

Intradistrict Communication

DATE: Thursday, April 24, 2025

TO: All High School Administrators
High School Testing Coordinators

FROM: Carolyn Gough, Administrator of Teaching and Learning
Ben Jameson, Director of Assessment, Research and Accountability

SUBJECT: 11th Grade ACT Retests, Vouchers and UTC Sites

Over 7,000 vouchers were requested by LEAs across the state for students who want to retake the ACT because of the testing platform's outages on Tuesday, March 11, 2025. As a result, all of the listed national testing sites that were available in June and July are full, which leaves the vast majority of students without a way to retake the ACT and use their vouchers to waive the registration fee.

Since the national testing centers are full, ACT will allow schools to set themselves up as an Unlisted Testing Center (UTC). Here is what it means to be a UTC according to USBE:

- “In some circumstances, ACT permits an institution (hereafter the ‘Unlisted Test Center’ or ‘UTC’) to administer the ACT® exam only to its own students on a National Test Day (i.e. one of the seven Saturdays per year that ACT® administers the ACT exam).
 - “UTCs are unlisted because usually a school wants just their students to test with them on their campus; however, unlisted just means it's off the books on the national registration, so not just anyone can see it's open. The school has the choice to share the code with any students or schools they wish to. The code will allow students to register and test at their UTC site.
- “In such cases, students register for the exam through ACT's National registration system using a test center code unique to the UTC and pay ACT the registration fee. *The UTC is responsible for all costs associated with administering the ACT to its students, including without limitation compensation to local testing staff.* This agreement is a contract between ACT and the UTC.
 - “Also, the schools can pool their resources for staffing, only rules are, athletic coaches cannot be the testing coordinator or work with a student 1:1. Testing coordinators cannot have relatives testing at any schools across the United States, but they can be a room supervisor or proctor, as long as no relatives are in the same room.
- “An unlisted center is also an unpaid center so testing staff would not receive pay from ACT. Applications are accepted up until the registration deadlines for each test date which is May 9 for the June national test date and June 6 for the July national test date.”

If your school is interested in becoming a UTC, please email the following information to Scott Roskelly (scott.roskelly@schools.utah.gov) at USBE by **April 30, 2025**:

- ACT high school code
- School name
- City
- State
- District name
- Point of contact person (first and last name)
- Point of contact person's email address

For questions about this information, please contact Ben Jameson in Assessment, Research & Accountability or Scott Roskelly at USBE.