

ACT Plus Writing Checklist February 2024

Who should take the ACT Plus Writing test and why?

- These instructions are for students who have chosen **comprehensive (MNOHS-only) enrollment**. Supplemental students, please check with your enrolling school about taking the ACT or another college readiness exam there.
- All MNOHS students are encouraged to take a college readiness exam, to help with post-secondary planning and access to post-secondary scholarships and other opportunities. Since the start of the COVID-19 pandemic, some colleges have permanently changed their admission requirements. Please contact your MNOHS counselor or advisor for help deciding whether your post-secondary plans, including possible scholarships, might require the ACT.

When and where should I test?

MNOHS comprehensive students can take the ACT Plus Writing on **Saturday April 13** at test centers close to their homes. This is the only national testing date available before the end of the school year. National testing dates are also available in June and July.


How do I pay for it?

- **If you are eligible for educational benefits** (also called "free and reduced lunch" or FRL), ACT will provide a fee waiver through MNOHS for you to take the test up to two times in your lifetime, **at no cost**. Please contact Adrianna Black Bull at a.blackbull@mail.mnohs.org so she can send you an ACT fee waiver form. You will need this to complete the registration steps explained below.
- **If you are not eligible for educational benefits**, MNOHS will pay for you to take the test once in your lifetime. You'll need to complete the registration process explained below, **pay \$93 on your own** and take the test to be reimbursed by check at the end of the current school year. Please note that **you must enter the MNOHS school code when you register** so we will automatically receive proof that you have tested.

Follow the steps in the checklist below to register, prepare for and take the ACT Plus Writing exam.

Important notes:

- ACT strongly encourages you to register early to ensure that space is available at the test center you choose.
- Complete all steps well **before the deadlines**, so that MNOHS staff can help you if needed.
- **MNOHS' High School Code is 241-681**; this is the high school you are attending. You will also be asked to enter a code for the test center you choose, which may be another school.
- Each ACT fee waiver form has a number. It may be used **only by the student it is given to**.

	Step	Deadline	What to do (To learn more about each step, click on its link.)
	1	Now!	<p>Save the date and pick the place:</p> <ul style="list-style-type: none"> • Make sure that you have no other plans on Saturday April 13. You must arrive before 7:45 a.m. The test starts at 8:00 a.m. and finishes around 1:00 p.m. • Choose a test center near your home that offers ACT Plus Writing on April 13 and make sure that you will have transportation that day.
	2	Now!	<p>11th grade students, Report in your Ramp-Up to Readiness advisory class that you have completed Step 3 below—or come work on it in an advisory class meeting.</p> <p>12th grade students, please report that you have completed Step 3 below to Adrianna Black Bull: a.blackbull@mail.mnohs.org.</p>
	3	by March 8 — sooner is much better!	<p>Register for the April 13 ACT Plus Writing: Create your ACT web account to complete your online registration. You'll need about 40 minutes to answer all the registration questions. If you register after March 8 you will need to pay a late fee.</p>
	4	by March 8	<p>If applicable, you must request accommodations for a disability or English learner supports as part of your online registration.</p>
	5	by April 5	<p>Get a valid Minnesota photo ID if you don't have one already.</p>
	6	by April 5	<p>Upload a photo of yourself to your ACT web account. Your registration will be cancelled if you don't upload a photo on time.</p>
	7	by April 13	<p>Prepare for the ACT Plus Writing exam</p>
	8	on April 13	<p>Go to the test center, no later than 7:45 a.m., with your admission ticket and photo ID.</p>

Step 1	Now!	<p>Save the date and pick the place:</p> <ul style="list-style-type: none"> • Make sure that you have no other plans on Saturday, April 13 from 7:45 a.m. to 1:00 p.m. • Click on the link to search for a test center near your home. You must choose a center that offers ACT Plus Writing on April 13 and complete your registration early to save your seat. http://www.act.org/content/act/en/products-and-services/the-act/registration/test-center-locator.html • Don't forget to arrange transportation if you need it!
Step 2	Now!	<ul style="list-style-type: none"> • 11th grade students, report in your Ramp-Up advisory class that you've completed Step 3 below—or come to work on it in an advisory meeting. It's a very good idea to take care of all ACT-related tasks well before the deadlines. Your MNOHS Ramp-Up class will focus on this so we know that you are on track! • 12th grade students, please report that you have completed Step 3 below to Adrianna Black Bull: a.blackbull@mail.mnohs.org.
Step 3	by March 8—sooner is much better!	<p>Register for the April 13 ACT Plus Writing exam:</p> <ul style="list-style-type: none"> • Follow the link below to launch the registration process. You'll begin by creating an ACT web account. http://www.actstudent.org/regist/ • Be sure to choose a secure username and password—and to make note of them! • You can log out of your account and log back in to add or change information or to upload a photo. However, once you have paid for the test registration, you must pay a fee to change your choice of test center and can only change if seats are available. • You'll need about 40 minutes to complete Your Personal Profile and Your Interest Inventory. You can log back in later to change these sections if you like. • Your Test Selection is the most important part! Enter the code for the test center you have chosen. Under Your High School, enter the information shown in the screenshot below, including MNOHS' High School Code, 241-681. And remember, you need to take the ACT Plus Writing. • Pay for your registration online using a credit card or enter the fee waiver number from the top right of your fee waiver form. • Your payment or fee waiver also covers the cost of ACT reporting to four colleges of your choice. • Be sure to save and print the Test Day Checklist, and to make note of your ACT ID.

Step 4	by March 8	<p>If you have a disability or are an English language learner, you must request accommodations or supports as part of the online registration process. Follow the link below to learn about the accommodations or supports that are available and the medical documentation required. Note: MNOHS cannot provide Special Testing.</p> <p>http://www.actstudent.org/regist/disab/</p>
Step 5	by April 5	<p>Get a valid Minnesota photo ID:</p> <ul style="list-style-type: none"> On the day of the test, you are required to present both acceptable photo identification and your printed ACT admission or standby ticket with your photo printed on it. Click for more information from ACT about what is an acceptable photo ID: https://www.act.org/content/act/en/products-and-services/the-act/test-day.html#id MNOHS strongly recommends that you apply for a Minnesota ID Card, if you don't have one already: http://www.dmv.org/mn-minnesota/id-cards.php (Please ignore the ads!)
Step 6	by April 5	<p>April 5 is the final deadline for uploading a photo of yourself to your ACT web account. The photo that you upload will be part of the ACT Plus Writing admission ticket that you print out. It must match your photo ID (see Step 5 above) and also match you! You can complete this step by taking a snapshot of yourself with a web cam or phone. Photo Submission Requirements: https://www.act.org/content/act/en/products-and-services/the-act/registration/photo-submission-requirements.html</p> <p>Important: If you do not upload a photo by this date, your test registration will be cancelled. Also, you can't print your admission ticket until you upload a photo.</p>
Step 7	by April 13	<p>Prepare for the ACT Plus Writing exam:</p> <ul style="list-style-type: none"> Coming in March! Stay tuned for tips and tricks from our very own MNOHS teachers Click for a 64-page booklet (PDF) about preparing for the ACT: http://www.act.org/aap/pdf/Preparing-for-the-ACT.pdf Also check this ACT Test Prep web page. The first three items are for purchase; the rest, including sample test questions, are free: http://www.actstudent.org/testprep/ Here's a link to the ACT Additional Information Page: https://www.act.org/content/act/en/products-and-services/the-act/registration.html Here's a link to the Test Day Checklist: http://www.actstudent.org/testprep/taking/

Step 8	on April 13	Go to the test center, with your admission ticket and your photo ID. You must be at the test center before 7:45 a.m.
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Questions about registering for the ACT?

Please check with your Ramp-Up advisor or your MNOHS counselor.

Eligible for benefits and need an ACT fee waiver form?

Please contact Adrianna Black Bull at a.blackbull@mail.mnohs.org