ACT Testing Exception Process
Spring 2021

Students who are scheduled to take the ACT as part of the statewide administration may apply for a test exception if they took the SAT or ACT prior to February 5, 2021 and have scores that meet the college readiness benchmark standards outlined below. Students who qualify for this exception will not be expected to participate in the test administration, however; it is the **student's responsibility** to notify the school that they do not wish to participate in the test administration and provide the appropriate score reports.

This document outlines the ACT Testing Exception Process expectations for students, the principal or principal's designee, and the district test coordinator (DTC).

To Be Completed by the Student
Students may not combine test scores from separate administrations to meet college readiness benchmark scores. All scores must be attained during the same test administration. Before submitting the request for exemption, students must have either SAT or ACT test scores that meet the following college readiness benchmarks:

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

Test	SAT Score
Evidence-Based Reading and Writing Score	480
Mathematics	530

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

Test	ACT Score
English	18
Mathematics	22
Reading	22
Science	23

Students must complete a copy of the *ACT Testing Exception Request Form* and submit their form to the principal or the principal's designee no later than **February 5, 2021**.

To Be Completed by the Principal or Principal's Designee
Upon receipt of the student's request form and score report, the school principal or the principal's designee must complete the following procedures:

- Obtain proof of identity (i.e., valid picture ID) from the student. Verify the photo ID matches the original SAT or ACT score report.
- Determine whether the student met/has not met the college readiness benchmark standards. (Note: All subtest scores must be listed on the documentation and must meet the benchmark standard to qualify for the exception.)
- Complete the FOR SCHOOL USE ONLY box on the student request form.
- Make a copy of the request form and documentation to keep in the student's cumulative folder at the school.
- Send the approved original request form and a copy of the score report to the district test coordinator no later than **February 12, 2021.**
- Notify the student and parents/guardians of the decision.

To Be Completed by the District TC or Charter School TC

Upon receipt of the approved *ACT Testing Exception Request Forms* and appropriate documentation, the district/charter school TC must complete the following procedures:

- Verify that the requests from the schools meet the SAT or ACT college readiness benchmark standards (college readiness benchmark scores must include all subtests).
- Complete and submit the ACT Exception (ACTEX) Code Collection file no later than **February 19, 2021**.

NOTE: See the *ACT Testing Exception Code Collection* document, which can be obtained from your Regional Accountability Coordinator (RAC), for directions on how to create the ACTEX collection.

Spring 2021 ACT Testing Exception Request Form

Students who have met the benchmark for either the SAT or ACT may request an ACT testing exception by completing this form and submitting it to the school principal for review. Failure to include all required information may result in the need to resubmit the request, a delay in the response, or a denial of the request.

**ACT testing exception requests for the spring 2021 ACT test administration
will be honored through February 5, 2021.**

To Be Completed by the Student

Today's Date Click or tap to enter a date.

Student's Name (as it appears on school records) Click or tap here to enter text.

Student's PowerSchool Number Click or tap here to enter text.

School Name Click or tap here to enter text.

Date of SAT or ACT test administration Click or tap to enter a date.

Students must attach a copy of the original individual student score report from SAT **or** ACT to this form. The score report must include <u>all</u> subtest scores. *Electronic signatures are accepted.

Click or tap here to enter text.   Click or tap to enter a date.
Student's Signature*   Date

Click or tap here to enter text.   Click or tap to enter a date.
Parent's Signature*   Date