

Junior (October / Unit 8):

ACT Test Registration and Test Taking Strategies

Objectives: Register to take/practice taking the ACT and complete the UB Summer Academy 2011 Application

To successfully complete this unit and receive your stipend, complete the following activities:

- Complete all activities in this unit.
- Complete and include your **Student Grade Check** form.
- Include your parent/guardian’s signature on the **Evaluation Sheet**.
- Complete the **Stipend Request** form.
- **Have site sponsor sign the Mid-Month Check-In (even if not fully finished) by _____.**
- **Be prepared to review it with UB staff on _____.**

Stipend Requirements

Stipend Amounts	Possible Portfolio Completions
Complete = \$40.00	<ul style="list-style-type: none"> • Unit 100% complete: turned in on-time, parent/guardian signature, and site sponsor signature.
Partial = \$30.00	<ul style="list-style-type: none"> • Unit 75% complete: includes parent/guardian and site sponsor signatures. • Unit 100% complete: includes parent/guardian signature; <u>does not</u> include site sponsor signature.
Partial = \$20.00	<ul style="list-style-type: none"> • Unit 100% complete: <u>does not</u> include parent/guardian signature. • Unit 50% complete: includes parent/guardian and site sponsor signatures.
Incomplete = \$0	<ul style="list-style-type: none"> • Unit less than 50% complete (even if unit includes parent/guardian and site sponsor signatures)

What to do if you are absent on portfolio visit days!

Planned Absences (e.g. sports games, field trips, etc.)	Unplanned Absences (e.g. sick, flat tire, abduction by aliens, etc.)
<ul style="list-style-type: none"> • Give your binder to your site sponsor <u>before you leave</u>. UB staff will review your work, and you are eligible for a full \$40 stipend. • If you forget to leave your binder with your site sponsor before you leave but turn it in to your sponsor the <u>first day you return</u>, you are eligible for a \$20 maximum stipend (even if the unit is fully complete). If there are unforeseen problems with finishing your unit, <u>notify your site sponsor and/or UB staff immediately</u>. 	<ul style="list-style-type: none"> • Give your binder to your site sponsor <u>the day you return to school</u>. You are still eligible for a full \$40 stipend. • If you forget to give your binder to your site sponsor <u>the day you return</u>, you have <u>24 hours</u> to turn in your unit for a \$20 maximum stipend (even if the unit is fully complete). If there are unforeseen problems with finishing your unit, <u>notify your site sponsor and/or UB staff immediately</u>.

Upward Bound Contacts

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Personal Affirmation

Rewrite your affirmation by describing who you are – or strive to be!

“I am a/an _____, _____, and _____.”
(adjective) (adjective) (adjective) (your role)

Don't forget your affirmation – and your commitment to yourself. You will write it each month!

Step 1: Registering for the ACT

The ACT is a multiple-choice test that is required for admission by many universities throughout the United States and Canada. To finish this portfolio and earn your stipend for the month, you should complete the following:

1. You must have a valid email address to register for the ACT. If you do not have an email address, you must open a free email account beforehand. You can use Gmail, Yahoo, Hotmail, etc.
2. Read the green handout, “Be Extraordinary: How to Register Online”.
3. Go to the ACT website (www.actstudent.org) to register for the ACT test.
 - You will first need to create an ACT Student Web Account. Click on the box, “The ACT Student Web Account” at the top of the page, followed by the box, “Create a New Account”.
 - Make sure you select the correct box on whether or not you have either registered for or taken the ACT before.
 - Fill out the “Create Your Web Account” form.
 - When ACT confirms your information on the next page, create a username and password for yourself. **We strongly recommend that you use your name – or a variation of it – for your username.**
 - Continue to fill out the “Your Information” form.
 - You will need your high school ACT code for the next form. If you do not know the code, search for your high school code in the 2nd box and select the correct result.
4. You have created your account! Now you can register for an upcoming ACT test.
5. When registering for the ACT, use your “2010-2011 Request for Fee Waiver for the ACT Test” form. **Make sure you include the 11-digit number located at the top right corner of the waiver you receive from UB.** The fee waiver includes the cost for the “ACT Plus Writing” test, so make sure you sign up for the additional Writing section.
 - If you need to include “School/Agency Official” section for your fee waiver, use the following information:
Official's Name: Sarah Friedmann
Official's Title: Instructional Specialist, Sr.
School/Agency Name: Upward Bound-NAU
Official's Office Phone: (928) 523.6999
6. You have received the booklet, “Preparing for the ACT 2010 – 2011”. This is an extremely useful guide with test-taking strategies for taking the ACT, as well as a full practice test. You will need to finish the entire practice test to receive complete credit for your portfolio unit. Read “Preparing for the ACT Assessment” (pages 2-10).
7. Read “What to Expect on Test Day” (pages 11-12).

Step 2: Exploring the ACT Website

The ACT website has a wealth of information and resources. We want you to explore all aspects of the website to find out what helps you to be as successful as possible as a student taking the ACT and as a high school student and soon-to-be graduate!

In particular, **you will need to read at least 1 student blog or watch 1 student podcast** – and feel free to read and watch more than 1! You can find the different options of blogs and podcasts at the bottom left corner of the main ACT website under, “Students Speak”. After finishing, answer the following questions.

1. What is the title of the blog you read or video you watched? _____
2. List at least 3 helpful tips, ideas and/or thoughts you gained from watching / reading:
 - _____
 - _____
 - _____

In addition to the ACT student website, you may also want to visit the websites listed below for more ACT information, practice tests, and review materials:

www.number2.com

<http://www.studyguidezone.com/acttest.htm>

<http://www.4tests.com/exams/examdetail.asp?eid=13>

<http://www.testpreppractice.net/ACT/Free-Online-ACT-Practice-Tests.aspx>

For a great and free ACT Test Study Guide: <http://www.studyguidezone.com/pdfs/actteststudyguide.pdf>

Step 3: Test Taking Tips

Now that you’ve registered for the test, let’s go over a few ACT test taking tips before you take a practice test:

(<http://www.actstudent.org/testprep/tips/index.html>)

- Carefully read the instructions on the cover of the test booklet.
- Read the directions for each test carefully.
- Read each question carefully.
- Pace yourself—don’t spend too much time on a single passage or question.
- Pay attention to the announcement of 5 minutes remaining on each test.
- Use a soft lead No. 2 pencil with a good eraser. Do not use a mechanical pencil or ink pen; if you do, your answer document cannot be scored accurately.
- Answer the easy questions first, then go back and answer the more difficult ones if you have time remaining on that test.
- On difficult questions, eliminate as many incorrect answers as you can, then make an educated guess among those remaining.
- **Answer every question.** Your scores on the multiple-choice tests are based on the number of questions you answer correctly. **There is no penalty for guessing.**
- If you complete a test before time is called, recheck your work on that test.
- Mark your answers properly. Erase any mark completely and cleanly without smudging.
- Do not mark or alter any ovals on a test or continue writing the essay after time has been called. If you do, you will be dismissed and your answer document will **not** be scored.

You will also be taking the ACT Writing Test. Tips for this portion of the test include:

(<http://www.actstudent.org/testprep/tips/writing.html>)

- Carefully read the instructions on the cover of the test booklet.
- Do some planning before writing the essay; you will be instructed to do your prewriting in your Writing Test booklet. You can refer to these notes as you write the essay on the lined pages in your answer folder.
- Do not skip lines and do not write in the margins. Write your essay legibly, in English.
 - **Carefully consider the prompt**, and make sure you understand the question it asks—reread it if you aren’t sure.
 - **Decide how you want to answer** the question in the prompt.
 - **Then jot down your ideas** on the topic: this might simply be a list of ideas, reasons, and examples that you will use to explain your point of view on the issue.

- **Write down what you think** others might say in opposition to your point of view and think about how you would counter their arguments.
- **Think of how best to organize** your ideas.
- At the beginning of your essay, make sure readers will see that you understand the issue.
- Explain your point of view in a clear and logical way.
- If possible, discuss the issue in a broader context or evaluate the implications/complications of the issue.
- Address what others might say to refute your point of view and present a counterargument.
- Use specific examples.
- Vary the structure of your sentences, and use varied and precise word choices.
- Make logical relationships clear by using transitional words and phrases.
- Stay focused on the topic.
- End with a strong conclusion that summarizes or reinforces your position.
- If there is time, do a final check of the essay when it is finished.
 - Correct any mistakes in grammar, usage, punctuation, and spelling.
 - If you find any words that are hard to read, recopy them so your readers can read them.
 - Make any corrections and revisions neatly, between the lines (but not in the margins).

Step 4: Taking the Practice Test

1. Removing and using the bubble sheet (pages 73-74), take the practice ACT (pages 14-56).
2. Create a “real” environment for your practice test, making sure your practice test environment meets the requirements from the “What to Expect on Test Day” section.
 - Take the test in a quiet area without distractions from noise, cellphones, friends/family, etc.
 - Make sure to time yourself by only using the allotted time for each section.
 - Only use a #2 pencil.
3. Read “ACT Writing Test Booklet” (page 57).
4. Removing the Writing Test sheets (pages 75-78), complete the “ACT Writing Test Prompt” (page 58).
5. You’ve completed your first ACT test. Great job!
6. Read “Scoring Your Tests” (page 59).
7. Using the answers from your bubble sheet, fill in your answers in the Scoring Keys (page 60-62), and figure out how you did on each of the four test sections (English, Mathematics, Reading, and Science). The “Total Number Correct for English/Math/Reading/Science Test” is your subscore for that section. Fill in this number under “Table 1” at the top of page 63. The sum of these scores divided by 4 is your Composite ACT Score.
8. Using “Table 2” (page 64), now fill in your subscores. After reading the instructions, figure out the exact areas of the test areas that you did well on or need more help with. Circle the appropriate numbers under “Raw Scores” based on your test results.
9. ***Place your completed practice ACT test booklet – including the Writing portion – in your portfolio binder, and be prepared to review it with an Upward Bound staff member next month.***

Step 5: Your Scheduled Test Date (depending on the test date you register for)

1. Make sure you have printed your Admission Ticket from your ACT Student Web Account and brought acceptable ID. **You will not be admitted to the test site if you do not have both.**
2. Report to the test center you registered for and take the ACT.
3. Your ACT score will be available online at your ACT Student Web Account much earlier than the paper score report arrives in your mailbox. Check your online account regularly.
4. When you receive your paper ACT score report, make a copy and place it in your Upward Bound portfolio binder. Make sure you keep the original ACT score report for your records.
5. Meet with an Upward Bound staff member, and review your scores in each of the four test sections and receive your next portfolio unit.

JUNIOR PORTFOLIO MID-MONTH CHECK-IN SHEET

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Student Name: _____

Directions: To obtain full credit complete this check-in sheet of your unit work.

- It is advisable that you take time to think of what portfolio work you need to complete between now and the day your portfolio is due, and get to work on it!
- Please circle the appropriate response and answer in complete sentences where asked.
- **Site Sponsor must sign Check – In Sheet by due date on the 1st page of your portfolio unit.** This is typically 1 week before your portfolio visit.

1. What parts of the unit have you completed?

- a) all of it
- b) half or more
- c) very little of it
- d) none of it

2. What parts of the unit do you still need to complete?

3. What part of this unit, if any, are you having difficulties with? Why?

4. What type of help do you need, if any, in order to complete unit by the due date?

FOR SITE SPONSOR TO COMPLETE:

Unit at least ½ complete: Y N

Site Sponsor Signature _____ Date _____

Scholarship Essay Question

It is now time for you to begin preparing for the many scholarship essays you will have to write during your senior year! Remember that scholarship essays are similar to admission essays required by some universities. Practicing these essays benefits both!

Limit your essay to 2 paragraphs. Your essay must be typed.

Note: Essays not typed will result in an immediate \$10 deduction from your portfolio stipend!

Have you ever struggled mightily for something and succeeded? What made you successful?

JUNIOR FEEDBACK AND EVALUATION SHEET
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Student Name: _____

Directions: To obtain full credit

- It is required to explain what you have learned in paragraph form and in full sentences.
- It is advisable to take time to think of what was interesting to you, what you learned, and WHY.
- Simple yes or no responses are not acceptable.

Student:

1. What is your goal for what you would like to score on the ACT? Please share that goal below. Include your reasoning for deciding on your specific goal.

2. Besides the ACT, what steps could you be taking now to prepare you to apply and get accepted into college next year?

3. Which ACT test taking tips were most useful for you? How do you cope with test anxiety and prepare for tests?

4. You are about a year and a half away from high school graduation. How are you feeling at this stage?

Student and Parent:

1. Please list any questions or concerns you have about the ACT test. We will answer them as best we can.

2. Please talk to one another about fears or concerns you may have about the student going to college. Below list a few of the things each of you shared.

Student Signature

Date

Parent Signature

Date

Phone Number

Parent Email