted by the Photo Upload Deadline, found at [www.act.org/the-act/photo-requirements.html](http://www.act.org/the-act/photo-requirements.html). If you fail to provide a required photo by the deadline for a given test, ACT may cancel your test registration and release your seat, and you will be subject to all test date change policies and fees. You must then provide a photo by the photo deadline for any new test date. If you miss the deadline and

- do not request a test date change, your original registration fee will not be refunded.
- b. **Examinees Age 12 or Under:** Examinees who are 12 years old or younger do not have to submit a photo for registration but must bring acceptable identification to be admitted to the test, as set forth in Section 4 below.
4. **Verifying Your Identity.** You are responsible for understanding ACT requirements for acceptable identification, found at [www.act.org/the-act/id](http://www.act.org/the-act/id), and having acceptable identification with you on test day. **ACT policies on acceptable forms of identification are updated from time to time, so make sure that you check for any updates to our identification requirements before the day of testing. You agree to be bound by the identification requirements in effect on the day you test.** For State and District testing, Special testing, Arranged testing, and On-Campus testing, ACT requires that you show acceptable identification on the test day, unless testing staff personally recognize you. You should contact ACT Customer Care at 319.337.1270 or through email or chat at [www.actstudent.org/contactus](http://www.actstudent.org/contactus) before the day of testing with any questions about acceptable identification. Testing staff has sole discretion on test day to deny admission to the test if they conclude that you do not have an acceptable form of identification. Any such decision by testing staff is final.
5. **Items Brought to the Test.** ACT may restrict the items you bring to the test. All items you bring, such as hats, glasses, purses, backpacks, cell phones, calculators, other electronic devices, pre-approved medications or personal aids, and watches, may be searched or inspected at the discretion of ACT and testing staff. Searches may include the use of tools, such as handheld metal detectors, that detect prohibited items. ACT may confiscate and retain for a reasonable period any item suspected of having been used, or capable of being used, in violation of these Terms and Conditions. ACT may also provide such items to, and permit searches of such items by, third parties in connection with an investigation conducted by ACT or others. Neither ACT nor testing staff shall be responsible for loss or damage to any items that you bring to a test center.
6. **Prohibited Behaviors.** You may not engage in any of the following behaviors in connection with taking the ACT test:
- Filling in or altering responses to any multiple-choice questions or continuing to write or alter the essay after time has been called. This means that you cannot make any changes to a test section outside of the designated time for that section, even to fix a stray mark or accidental keystroke.
  - Looking back at a test section on which time has already been called.
  - Looking ahead in the test.
  - Looking at another person's test or answers.
  - Giving or receiving assistance by any means.
  - Discussing or sharing test questions, answers, or test form identification numbers at any time, including during test administration, during breaks, or after the test.
  - Attempting to photograph, copy, or memorize test-related information or remove test materials, including questions or answers, from the test room in any way or at any time.
  - Disclosing test questions or answers, in whole or in part, in any way or at any time, including through social media.
  - Using a prohibited calculator ([www.act.org/calculator-policy.html](http://www.act.org/calculator-policy.html)).
  - Using a calculator on any test section other than mathematics.
  - Sharing a calculator with another person.
  - Wearing a watch during test administration. All watches must be removed and placed face up on the desk.
  - Using a watch with recording, internet, communication, or calculator capabilities (e.g., a smart watch or fitness band).
  - Accessing any electronic device other than an approved calculator or watch. **All** other electronic devices, including cell phones and other wearable devices, must be powered off and stored out of sight from the time you are admitted to test until you leave the test center.
  - Using highlighter pens, colored pens or pencils, notes, dictionaries, or other aids.
  - Using scratch paper. \*\*
  - Not following instructions or abiding by the rules of the test center.
  - Not following the rules of the test administration.
  - Exhibiting confrontational, threatening, or unruly behavior.
  - Violating any laws. (If ACT suspects you have engaged in criminal activities in connection with a test, such activities may be reported to law enforcement agencies.)
  - Allowing an alarm on a personal item to sound in the test room or creating any other disturbance.
- \*\* If you are taking the ACT online, some use of ACT-provided scratch paper or dry erase surface may be permitted; all such use must be in accordance with ACT policies and procedures.

7. **Capturing Images, Video, or Audio Recordings.** ACT may capture and use images, video, or audio recordings of you and your testing environment immediately before, during, or immediately after the testing process for the purpose of protecting the integrity and security of the test, improving services, or other purposes as allowed under ACT's Privacy Policy and/or applicable law, and you consent to such capture and to use of the recording at any time.
8. **Prohibited Behavior Observed or Suspected by Testing Staff.** Testing staff may monitor you and others during the testing process. If they observe or suspect you of engaging in a prohibited behavior, they have the right to immediately discontinue your exam and the right to direct you to leave the test center, if applicable. Any such decision by testing staff is final.

In some cases, testing staff decide to not discontinue your exam but log their observations on an irregularity report and submit it to ACT. ACT reserves the right to review those irregularity reports and, in its sole discretion, take action in response, which may include not scoring your exam or cancelling a previously reported score. Any such decision by ACT is final.

If your exam is cancelled pursuant to this Section 8, you forfeit your registration and no refund will be issued. Testing staff are not required to notify you or give you a warning of any observed or suspected prohibited behavior.

9. **Individual Score Reviews.** In some cases, testing staff do not suspect, observe, or report prohibited behavior in the testing process, but other information comes to the attention of ACT that raises questions about the validity of an examinee's test scores. For example, ACT may find unusual similarities in an examinee's answers and the answers of another examinee, indicators that an examinee may have falsified his or her identity or impersonated someone else, indicators of possible advance access to test questions or answers, or other indicators that an examinee's test scores may not be valid. In these cases, ACT may choose to conduct an Individual Score Review.
  - a. **Objective of an Individual Score Review:** The objective of an Individual Score Review is to determine whether your scores should be considered valid ACT scores – not whether you engaged in misconduct. If ACT has a good faith reason to believe that your scores are invalid, ACT reserves the right to cancel your scores. Proof of misconduct is not required to cancel scores. ACT conducts Individual Score Reviews to protect the fairness of the testing process and the integrity of ACT scores. This benefits examinees, colleges, universities, and other score recipients.
  - b. **Scope of an Individual Score Review:** Individual Score Reviews may apply to all sections of the ACT delivered during a single test administration or to individual test sections. For example, if you take all four multiple-choice sections in a single test administration, ACT may conduct an Individual Score Review as to all scores received from such administration. If you take individual test sections through ACT's section retest program, ACT may initiate an Individual Score Review as to those individual test sections.
  - c. **Notification of an Individual Score Review and Responding to ACT Correspondence:** Except as otherwise stated in this section, ACT will initiate the Individual Score Review process by sending you a certified letter. The letter will include information about why ACT has opened the Individual Score Review and options available to you in response. If your mailing address is outside of the United States, ACT will send a letter to the email address you provided to ACT. Email is used to avoid delays caused by international mailing, and if your mailing address is outside the United States, you agree to receive unencrypted emails from ACT regarding Individual Score Reviews. You agree to maintain accurate and up-to-date contact information with ACT and to respond to ACT's correspondence regarding Individual Score Reviews in a timely manner. Failure to respond in a timely manner can result in the cancellation of your scores under review. You can update your mailing address by contacting ACT Customer Care at 319.337.1270 or through email or chat at [www.actstudent.org/contactus](http://www.actstudent.org/contactus), or by updating your ACT Student web account.
  - d. **Timing of Individual Score Reviews:** Your scores may become the subject of an Individual Score Review at any time they are on file with ACT as valid and reportable ACT scores. While Individual Score Reviews are typically initiated within a year after the applicable test date, this is not always the case. Information may come to ACT's attention at any time that causes a review of your scores. For example, investigations into recently reported scores or activities may cause ACT to reevaluate older scores; ACT may receive inquiries at any time from high schools, colleges, and other score recipients questioning scores they believe to be inconsistent with their observations of academic performance; or ACT may receive information through its Test Security hotline or from external investigations causing ACT to reexamine past scores. You acknowledge that your ACT scores have ongoing value even after they have been reported and agree that ACT has the right to review, and if warranted, cancel them at any time.

**10. Individual Score Review Process:** If your ACT scores become the subject of an Individual Score Review, ACT will send you a letter that gives you three options: (1) submit written information to ACT in support of your scores; (2) take a private retest at ACT's expense to confirm the validity of your scores; or (3) voluntarily cancel your scores. Additional details regarding these options will be provided in ACT's correspondence to you. ACT's letter will include a "Score Review Option Sheet" that outlines your options. You must sign and return the Option Sheet to ACT with only one option selected.

- a. **Submit Written Information:** If you choose to submit written information to ACT in support of your scores, this information is provided to a Test Security Review Panel, which will consider the totality of the evidence from you and ACT and will determine whether to recommend cancellation of the scores. If the Test Security Review Panel recommends that your scores be cancelled, you will again be given several options, including: (1) take a private retest at ACT's expense to confirm the validity of your scores; (2) voluntarily cancel your scores; or (3) challenge the Review Panel's cancellation decision in binding arbitration through written submissions to the American Arbitration Association (AAA) pursuant to the AAA Consumer Arbitration Rules, as discussed in Section 14 below. Additional details regarding these options will be provided in ACT's correspondence to you.
- b. **Private Retest or Voluntary Cancellation:** If you select either the private retest or voluntary score cancellation option at any point in the Individual Score Review process, you waive the right to any other resolution option that may have been available to you, and you release and forever discharge ACT from any and all claims relating to taking the ACT test(s) under review, ACT's review of the scores on that test (or those tests), and any score cancellation by ACT based on the results of your retest or your voluntary score cancellation.
- c. **Failure to Participate in the Individual Score Review Process:** If you do not respond in a timely manner to ACT's correspondence regarding the Individual Score Review or do not participate in, or unreasonably delay, the Individual Score Review process, ACT may cancel your scores if it has a good faith reason to believe that your scores are not valid. Once your scores have been cancelled, ACT will not reinstate them absent exceptional circumstances and in ACT's sole discretion.
- d. **Score Reporting while Scores Are Under Review:** ACT reserves the right to hold scores and not issue score reports pending the outcome of the Individual Score Review process.
- e. **Notification to Score Recipients of Pending Individual Score Review and Cancellation of Scores:** ACT reserves the right to notify official score recipients that an Individual Score Review is pending at any time. ACT also reserves the right to cancel your scores that are under review if you do not timely exercise one of the options offered by ACT or if you otherwise unreasonably delay resolution of the Individual Score Review process. You hereby agree and authorize ACT to make such a disclosure or cancellation.
- f. **Score Cancellation Notices:** If your scores are cancelled for any reason relating to an Individual Score Review, ACT sends a letter to all entities that received the scores directly from ACT informing them that the scores have been cancelled. ACT generally does not inform official score recipients of the reason for cancellation but may do so in exceptional circumstances (including but not limited to instances in which there is a Misconduct Finding as defined in Section 12(c) below).

**11. Compromises in the Registration, Testing, Scoring, or Score Reporting Processes, and Group Irregularities.** ACT takes steps that are intended to provide you a standardized testing process. However, circumstances may prevent this from occurring in some cases. Those circumstances include, but are not limited to:

- Deviations from standard testing procedures such as events that cause testing to be cancelled or interrupted, or a mistiming on any part of the test;
- Errors, delays, or other non-standard circumstances in (a) processing test registrations; (b) delivering tests, (c) administering tests, (d) uploading test responses, (e) preparing, handling, shipping, receiving, processing, or scoring tests; or (f) reporting scores;
- Disruptions at the test location; Circumstances that raise concerns about the possibility of prohibited behavior that may have affected a group of examinees (e.g., examinees who tested in the same room or center where the prohibited behavior occurred); such circumstances include but are not limited to evidence of advance access to or disclosure of test content or inappropriate conduct during an exam administration; or
- Any other events that disrupt or compromise any part of the testing process (i.e., registration, test distribution, testing, scoring, and score reporting).

In the unlikely event such a circumstance occurs, ACT will examine the situation and determine whether it needs to take any action, including but not limited to not scoring tests or cancelling scores. If ACT determines that it needs to take action, ACT will in its sole discretion: (a) correct the error (if an error occurred and ACT believes correction is feasible); (b) cancel the test, not score tests, or cancel scores, including all completed sections of the test ("Discontinue the Testing Process"), (c) Discontinue the Testing Process and offer each affected person the option to retest at no additional fee (normally on a future National test date); or (d) Discontinue the Testing Process and offer a refund. If the

impacted test event is a State testing event (i.e., one where a state or district has paid for your exam), ACT may offer the option to retest you at no additional fee or it may cancel the test event without an option for retest.

**The remedies listed in this Section 11 are the exclusive remedies available to examinees for the circumstances described in this Section 11.**

ACT shall not be required to conduct Individual Score Reviews for each impacted group member or demonstrate the invalidity of specific scores in the circumstances described in this Section 11. Decisions made by ACT pursuant to this section are final.

- 12. Test Security Investigations.** As part of its efforts to protect the fairness of the ACT exam and the integrity of ACT scores, ACT may conduct investigations into the security of its test materials and the testing process (collectively "Test Security Investigations"). You agree to cooperate with any Test Security Investigation. ACT reserves the right to hold and not report scores pending the outcome of a Test Security Investigation. Test Security Investigations may produce evidence that calls into question the validity of individual examinee scores and causes ACT to initiate one or more Individual Score Reviews as outlined in Section 9, above. In other cases, Test Security Investigations may produce evidence that calls into question the validity of a group of examinee scores (e.g., all scores achieved from a specific room, school, or district on a specific test date) and results in ACT taking action under Section 11, above.

In addition to taking action regarding examinee scores, ACT may, in its sole discretion, decide as part of a Test Security Investigation that additional steps are appropriate, such as when prohibited behavior is or might be ongoing or rises to the level of an infringement of ACT's intellectual property rights or a criminal act (e.g., coordinated group efforts to steal and disseminate ACT's secure test content; activities involving someone else taking the test for another person or altering test responses; theft, disclosure of, or access to test content or responses to secure test questions; or other serious or potentially ongoing misconduct). Those additional steps may include, but are not limited to, the following:

- a. **Prohibiting You from Taking the ACT:** ACT may prohibit you from taking the ACT test, even if you have already registered, if ACT has reason to believe (1) you engaged in prohibited behavior in connection with a prior or future administration of the ACT test, (2) you intend to engage in prohibited behaviors in the future, (3) you have provided false or misleading information to ACT or to others relating to your taking the ACT test, or (4) you are working for a test preparation provider. This prohibition may be temporary or permanent.
- b. **Disclosure of Investigative Information:** ACT reserves the right to disclose details of a Test Security Investigation to anyone who may be able to assist ACT in the investigation or who may have an interest in their own independent investigation, such as law enforcement, state departments of education, local school officials, and score recipients. Such disclosures help protect the integrity and fairness of the examination process and benefit examinees who properly obtain their ACT scores, as well as score recipients. You authorize and consent to these disclosures.
- c. **Disclosure of Misconduct Finding:** If you are found by a court or arbitrator to have engaged in any action prohibited under these Terms and Conditions that affected the validity of your scores on the ACT test or the scores of any other examinee(s) ("Misconduct Finding"), ACT may disclose that fact to any schools or scholarship entities that received your ACT scores and to other third-parties with a legitimate reason for knowing that information.

- 13. Voluntary Cancellation of Scores by You.** Unless you test under a State, District, or On-Campus testing program, ACT will cancel your scores upon your request. If scores have already been sent to score recipients, ACT will notify the score recipients that the scores have been cancelled. ACT will not be required to reinstate voluntarily cancelled scores, even if you later change your mind.

- 14. ARBITRATION AGREEMENT FOR DISPUTES WITH ACT.** Arbitration is an alternative dispute-resolution procedure intended to allow the parties to resolve issues without the formality of going to court. As described in this Section 14, certain Disputes between you and ACT will be submitted to an arbitrator, not a judge or jury, for resolution. Arbitration is frequently a more efficient method for resolving Disputes, for both you and ACT.

- a. **You and ACT agree that any and all Disputes (other than Disputes that solely involve infringement of ACT's intellectual property rights) that may arise between you and ACT -- including but not limited to Disputes that relate in any way to these Terms and Conditions, registering for the ACT test, taking the ACT test, requesting or receiving accommodations or supports on the ACT test, the reporting of ACT test scores, the use or disclosure of personal information by ACT, Individual Score Reviews, or the cancellation of ACT test scores -- shall be resolved by a single arbitrator through binding arbitration.**

***By agreeing to arbitration, both parties are waiving their right to have Disputes subject to this arbitration agreement (including Disputes regarding statutory rights) brought before or decided by a judge or jury in state or federal court and are agreeing that any such Dispute will instead be resolved through binding***

***arbitration.***

- b. The arbitration will be administered by the American Arbitration Association ("AAA"), under the AAA Consumer Arbitration Rules ("AAA Rules") in effect at the time a request for arbitration is filed with the AAA, unless the parties agree in writing to an alternate arbitration forum and/or different arbitration rules, or a substitute arbitration forum is agreed to or ordered pursuant to subsection (c) below. Both you and ACT agree to promptly comply with the AAA's filing requirements. This includes your obligation to pay AAA a non-refundable \$200 filing fee (unless AAA agrees to waive the fee for you) and ACT's obligation to pay the remainder of the filing fee. Your share of the filing fee will be reimbursed by ACT if you prevail in arbitration. Copies of the AAA Consumer Rules can be located on AAA's website, currently found at: [www.adr.org/sites/default/files/Consumer\\_Rules\\_Web\\_0.pdf](http://www.adr.org/sites/default/files/Consumer_Rules_Web_0.pdf).

Any issues regarding the enforceability of this arbitration agreement or whether a Dispute is subject to this arbitration agreement will be decided solely by the arbitrator, except in the case of Disputes that solely involve infringement of ACT's intellectual property rights. Unless both parties agree, or a court so orders for good cause shown, no arbitration may be brought or maintained as a class action, and the arbitrator shall not have the authority to combine or aggregate the Disputes of more than one individual, conduct any class proceeding, make any class award, or make an award to any person or entity not a party to the arbitration. Each party will be responsible for its own attorney's fees and expenses incurred in connection with the arbitration, regardless of the outcome of the arbitration, except as required by applicable law.

- c. **Substitute Arbitration Forum:** If for any reason AAA is not available as an arbitration forum, you and ACT agree to reasonably confer regarding a substitute arbitration forum or arbitrator. In the event you and ACT are not able to reach agreement on a substitute arbitration forum or arbitrator within 14 days of the first communication on the topic between the parties, either party or both parties may submit the issue to the U.S. District Court for the Southern District of Iowa or a state court located in Johnson County, Iowa for the sole purpose of seeking a declaratory judgment naming a substitute arbitration forum or arbitrator.
- d. **Additional Provisions Applicable to Individual Score Review Disputes:** In all Disputes related to score cancellation decisions made as part of an Individual Score Review, the issue for the arbitrator to decide is whether ACT has a good faith reason to believe that your scores are invalid. Arbitration will be conducted as a documents-only arbitration (i.e., there will be no in-person or telephonic hearing and both you and ACT will be limited to submission of written arguments and evidence to the arbitrator), unless otherwise agreed by you and ACT or ordered by the arbitrator. If the arbitrator finds that ACT had a good-faith reason for deciding to cancel your scores, your scores will be cancelled (or will remain cancelled if cancelled previously). If the arbitrator finds that ACT did not have a good faith reason for deciding to cancel your scores, your scores will not be cancelled (or they will be reinstated, if applicable). Your share of the \$200 AAA filing fee will be reimbursed by ACT if you prevail in arbitration and your scores are not cancelled. If you ask the arbitrator to decide any other issues or you assert any claims against ACT in the arbitration other than a request to have your challenged scores upheld, ACT may assert one or more counterclaims against you and may ask the arbitrator to make a Misconduct Finding against you (see Paragraph 12(c), above) if supported by the evidence.
- e. **Small Claims Court:** Notwithstanding the arbitration agreement set forth in this Section 14, either you or ACT may take a claim to small claims court instead of arbitration if the claim is within the jurisdiction of the small claims court, but only if and as permitted in the AAA Rules. If an action in small claims court is instituted by you or ACT pursuant to the AAA Rules, and such action is within the jurisdiction of the small claims court, you and ACT agree to accept the findings of the small claims court as a final resolution of the parties' Dispute and not to appeal the small claims court's decision or pursue any other claim relating to that Dispute in court or arbitration. PLEASE NOTE: If you initiate a small claims court action, ACT will have the right to assert a counterclaim against you and may ask the court to make a Misconduct Finding against you (see Paragraph 12(c) above) if supported by the evidence. Also, small claims courts often do not have the authority to award declaratory and/or injunctive relief and thus -- unlike an arbitrator -- may not have the authority to declare whether ACT had a good faith reason for deciding to cancel your scores and/or to order ACT not to cancel a challenged ACT test score. Each party will be responsible for its own attorney's fees and expenses incurred in connection with the small claims proceeding, regardless of the outcome, except as required by applicable law
- f. **Applicable Law:** The Federal Arbitration Act ("FAA") governs enforcement of this arbitration agreement. Iowa law otherwise applies to these Terms and Conditions and governs resolution of any Dispute in arbitration or small claims court, to the extent that it is not inconsistent with the FAA.

- 15. Termination of Agreement (in Whole or in Part).** If you repudiate, disaffirm, disavow, rescind, or otherwise cancel your agreement to all or any part of these Terms and Conditions at any time, ACT may – in addition to taking other action, and without conceding the validity of your actions – refund your test registration fee(s), cancel your score(s), and notify official score recipients that the score(s) have been cancelled, in its sole discretion.
- 16. LIMITATION OF LIABILITY AND DAMAGES.** TO THE EXTENT PERMITTED BY APPLICABLE LAW, ACT'S TOTAL LIABILITY TO YOU, OR ANYONE CLAIMING BY OR THROUGH YOU OR ON YOUR BEHALF, FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED TO THE ACT TEST, FROM ANY CAUSE, SHALL NOT EXCEED THE TEST REGISTRATION FEES YOU PAID TO ACT, OR \$500, WHICHEVER IS GREATER. TO THE EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ACT BE LIABLE TO YOU, OR ANYONE CLAIMING BY OR THROUGH YOU OR ON YOUR BEHALF, FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, SPECULATIVE, INCIDENTAL, LOSS OF OPPORTUNITY (REGARDLESS OF WHETHER OR HOW THESE ARE CLASSIFIED AS DAMAGES), EXEMPLARY, OR PUNITIVE DAMAGES, OR FOR ATTORNEYS' FEES, EXPENSES, EXPERT WITNESS FEES, OR COSTS, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY, OR OTHERWISE AND REGARDLESS OF WHETHER SUCH LOSS OR DAMAGE WAS FORESEEABLE OR YOU HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.
- 17. ACT Intellectual Property Rights and Confidentiality.**
- a. **Intellectual Property:** All ACT tests, test-related documents and materials, and test preparation materials ("ACT Materials") are copyrighted works owned by ACT and protected by the laws of the United States and other countries. Outside of the protection granted by United States copyright law, ACT considers the ACT tests to be trade secrets. The test questions and answers, test-related secure documents and other materials constitute highly confidential, proprietary testing information that ACT takes every precaution to protect from disclosure beyond what is absolutely necessary for the purpose of administering a test.
  - b. **Confidentiality:** You agree to maintain the confidentiality of the ACT Materials. Secure ACT tests and test questions (i.e., tests and test questions that are not made available by ACT to the general public) may not be copied, shared, discussed, or disclosed at any time or in any manner whatsoever. Test-related materials that ACT has made available to the general public, such as materials designated by ACT as practice or sample tests, may not be copied, duplicated, or used in any other works, in whole or in part, without the prior written approval of ACT.
  - c. **Consequences for Violation of ACT Rights:** ACT may pursue all available civil and criminal remedies if its intellectual property rights are violated, including seeking damages and injunctive relief in a court of law and referring such violations to law enforcement authorities for criminal prosecution.
  - d. **ACT Ownership of Answer Documents and Use of Score Reports:** ACT owns all answers and answer documents you submit, including all essay responses, as well as all score-related data maintained by ACT. Score reports ACT provides you may not be altered, and, if ACT cancels the scores reflected on such score reports, you may not provide those scores or score reports to third parties.
- 18. ACT Policies and Rules.** The ACT policies and rules referenced in these Terms and Conditions and other rules applicable to the administration of the ACT test are available for your review at [www.act.org/the-act/terms/rules](http://www.act.org/the-act/terms/rules), and are specifically incorporated into these Terms and Conditions. ACT policies and rules are periodically updated, and subject to change until 48 hours prior to your test date. Except to the extent you are testing under a State, District, Arranged, or On-Campus testing Program, ACT will send you a notification approximately 48 hours before the test date, reminding you to review the policies and rules on the website, and you have an obligation to read the policies and rules before you take the test. If you do not agree to comply with the policies and rules, or applicable changes made to the policies or rules 48 hours prior to your test date, you must notify ACT prior to the test of your intent to cancel your registration pursuant to this provision. ACT may provide a refund in the event of such cancellation in its sole discretion. Any questions should be directed to ACT Customer Care at 319.337.1270 or through email or chat at [www.actstudent.org/contactus](http://www.actstudent.org/contactus) in advance of the applicable test date. Notification of your intent to cancel your registration pursuant to this provision should likewise be directed to ACT Customer Care.
- 19. Governing Law and Venue.** These Terms and Conditions shall be governed by the laws of the state of Iowa, without giving effect to conflict of law principles and excluding the United Nations Convention for the International Sale of Goods, and subject to the applicability of the Federal Arbitration Act to arbitration matters as discussed in Section 14, above. Pursuant to Section 14, you and ACT have agreed to participate in binding arbitration to resolve any Disputes between you and ACT, other than Disputes that solely involve infringement of ACT's intellectual property rights. You agree that any Disputes that are not resolved in arbitration (or small claims actions allowed under the AAA Rules), will be resolved exclusively in the US District Court for the Southern District of Iowa or a state court located in Johnson County, Iowa.

You agree to submit to the personal jurisdiction of either of these courts for the purpose of litigating any claim related to such Dispute, and you waive any objection that you may have to the location of such courts (including, but not limited to, any objection to venue in such courts).

- 20. Waiver and Severability.** Any failure to insist upon strict performance of any of these Terms and Conditions shall not be deemed a waiver of its rights unless such waiver is in writing signed by the party against whom it is asserted. Any waiver of any right hereunder at any time shall not be deemed a waiver of any other right. If any provision or part of these Terms and Conditions is held by an arbitrator or court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way; and, to the greatest extent possible, the invalid, illegal, or unenforceable provision shall be modified so that it is valid, legal, and enforceable and, to the fullest extent possible, reflects the intention of the parties as originally set forth in these Terms and Conditions.
- 21. Force Majeure.** ACT shall not be liable for any delay or failure to perform, which delay or failure is due to causes or circumstances beyond its control, including, without limitation, your actions or failure to comply with the requirements of ACT; national emergencies, fire, flood, inclement weather, epidemics, pandemics, or catastrophes; acts of God, governmental authorities, or parties not under the control of ACT; or insurrection, war, riots, or failure of transportation, communication, or power supply. ACT will exercise commercially reasonable efforts to mitigate the extent of the excusable delay or failure to perform and any adverse consequences.
- 22. No Third-Party Beneficiary.** These Terms and Conditions do not create a third-party beneficiary relationship between ACT and any individual or entity other than you.
- 23. Understanding These Terms and Conditions.** You must agree to these Terms and Conditions, including the provisions regarding score cancellation and binding arbitration, as a condition to registering for the ACT. IF YOU HAVE ANY QUESTIONS ABOUT OR DIFFICULTY UNDERSTANDING THESE TERMS AND CONDITIONS, YOU SHOULD DISCUSS THEM WITH YOUR PARENTS OR GUARDIANS BEFORE REGISTERING FOR THE ACT TEST.
- 24. Accessibility of these Terms and Conditions.** If you have difficulty accessing these Terms and Conditions and/or any of the ACT Policies referred to in the Terms and Conditions, please contact ACT Customer Care at 319.337.1270 or through email or chat at [www.actstudent.org/contactus](http://www.actstudent.org/contactus) in advance of registering for or taking the ACT test. ACT will be happy to provide these Terms and Conditions in an alternative format, or to assist you in some other manner as reasonably necessary to enable you to access these Terms and Conditions.

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## ACT Privacy Policy

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### Scope of this Policy

At ACT, Inc. we recognize the importance of protecting the privacy of personally identifying information and believe that use and sharing of it is important to our mission of "Helping people achieve education and workplace success."

This policy explains how ACT collects, uses, maintains, shares, and protects your information when you visit ACT websites that provide a link to this privacy policy (collectively, the "Site"), as well as when you provide your personally identifying information to us offline when you participate in ACT's assessments, programs, and services.

### Children's Privacy

The Site is intended for use by education and workforce development professionals, other adults, high school students engaged in college and career planning, and their parents. The portion of the Site that collects personally identifying information from high school students ([www.actstudent.org](http://www.actstudent.org)) is intended for students above the age of 13 only. The Site is not intended to be used by children under the age of 13. If you are under the age of 13, please do not use this Site.

### Information ACT Collects

**Personally identifying information** is information that can identify you, such as your name and address. It does not include anonymized, aggregate or statistical information. Based on your relationship with us, you may be asked to provide certain personally identifying information as described below. Certain information is requested but not mandatory; ACT will identify which information is required.

- **Assessment registration and services.** When you register for or take an assessment from ACT, we may collect certain information including your name, home address, email address, telephone number, Social Security number (optional), date of birth, gender, race, ethnicity, citizenship status, year of high school graduation or equivalent, religious affiliation, whether you are right- or left-handed, grade in school, high school academic information, intended college major and occupational choice, college plans, extracurricular plans, and your background, credit card information, photograph, disability, and biometric data.
  - International: If you are taking an assessment outside the United States, some of the information ACT collects could be classified in your home country as sensitive personal data or sensitive information according to your country's data protection laws. This includes age, gender, biometric data, race, ethnicity, health data such as a physical or learning disability, credit card information, as well as information related to your background, including, political organizations and religious organizations.
- **Online orders or questions.** When you are requesting materials or information from ACT, we may collect your name, job title, address, email address, birth date, and other personally identifying information, and your need for ACT materials. If you are purchasing materials, ACT may collect your credit card information.
- **Suppliers of services and goods to ACT.** If you are a supplier of services or goods to ACT, such as a test proctor, ACT may collect your name, address, email address, telephone number, tax identification number, date of birth, bank account information, and other personally identifying information.
- **Job applicants.** If you are applying for employment with ACT, we will collect your name, address, email address, work and education history, as well as other personally identifying information necessary to evaluate your application.
- **Other tools.** Other interactive tools or functions on the Site may collect personally identifying information from you.

### Non-personally Identifying Information

When you visit the Site, ACT may collect and store general Internet data, including your internet protocol (IP) address, domain name, browser type, date and time of access, which web pages on the Site you visited, the referring Uniform Resource Locator (URL), and how long you spent on each page. This information may be collected to assist us in administering and making improvements to the Site, to enhance security, and for statistical analysis. ACT may employ other

companies and individuals to facilitate these services (e.g., maintenance, analysis, audit, development), who will have limited access to your information and only use it to perform those services on our behalf.

Non-personally identifying information also includes information collected through the Site and offline that is maintained by ACT in aggregate or de-identified form(s). This information is collected and may be used for research purposes, to inform public policy and advocacy, and for reporting purposes such as to education institutions, state agencies, and businesses.

### How ACT Uses Your Personally Identifying Information

Personally identifying information collected through the Site or offline may be used to:

- Administer ACT assessments, provide services to you, and communicate with you regarding assessments, programs, and services;
- Process requests for ACT assessments, programs, services, or information, and to communicate with you regarding such requests
- Maintain your account, verify your identity, process payments, and collect debts you owe us;
- Administer, review and/or improve the Site, ACT assessments, programs or services;
- Conduct research and analysis consistent with ACT's mission;
- Invite you to participate in surveys consistent with ACT's mission, including surveys regarding ACT programs and services; and
- Provide you with marketing information about ACT assessments, programs, services, or special offers from ACT.

### Information Sharing and Disclosure

Consistent with ACT's mission, it is important to share information with those who have a legitimate reason to use it, or who can provide educational or career opportunities to you. ACT will not sell or disclose personally identifying information we collect through this Site or offline except as consistent with your choices, as described in program or service specific terms and conditions, or as set forth below.

### Generally

ACT may disclose personally identifying information:

- To ACT subsidiaries and affiliates;
- To others providing services to ACT or as necessary to deliver ACT's assessments, programs and services. This includes information needed to verify an individual's identity or for security purposes.
- As required by law, for subpoena or other legal processes;
- As necessary to investigate, take action on, or prevent suspected or actual illegal activities, fraud, or potential threats to safety or personal physical safety; and
- To another company that acquires ACT or its assets, which will have responsibility for your personally identifying information, as described in this privacy policy.

### ACT Assessments, Programs, and Services

When you participate in ACT's assessments, programs, or services, ACT may disclose personally identifying information to:

- Others that pay for you to take an assessment, program, or service, or receive a certificate of achievement or credential relating to an assessment;
- Schools, schools districts, state entities and/or their agents or representatives for educational and reporting purposes;
- Parents or legal guardians of minors under the age of 18;
- Certain state and federal scholarship programs and agencies;
- In limited situations, researchers conducting research consistent with ACT's mission. Researchers who receive any personally identifying information are required to protect the confidentiality and security of this information.

## **International—Outward Transfer of Personally Identifying Information**

If you are participating in ACT's assessments, programs, and services outside the United States, or requesting information about ACT assessments, programs, or services, note that your personally identifying information may be transferred outside of your home country to the United States to ACT or a third party service provider, and will be subject to use and disclosure under the laws of the United States. It may also be accessible to law enforcement and national security authorities in the United States. When you voluntarily register for or take an assessment, or access ACT programs and services, you provide personally identifying information to us. If you do not provide mandatory personally identifying information, such as name, gender, address and date of birth, you may not be able to complete certain online transactions, or access or benefit from certain ACT assessments, programs, or services.

## **Marketing by Others**

ACT honors your preferences with regard to sharing your personally identifying information with other organizations for their marketing purposes. You will be given the choice prior to having your personally identifying information shared with these other organizations for their marketing purposes.

## **Cookies and Web Beacons**

When you access the Site, certain non-personally identifying information is automatically logged. This information may include your operating system, screen settings, Web browser software, and referring website, if any. It is used for system improvement and administration, security, statistical analysis purposes, and other internal business purposes.

The Site may use service providers for analytics purposes. These providers collect information about you anonymously and report website trends without identifying individual visitors. These service providers use their own cookies to track visitor interactions. Website owners can view a variety of reports containing aggregate information about how visitors interact with their website so they can improve their website. ACT does not control the cookies and their use may be governed by the privacy policies of the service providers employing these cookies.

Cookies are small text files that a website can send to a user's browser for storage on the hard drive. Cookies can make use of the Web easier by saving and administering status, preferences, and other user information. Cookies used by the Site do not contain your personally identifying information.

The Site also may use Web beacons, which are small strings of code that deliver a graphic image on a Web page or in an email message for the purpose of transferring data. ACT may use cookies and Web beacons to route users through the Site, customize users' experiences on the Site, to help us send you information about programs and services, and to improve the Site.

Most browsers are set to accept cookies but users can change the setting to block cookies. Although disabling cookies will not interfere with your ability to access the Site, users will need to accept cookies to use certain services on the Site, including test registration. Users can disable the ability of Web beacons to capture information by blocking cookies.

## **Links and Websites**

The Site may contain links to non-ACT affiliated websites. ACT does not control the privacy policies or practices of these websites. You should review the privacy policy of the non-ACT affiliated website before providing any information through these websites. ACT is not responsible for the content or practices of any linked non-ACT affiliated websites, and provides these links solely for the convenience and information of visitors to the Site.

## **Choice, Opt-Out, and How ACT Responds to Do Not Track Signals**

ACT strives to provide you with choices about our use of your personally identifying information. As a user of the Site, as well as for offline purposes, you decide whether to proceed with activities that request personally identifying information. However, if you do not provide the requested information you may not be able to complete

certain online transactions, have access to, or benefit from certain ACT assessments, programs, or services.

ACT occasionally uses your personally identifying information to contact you regarding ACT assessments, programs, and services. You will be provided instructions on how to opt out of receiving further marketing communications by email. If you opt-out of receiving these marketing communications, note that you will still receive program-related messages and similar transactional communications by email about your registration for an ACT assessment or other services and programs in which you participate.

With respect to the Site and Do Not Track Signals, ACT conducts conversion tracking with other websites such as Twitter and Facebook to collect data for purposes of tracking your use of ACT advertisements on those websites. We also target ACT's advertisements on social media websites, such as Facebook and Twitter. This means that after visiting our Site, if you later log into Facebook or Twitter, an ACT advertisement may appear. To learn more about your choices regarding online tracking, please visit these sites:

- <http://www.aboutads.info/choices/>
- <http://ie.microsoft.com/testdrive/Browser/DoNotTrack/Default.html>

## **Access and Correction of Personally Identifying Information and Closing Your Account**

If you need to update your contact information (address, email address and/or telephone number), please contact ACT Customer Service at 1-800-498-6065 or [customerservices@act.org](mailto:customerservices@act.org).

For other requests to access, update, correct, or delete your personally identifying information, or request that ACT close your web account, contact ACT's Data Protection Official listed below.

ACT will seek to meet all requests to delete personally identifying information unless it is required to be retained for contractual or legal reasons as described in this privacy policy. Please be aware that all assessment scores are maintained by ACT indefinitely and closing your account does not delete your assessment scores.

ACT, Inc.  
Attn: Vice President, Data Management  
500 ACT Drive  
P.O. Box 168  
Iowa City, IA 52243-0168  
[DPO@act.org](mailto:DPO@act.org)

## **Retention of Information**

ACT will retain your information for as long as is necessary to fulfill any of the uses identified in this privacy policy or to comply with applicable legal, regulatory, or court orders.

## **Security and Confidentiality**

Protecting the personally identifying information through the use of reasonable administrative, physical and technical safeguards is important to ACT. We use secure sockets layer (SSL) transmission, a protocol for establishing a secure connection for transmitting your personally identifying information. ACT has security protocols and measures in place to protect your personally identifying information from unauthorized access, alteration, and unlawful disclosure. In the course of business, ACT may collect or ask that you disclose your Social Security number. To the extent practicable, ACT protects the confidentiality of all information we collect, including Social Security numbers. Accordingly, ACT prohibits the unlawful disclosure of personally identifying information, including Social Security numbers, and limits access to Social Security numbers. When ACT disposes of personally identifying information, we take reasonable measures to protect against unauthorized access to the information.

## **Changes to this Policy**

ACT reserves the right to modify this privacy policy at any time. If ACT makes material changes to this privacy policy, the changes will be posted on this Site to alert you.











