

Instructions for the remote-proctored ACT Practice Test

Before the test begins:

- Do not look at the contents of the exam before your test begins
- Gather the following:
 - Exam
 - Answer sheet
 - Writing prompt
 - Writing answer sheet
 - Calculator
 - Pencils
 - Beverage or snack for the break
- Set up your work area. You will need
 - a clear desk or table in a quiet place where you will not be disturbed
 - desktop, laptop, tablet, or phone with camera and audio. Your camera should be set up to show your face, hands, and your work surface (test and answer sheet). You may find this easier to achieve with a mobile device than with a desktop.
 - Use the link in the GoToMeeting invitation to download the app onto your device.

When it is time for the exam:

- Log in to the GoToMeeting 5 to 10 minutes before the start of your exam time. Make sure to join the video and audio portions of the meeting.
- Follow instructions from the proctor.
- Unless you are using your phone for GoToMeeting, please ensure that your phone is not in your work area.

During the exam:

- Work only in the current section. Do not go ahead to a new section or go back to a previous section.
- Use your calculator in the Math section only.
- Use your answer sheet to bubble in your answers.
- Depending on how many students are taking their exam, your proctor may mute your audio. In this case, you are free to use the chat function in GoToMeeting if you have questions.
- Listen for the 5-minute warning.
- Do not continue work in the section once time is called.

After the exam:

- Do not make any changes to your answer sheet.
- Take a photo of your answer sheet (and essay, if applicable) and email to office@getsmarterprep.com.
- We will grade the test and contact you with next steps.