Guidelines and Instructions for Attending ACT Tests in Hong Kong
Latest Test Centre Arrangement

Latest Test Centre information from Hong Kong Examinations and Assessment Authority (HKEAA)

http://www.hkeaa.edu.hk/tc/ipe/act/

- Candidates and their representatives **MUST NOT contact test centres**, AND **MUST NOT visit test centres** before the test. Doing so may result in CENTRE CANCELLATION

- Faith Based Inst of Continuing Ed(860040) is **NOT** an HKEAA ACT test site
ACT International Test Dates

Test Date 2016/17

September 10, 2016

October 22, 2016

December 10, 2016

April 8, 2017

June 10, 2017
About Test Option Changes & Standby

- Before check-in, candidates may change test option at the test centre but the request must be made before the Supervisor reads the verbal instruction and subject to availability of test materials.

- Test centres admit Standbys on a first-come, first-admitted basis and only if there are materials and space available. Standbys must bring the valid Standby Ticket and have their names on the Standby Roster at that designated test centre.
About Test Option Changes & Standby

- Candidates asking for option change and Standbys must queue up at the specific Change & Standby Counter along the venue entrance for initial registration.

- Test centres will make arrangements seats for candidates asking for option change first.
ACT Test Schedule (1)

- Before 7:45am — Arrive at the test centre
- A candidate seating plan will be posted on the notice board outside the Test Centre. Candidates should find and check their own name (in alphabetical order) and mark down their own Seat Numbers.

The ACT Roster
Test Date: 11 Jun 20
HKEAA San Po Kong Room
Test Center Code: 87

<table>
<thead>
<tr>
<th>SEAT NO. #</th>
<th>NAME</th>
<th>CITY, STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AN.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ANG.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BAI.</td>
<td></td>
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</tbody>
</table>
ACT Test Schedule (2)

- Around 7:45 am—Candidates must present current identification documents and admission tickets before entering the test centres in good order (No entry for parents/teachers)

- Date of birth and English name shown on the admission ticket must be exactly the same as the information on identification document
ACT Test Schedule (3)

- Find own seat (ref. to the seat no. labels on the desks). Sit quietly and place the admission ticket and identification document on the desk.

- Invigilator will begin taking attendance.
ACT Test Schedule (4)

- Once having entered the test centre, talking, toilet visits or leaving the seat are NOT allowed. If candidates have to leave their seat, they must raise their hand and receive permission from the invigilator beforehand.

- Candidates are suggested to go to toilets before entering the test centres.
ACT Test Schedule (5)

- Around 8:00am — Centre Supervisor starts making announcement. Candidates should listen carefully.

- Around 8:15am - 8:25am — Candidates write personal information on Test booklet and Answer Folder according to Centre Supervisor’s instructions

- About 8:25am — Test starts
## ACT Test Schedule (6)

### Test Duration:

<table>
<thead>
<tr>
<th>Test</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>45 min</td>
</tr>
<tr>
<td>Test 2</td>
<td>60 min</td>
</tr>
<tr>
<td></td>
<td>10 - 15 min break</td>
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<tr>
<td>Test 3</td>
<td>35 min</td>
</tr>
<tr>
<td>Test 4</td>
<td>35 min</td>
</tr>
</tbody>
</table>

**Taking No Writing Examinees can leave**

| Writing Test | 40 min (Optional) |

*Dismissal is about 12:15 pm for ACT (No Writing), or 1:00 pm for ACT Plus Writing.*
ACT Test Schedule (7)

- **Allowed**: Going to toilets during break in good order; eating or drinking outside the testing areas

- **Not allowed**: Eating or drinking at the seat or inside testing areas

- Invigilator will check the identification document again after the break. Please leave your identification documents on the desks.
What to bring:

- A printed copy of Admission Ticket (suggest to print the latest version 3 days before the exam date)
- Acceptable Identification Document - current official photo ID (i.e. Hong Kong or Macau I.D. Card, valid Exit-entry Permit or Passport or Student Card) or ACT Student Identification Letter with photo (Note: China I.D. card cannot be used for identification as it does not contain English name)
- HB pencils (No.2 pencils) and good eraser (no pens or mechanical pencils)
Regulations of ACT Test Centres (2)

What to bring:

- **Permitted calculators** for Test 2 (If candidates use a prohibited calculator, e.g. any version of the TI-89, they will be dismissed and their answer documents will not be scored. See [www.actstudent.org](http://www.actstudent.org) for details) Note: No supplementary stationery or calculator will be provided at the test centres.

- **A watch** to pace yourself. Not all rooms have clocks

- **Snacks** to eat outside the test room during break
What NOT to bring:

- ANY electronic devices (i.e. cell phone, media player)
- Reading materials, dictionaries, notes, or scratch paper
- Highlighters, correction fluid, colored pencils, or other aids
Regulations of ACT Test Centres (4)

- During the test, candidates are NOT allowed to look/work back at a test section the time of which has already been called nor look/work ahead in the test booklet. Those candidates will be dismissed and their scores will be cancelled.

- During the test, candidates are NOT allowed to leave the seat without permission. If you need to go to toilet, you must raise your hand and visit the toilet with the company of invigilator.
Regulations of ACT Test Centres (5)

- The use of cell phones and electronic devices of any kind is NOT allowed at any time at the test centre, **including during the break**. If candidates’ phones or other devices are activated, or they use them at any time, those candidates will be dismissed, their devices may be confiscated and their answer document will not be scored.

- No stationery or calculator will be provided at the test centres. Candidates are also NOT allowed to share calculators with other candidates.
During breaks, candidates are NOT allowed to talk or read inside or outside the test centres, nor eating or drinking inside the testing areas.

If candidates wish to cancel their score after the test, they can raise a request to the invigilators. After all testing materials have been collected and the Centre Supervisor has marked “VOID” on their answer documents, they will be allowed to leave the test centre.
Enquiries

- Application, result release, irregularities, personal information update:
  
  **ACT**

  **Website:** www.actstudent.org
  
  **Phone:** (1) 319-337-1270
  
  **Email:** www.actstudent.org/forms/outside.html

- Test centres arrangement
  
  **HKEAA**

  **Email:** tsa1@hkeaa.edu.hk