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**ACT Administration Overview for Tuesday, February 23, 2021**

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| **Test Location:** | **Penn Griffin School for the Arts**  **Penn Building 2nd Floor (see exact location below based on junior’s last name)**  **NOTE: Only 6 students per testing location**   * **Room 223: B – Deese** * **Room 224: Dowell – Hale** * **Room 225: Infante – Key** * **Room 226: Kortte – Pardue** * **Room 241: Pavlik – Sorrell** * **Room 242: Striblin - Waters** * **Separate Setting – Room 234 & Black Box Theatre**   **Main School Number: 336-819-2870 (Please contact Ms. Spell as stated below with any questions or issues)**  **Entrance – Penn Building, February 11th Lobby\*** |
| **Bus Transportation:** | If you request bus transportation, Ms. Spell will share the bus number and the designated time for arrival at your pickup location prior to the week of testing. You must request by Friday, February 5. (Link for the Request Form included in ACT Letter) |
| **COVID-19 Procedures:** | * The morning of testing you will be required to complete a COVID-19 attestation statement. Do not come to testing if you have any COVID-19 symptoms. * You will be required to wear a mask (or face covering) that covers your mouth and nose throughout the duration of testing and your time on our school’s campus. * \*Upon arrival your temperature will be taken. If your temperature is 100o or higher you will not be allowed to stay for the test administration.   To minimize contact, you will need to bring the following with you: (NOTE: an extra calculator and pencils will be provided)   * + Three No.2 lead, sharpen pencils with soft erasers (Mechanical Pencils are not allowed)   + A calculator that meets the ACT calculator requirements ( [www.**act.org/calculator-policy.html**](http://www.act.org/calculator-policy.html) **)** |
| **Arrival Procedures:** | * Arrival Time: 9:15 – 9:30 am * Where to park – adjacent lot to Penn Building * Car rider procedures – drop off student in front of the Penn Building Auditorium entrance side - **Driver should not leave until temperature check and Health Screening have been completed and cleared for entry** * Entrance door – Penn Building February 11th Lobby Entrance * Personal Items – if you bring your cell phone or other electronic device, turn it off and place it in a plastic bag with your name on it. You will leave with the school staff at the check-in station upon arrival and upon dismissal pick up as you leave through the February 11th Lobby doors * Please refer to room locations for juniors stated above * **All students should be in their test location by 9:45 am.** |
| **Departure Procedures:** | * *Estimated End Time: 2:00 – 2:30 pm (depends on our start time)* * Exit doors – 1st floor Penn Building, February 11th Lobby * Car rider procedures – Please park in front of the Penn Building Auditorium * Personal Items will be distributed at the conclusion of testing before dismissal |
| **Additional Reminders:** | * Electronic devices, including smartwatches and mobile phones are strictly prohibited. On the day of testing, we strongly encourage you to leave such devices at home (or secure in your car). Should you have such devices, you will be asked to power them down and school staff will follow ACT procedures for collecting these items before you enter the designated testing rooms. * **If you have a medical condition that the school needs to be aware of, please contact Ms. Spell to discuss** * **You may bring a snack and drink that will be stored under your desk until the approved break. It is highly recommended that the snack and drink be in a zip top plastic bag.** |

Sincerely,

*Ms. Kim Spell*

*spellk2@gcsnc.com*

*336-688-3525 (cell)*