

## Info on ACT Unlisted/Unpaid Test Centers

- Only students who attend that school are allowed to test at that location.
- Any school that is already established as a National Test Center is NOT eligible to be an Unlisted Test Center.
- Once the school is accepted as an Unlisted/Unpaid Test Center, a unique, unpublicized test center code will be issued. Students would enter this specific code when they register and pay for the ACT; they do not use the search feature to locate a test center.
- Both standard time and accommodations tests may be administered.
- The school is responsible for any expenses incurred with the test administration, including staff compensation. In many instances if cost is an issue, the PTSA sponsors the proctor pay.
- The Unlisted Test Center form (pages 2-5) have to be scanned and emailed to [TestACT@act.org](mailto:TestACT@act.org). Note that this form does not include the additional three fall dates that were recently added. If the preferred test date is one of those three new ones, the person filling out the form can simply write in that date in that area that lists the existing dates.
- The general deadline for submitting the form is 30 days before the test date, but it's good to confirm that with ACT.

If anyone has questions or wants more information about being an ACT Unlisted/Unpaid Test Center, they can email [TestACT@act.org](mailto:TestACT@act.org) or call ACT Test Administration at 319.337.1510.