



NDE Prohibited Behavior Retest Guidelines for the ACT

ACT now allows students who have been dismissed or tests voided due to Prohibited Behaviors to retest.

The District Assessment Contact (DAC) or School Test Coordinator (TC) will contact Iris Owens (iris.a.owens@act.org), the Nebraska onsite ACT Program Manager, to request a retest. The request must include the test date and prohibited behavior as well as proctor and student actions.

NDE will not allow students to retest who:

- 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 to other test sections.
- Looking at another person's test or answers.
- 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 social media.
- Exhibiting confrontational, threatening, disruptive or unruly behavior.

Once NDE approval has been received via email from Iris Owens, the DAC or TC may contact ACT to schedule a retest.

ACT Customer Service

statetesting@act.org

800-553-6244 ext 2800

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.