ACT/WorkKeys "DO's" and "DO NOT's" for KHS Students
February 27th and February 28th 2018

DO's:

- **Arrive to check in at your assigned room by posted time.**
  - **ACT DAY= Begin arriving to your room at 8:15 a.m.**
  - **WORK KEYS DAY = Arrive to your room by 7:53 a.m.**
  - **Each Junior Advisement Teacher has a list and can inform you of your assigned room for each day.**

- **Bring at least two sharpened soft lead No. 2 pencils with good erasers**
  - **Students *cannot* use mechanical pencils or ink pens.**
  - **A limited amount of pencils will be available in each room for those students who forget to bring one.**

- **Bring an approved calculator or two to be used during the Mathematics Test.**
  - **See ACT Calculator Policy 2017-2018 (attached).**
  - **A limited amount of calculators will be available in each room and will be given on a first come, first serve basis.**
  - **Get your calculators cleared and checked each morning in the Commons. Calculators must be checked prior to arriving in the testing room. Available beginning at 7:30 a.m.**

- **BRING YOUR OWN SNACK FOR WORK KEYS TESTING DAY ON FEBRUARY 28TH.**

- **Try your best because your ACT scores will be going to the technical colleges and universities of your choice for *FREE*. *Scores are good for up to 5 years!***

DO NOT's:

- **DO NOT bring a *cell phone, fitness band, Apple watch,* or any other electronic device that has internet capability.**
  - **You may not be in possession of a cell phone or any other electronic device at any time, including during the break.**

- **DO NOT share a calculator with any other student.**

- **DO NOT bring textbooks, scratch paper, notes, or reading material with you.**

- **DO NOT bring highlight pens, colored pens or pencils, correction fluid or tape.**

- **DO NOT bring food or beverages, including water, into the testing room.**
  - **A snack will be provided to you during your first 15 minute break on ACT day.**
  - **A snack will not be provided to you on WorkKeys day. Bring one with you and keep in locker if you would like.**

- **DO NOT choose your own seat once you check-in**
  - **Each examinee has an assigned seat with corresponding test materials.**

- **DO NOT engage in any prohibited behavior in the testing rooms or during breaks. If you do, your scores will not be counted.**