



# TEST COORDINATOR TRAINING

NOVEMBER 2023

**District**  
**ACT<sup>®</sup>**

March 12, 2024

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# What's New!

## What's the same?

- The ACT test itself
- Requesting accommodations in the Test Accessibility & Accommodations (TAA) system ([success.act.org](https://success.act.org))
- Score reports and data files in Online Reporting ([success.act.org](https://success.act.org))
- Students' experience:
  - No change to what students experience on test day
  - Using MyACT to complete non-test steps, request college choices, and access scores

## What's new?

- Testing staff use ACT Now and TCM
  - TCM has been used for years to manage the National ACT
  - Test Coordinators, Room Supervisors and Proctors will need ACT Now accounts
- Test Event Checklists and Task Cards (used to progress through test prep and test day tasks)
- Test administration
  - In-app resources (no shipped manuals)
  - No Additional Orders requests needed (orders based on students in the 'Test Event')
  - Create Test Rooms and assign students in TCM
    - Test Day staff will follow scripts and use embedded timers directly in TCM
    - Test Day staff will enter seating charts, test booklet assignments and Irregularities directly in TCM



ACT Now was piloted with District ACT Testing in some districts Spring 2023. Some states are piloting ACT Now for the 2023-2024 school year – including Minnesota.

# Important Dates

## Test Dates:

District Wide Test Date:	- March 12, 2024
Accommodation Window:	- March 12 - 22, 2024
District Makeup Test Date:	- March 26, 2024
Makeup Accommodation Window:	- March 26 - April 5, 2024

## Accommodations and Supports Deadlines:

Case Managers and ELL Teachers give documentation to Test Coordinator:	- December 1, 2023 - Last call: December 18
Window for TCs to enter requests into TAA system:	- Sept. 11, 2023 – Jan. 26, 2024

## Material Shipments:

Shipment, including Non-Test Activities Materials & Secure Test Materials:	- Feb. 20 – 23 (predicted dates)
FedEx Picks up Test Materials from school:	- March 13-15, 2024
Shipment of Makeup Testing Materials	- Week of March 18, 2024

# Important Dates continued

## Other Deadlines:

ACT Now accounts available:

**New!**

- November 14, 2023

Confirm Organization Participation:

- January 10, 2024

Table and Chair Requests:

- January 25, 2024

Student Data Upload

(Done by REA/SPPS):

- February 1, 2024

Students added to Test Event

**New!**

- February 1, 2024

## Schedule of Events:

- Timeline and deadlines provided by ACT

**New!**

NEW Location – found in ACT Now: <https://now.act.org/>

## Results:

- Available 3-8 weeks after ACT receives testing documents
- Students access scores via MyACT.org
- Schools/staff access scores via Online Reporting at [Success.ACT.org](https://Success.ACT.org)
  - Scores are posted in Campus about a month after they appear on Online Reporting

# Test Overview

## Who takes the ACT?

- Per MDE, districts must offer students the opportunity to participate in a nationally recognized College Entrance Exam on a school day
- SPPS offers the District ACT with Writing to all 11<sup>th</sup> graders and to any 12<sup>th</sup> graders who have not yet taken the ACT
- ACT is **NOT** a Graduation Requirement
- SPPS offers the **ACT with Writing** in paper-pencil format only.
- SPPS will cover the registration costs for all SPPS students to take the District ACT
  - Districts receive ACT reimbursement only for students on Free-Reduced-Lunch (FRL)

# Test Overview – Timing

## Timing and Sequence of tests:

- The tests **must** be administered in the order listed. If this order is altered, the answer documents will not be scored. Exactly observe these test times and break schedule.

## Start time:

- Verbal instructions may begin as soon as all examinees have been identified and seated
- Verbal instructions start no later than 9:00 am in all rooms

Test	Time (min.)	# of Items	Components
English	45	75	Usage/Mechanics: Punctuation, Grammar and Usage, and Sentence Structure Rhetorical Skills: Strategy, Organization, and Style
Mathematics	60	60	Pre-Algebra, Elementary Algebra, Intermediate Algebra, Coordinate Geometry, Plan Geometry, and Trigonometry
Break	15		
Reading	35	40	Literary Narrative or Prose Fiction, Humanities, Social Studies, Natural Sciences
Science	35	40	Biology, Earth/Space Sciences, Chemistry, and Physics Data Representation, Research Summaries, and Conflicting viewpoints
Break	5*		
Writing	40	1	Argumentative writing (Optional)

\* If your school decides to offer an Extended Break for lunch or a snack, follow the guidelines laid out by ACT

- Accommodated Timing available for students with accommodation listed in IEP/504
  - TC must request accommodations that then must be approved by ACT to be provided – see page 17

# Test Overview – Breaks

## Break after Test 2 (Math):

- For each testing room, ACT **requires** that you allow a 10 to 15-minute break at the end of Test 2 so examinees can relax or go to the restroom
- Each Room Supervisor is to begin the break at the end of Test 2 as dictated by individual testing activity in the room
  - Do not attempt to preset an exact schedule for all test rooms
- *Note: The break may **not** include lunch*
- Before the break begins, all test booklets must be closed with answer documents inside
- **Do not leave the test room unattended at any time!** Be attentive to examinees trying to access cell phones or electronic devices
  - Dismiss any examinees who violate the cell phone and electronic device policy
- Resume testing after the break, according to your room schedule
- Do not delay testing waiting for examinees who are late
  - Examinees who return late may be readmitted, but lost time cannot be made up





# Test Overview – Breaks continued

## Break after Test 4 (Science):

- For each testing room, ACT **requires** that you allow a 5-minute break at the end of Test 4. (when administering the ACT w/Writing)
- An **Extended Break** is also an option:
  - Break must not exceed 45 minutes
    - A meal or snack may occur
  - Test materials, such as test booklets and answer documents, must be collected from examinees prior to the break
  - A member of the testing staff must remain in the test room with the materials during the break
  - Examinees must remain in the school and continually monitored during the break
  - For examinees testing with **accommodations and/or supports**, the Extended Break can only be given for single-day testing
    - The break is administered after Test 4 and may differ in length from the Extended Break offered to standard time examinees, must still fall within the 45-minute guideline



  
New!ACT<sup>®</sup>

# Glossary of Terms – ACT Now

**ACT Now** - The application used by districts and schools to manage organizations, users, and students for the lifecycle of your program's ACT testing contract.

**ACT Test Center Manager (TCM)** - The application used by test center staff to manage site details, administer tests (including verbal instructions), review ACT policies, and report all required test event details. Users launch TCM via their ACT Now accounts.

**Administration** - Each phase within a contract that includes specific test events and a specific ACT product. For example, a one-year contract for the ACT in fall and spring contains two administrations.

**Contract** - The agreement between ACT and a district or state for the in-school administration of one or more ACT products, over a period of one or more years.

**Descendant Organization** - A region, district, or school under the direct or indirect oversight of another organization, such as a district or school.

**Examinee** - A student assigned to a test event.

**Irregularity** - Any test event situation that warrants documentation by testing staff, including absent or denied examinees. Irregularities can impact an individual, room, or site and must be logged in TCM.

**Local Organization Code** - Unique code assigned to each organization by its governing agency (not ACT).

**Organization Master** - Compilation in ACT Now of all descendant organizations eligible to participate in any administration during the life of the contract. This is created/managed by the contract coordinator.

**Reporting HS Code** - ACT-assigned, numeric code used to report scores to the high school where a student is enrolled.

**Site Readiness** - Steps taken to ensure a test center is prepared to administer online testing. Site readiness includes facilities, technology, staffing, training, and pre-event set up in ACT Now, TCM, and TestNav.

**State Student ID** - Unique code assigned to each student by your organization or governing agency. This is different than the ACT-issued "Student Code" (see below).

**Student Code** - Unique code created by ACT, located on Student Non-Test Instructions, and entered in MyACT by the student. This is different than State Student ID.

**Student Non-Test Instructions** - Examinees taking the ACT will need accounts in MyACT to complete non-test information online and associate their MyACT accounts with a specific testing administration to access their scores. To do this, students use Student Non-Test Instructions which includes the ACT-assigned student code. The school test coordinator downloads instructions from ACT Now to distribute to students.

**Test Event** - All testing activities related to a testing window (e.g. accommodations testing, online testing) or a single date (e.g. paper, standard-time).

**TestNav** - The application used by students to take the ACT online. The TestNav application must be installed and checked on student devices prior to test day.

**Users and Roles** - Users are staff required to use ACT Now and/or TCM to complete ACT tasks; roles reflect user responsibilities and determine level of access in the applications (see below).

**Contract Coordinator** - Program oversight at the highest organizational level in the contract. Contract Coordinator can drill down as needed to see descendant organizations.

**District Test Coordinator** - District-level oversight. This role has district and school level accesses in ACT Now.

**Test Coordinator** - School-level oversight. This role can manage students and test event staff in ACT Now, plus all test event details in TCM. TCM assignments refer to a test day coordinator. For ACT State testing and District testing, the test coordinator and test day coordinator may be performed by the same person.

**Test Event Staff** - Room supervisors, room proctors, and roving proctors. This role will primarily use TCM for policy review and test day administration.

**Technical Coordinator** - Typically responsible for TestNav installation, system checks, and general internet/network management. This role is needed for online testing only.

# PREPARING FOR TESTING:

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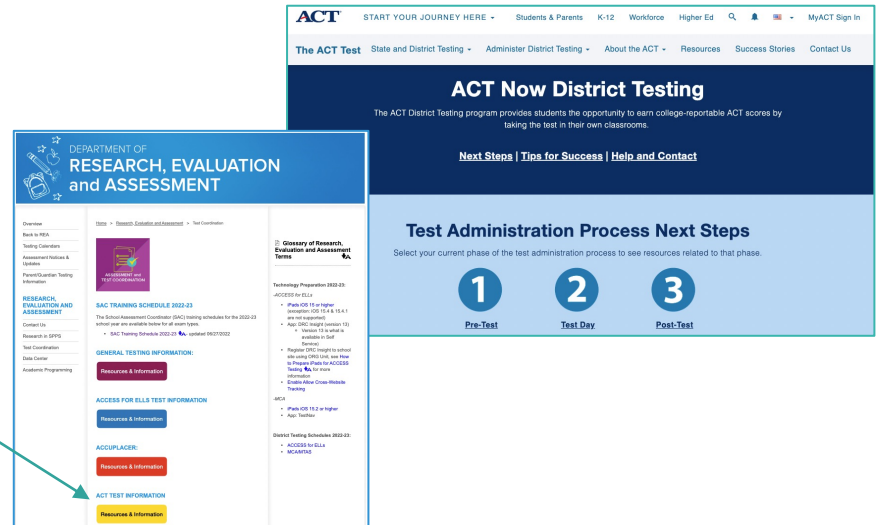
# Websites and Accounts

## Resource websites:

**ACT District Testing Resource Website.**  
<https://www.act.org/content/act/en/products-and-services/the-act-educator/states-and-districts/ACT-Now-District-Testing.html>

**REA Test Coordination website:**  
<https://www.spps.org/Domain/10086>

**District ACT Test Coordination:**  
 - Schoology Group Code: ZRXV-8JHN-W7D3Z



## Test Management and accounts:

**ACT Now:**  
<https://now.act.org/>

- Test Management
- Student Management

**ACT Test Center Manager (TCM):**  
<https://tcm.act.org/>

- Training and Policies
- Test Day Activities management
- Room Supervisors will need access


## Success ACT (TAA):

<https://success.act.org/>


- Request Accommodations and Supports (via TAA-Test Accessibility and Accommodations system)
- Results posted 3-8 weeks after testing

# Websites and Accounts – ACT Now & ACT TCM






The ACT District - Early Spring 2023 - Training District 12



Training District 12  
Contract ID: trainer12  
[www.act.org](http://www.act.org)

The ACT District  
Early Spring 2023


Welcome, **Twelve Trainer**  
Everything you need to create and organize your test events, teams and tasks.



### Administration


View or manage details for the administration selected above.

Manage an administration



### Students

Oversee student registrations, accommodations, and test event




### Test Events

Prepare and facilitate test events within an administration.

← **ACT Now**  
<https://now.act.org/>

**ACT TCM →**  
Access via ACT Now or  
directly via <https://tcm.act.org/>



Home

ACT Policies

Using TCM

Collapse

Hi, Test Coordinator Name  
[View profile information](#)

Assignments (2)

Mar 12 - Mar 22  
The ACT District  
SPPS High School  
Test Day Coordinator

Mar 26 - Apr 5  
The ACT District  
SPPS High School  
Test Day Coordinator

ACT Policies

5 modules incomplete

Introduction & Policies  
Module 1  
0 of 1

Test Facilities  
Module 2  
0 of 1

Test Staff  
Module 3  
0 of 1

Test Materials  
Module 4  
0 of 1

Test Administration  
Module 5  
0 of 1

→ View all training modules



# Testing Staff: Roles and Responsibilities

## Test Coordinator – one per test site:

- Responsibilities
  - In tandem with Counseling team, ensure students/families know about this administration of the ACT
  - Completes Test Event Checklist activities in TCM
  - Invite School Test Day Staff to ACT Now
  - With administrator, determine who will be Test Day staff
  - Train Test Day Staff
    - Going over site specific information and guiding them to ACT online trainings
  - Receives test materials, ensures they are kept secure at all times
    - Prepare materials for Test Day
  - Coordinate Non-Test Activities
  - Identify and prepare testing rooms
  - Conduct Test Day briefing
  - Distribute and collect materials on Test Day
    - Pack materials for return to ACT

## Room Supervisor – one per test room:

- Responsibilities
  - Complete ACT Now/TCM account set up
  - Complete TCM training modules and view videos from ACT District Resources site
  - Help set up testing room
  - Receives test materials from TC, ensures they are kept secure at all times
  - Uses TCM to guide/progress through Test Day activities
  - Actively monitor students at all times
  - Completes all Test Day items in TCM
  - Returns all secure materials to TC

## Proctor – need dependent on number of students in testing room:

(See ACT TCM > ACT Policies > Test Staff > Proctor Role for ratios)

- Responsibilities
  - Assist and support Room Supervisor
  - Actively monitor the testing room

❖ More details on role responsibilities found in ACT TCM > ACT Policies > Test Staff

# Testing Staff: Selection

## Who May Act as Testing Staff

The test coordinator is responsible for identifying people of integrity when selecting their testing staff. Room supervisors and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

All testing staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws.

## Who May Not Act as Testing Staff

- High school students, volunteers, and lower-division undergraduates
- Anyone who intends to take the same tests within the next 12 months
- Anyone involved in test preparation activities for the same tests at any time during the current testing year (September 1–August 31)
  - **Note:** ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.
- Athletic Coaches
  - May not serve as test coordinator
  - May not have access to secure test materials before or after testing
  - May serve as a room supervisor, but may not supervise one-to-one testing for a student-athlete
- Relatives
  - Must not serve as test coordinator or substitute test coordinator.
  - May serve as a room supervisor or proctor for a test administration, but must not have access to the secure test materials before or after these testing sessions, and any relative or ward must not be testing in a room in which they are working. If a relative does serve as a room supervisor, they must not have access to any of the relative or ward's test materials at any time.





# Testing Staff: Training

## Required Trainings for ALL TESTING STAFF (Coordinators & Test Day Staff):

- ACT Policies and Procedures – TCM
  - Replaces Manuals –REQUIRED to be read through
  - Coordinators have more Modules to complete compared to Test Day Staff
  - No one should take the 'Test Administration-**Online** Testing' Module

The screenshot shows the 'ACT Policies' training interface. At the top, a yellow banner with a warning icon states: 'You have 5 modules that need to be completed.' Below this, five module cards are displayed. The first four cards are: 'Test Coordinator Manual Module 1', 'Test Administration - Standard Time Paper Module 2', 'Test Administration - Accomms/Supports Paper Module 3', and 'Test Administration - Online Testing Module 4'. The fifth card is 'Test Administration - NCR Paper Module 5'. The 'Test Administration - Online Testing Module 4' card is crossed out with a large red 'X'. Each card shows '0 of 1' completed. At the bottom left, there is a link that says 'View all training modules →'. A text note at the bottom right of the screenshot states: 'The training modules maybe titled differently from what you see here'.

Preparation for testing:  
Always follow the Test  
Event Checklist found in  
TCM

- Using TCM as a Room Supervisor or Proctor – video
  - Pathway to video: ACT Now District Resource Page > Step 2 Administration > TCM Resources > Set up TCM: > Using TCM as a Room Supervisor or Proctor (video)

## Required Training for Test Coordinator (in addition to those above):

- Video guides on the ACT Now District Resource Page
  - Link to guide of which videos to watch: <https://tinyurl.com/2y4rvj35>





# Accommodation and EL Support Requests

## Test Coordinator must submit Accommodation and Support Requests to ACT for students to receive Accommodations/Supports

- ACT sends notice to TCs with link to TAA Manual (includes step by step instructions and screenshots)
  - TAA Manual also available on REA Test Information site and ACT Now District Resource site
- TC creates account and signs into TAA System; TC may assign a TAC to assist in accommodation requests
  - TAC = Test Accommodations Coordinator
  - Account access requests are approved by Jessica Lang
- Special Ed. Case Managers and EL Teachers complete the following and give to TC by **December 1, 2023**
  - SpEd: Electronic copy of IEP or 504 Plan
  - EL: EL status confirmation
    - ACCESS 2023 ISR or letter from MLL Dept. confirming ELL Eligibility
  - SpEd and EL: Parent Consent –Required per ACT
    - Consent can either be completion of the Parent Consent Form or an Email from Parent/Guardian
    - Consent form/email is kept at school for 1 year post test window (kept through April 5, 2025)
  - SpEd and EL: Student Accommodation/Support Application (paper form used to gather information):
    - Link to Application Form on REA site: [spps.org/Domain/10086](https://spps.org/Domain/10086)
    - One copy include in ACT TC folder

# Accommodation and EL Support Requests continued

- TC (and/or TAC) enters accommodation application selections and uploads documents to TAA System
  - The TAA System opened September 11, 2023
  - **DEADLINE: January 26, 2024**
- Accommodated materials are ordered automatically based on accommodation/support requests
- TC confirms accommodation/support requests in ACT Now – **Deadline February 15, 2024**
- Guides and videos: [ACT Now District Resource Website >Step 1: Pre-Administration > Requesting Accommodations](#)
- Important guidance:
  - Always search for student in TAA before creating a new request/student
    - 1 student → 1 pin
    - If the student **is** in TAA from a previous request edit existing entry and submit for new Test Event/Date
      - There is no automatic carry over of requests between years
    - If the student is **not** in TAA, create a new request and submit for new Test Event/Date
- Reconsideration:
  - If request is denied, there is a window for reconsideration
    - Edit the denied request: fix error and/or add missing documentation
  - The Reconsideration window can also be used to fix request Test Event/Date errors
- Accommodations Roster will be available in TCM



# Confirm Organization Participation

New!

ACT<sup>®</sup>

1. The DAC, Jessica Lang, will invite TCs to ACT Now and connect them to their school
2. In November 2023, via ACT Now, TCs will receive an invite for their Organization (school) to participate in the Early Spring District ACT
3. No later than January 10, 2024, TCs must activate their ACT Now accounts and Confirm Organization Participation
  1. **Video tutorial:** [ACT District Testing Resource Website](#) > Step 1: Pre-Administration > Setting up ACT Now > Training: > ACT Now – Confirm Organization Participation Status
  2. Steps to complete activity:
    1. In ACT Now, within 'The ACT District – Early Spring 2024' administration select **Manage an Administration** from the 'Administration' tile
    2. Select **Confirm** (next to your organization name on the list)
    3. Select **Respond**
    4. Select **Accept Invitation** from pop-up (or Decline if no students will test at your site) and then **Continue**
    5. Select Test Window: **Mar 12 – Mar 22**, Select Receipt week: **Feb 20 – Feb 23** (predicted dates, SPPS always choose earliest receipt dates), select **Continue**
    6. Enter your information, then **Continue**
    7. Enter Shipping Contact or check box for you as contact, then **Continue**
    8. Confirm Shipping Address, then **Continue**

**Students can NOT be added to ACT Now until a school confirms their participation.**

# Select Testing Rooms

Request additional tables and chairs as needed by **January 25, 2024**

- Either through Jessica Lang or through your school's engineering staff

## Select test rooms that:

- Can be reserved to allow time for the entire test session
- Can be rearranged, if needed, to meet seating requirements
- Are quiet and free from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock or other timepiece
- Provide convenient and adequate access to restrooms

### ACT Recommends:

- Using single level classrooms
- Seating 15 to 30 examinees per Standard Time room
- Seating no more than 100 examinees in one room

## Examinee Space Requirements:

- At least 3 ft. apart in all directions (single level seating, 5 ft. min. front-to-back with multiple level)
- Facing the same direction
- Seated in straight rows and columns, directly in line with each other
- Seated so that aisle space allows room for staff to circulate throughout the room without disturbing examinees
- Able to see the room supervisor without difficulty
- Able to see the room clock, if there is one, without looking around

❖ More information: page 30 and in Test Facilities module in TCM

# Tasks in ACT Now and TCM

Listed are some (NOT ALL) of the tasks you will complete in ACT Now and TCM in preparation for Test Day:

- ☐ Confirm Examinees in ACT Now
  - ☐ Confirm their accommodations/supports that have been approved in TAA are visible in ACT Now
  - ☐ Assign examinees to Test Event in TCM
- ☐ Create Testing Rooms
  - ☐ This includes
    - ☐ Test Type (Paper) and Test Timing (Standard or Accommodated)
    - ☐ Room layout
    - ☐ Table type and spacing
    - ☐ Number of students who can test in the room
    - ☐ Assigning Test Day Staff
- ☐ Assign examinees to Testing Rooms
- ☐ Assign Test Materials to Testing Rooms
  - ☐ Room Supervisors will assign specific materials to specific examinees on Test Day in TCM

Preparation for testing:  
Always follow the Test  
Event Checklist found in  
TCM

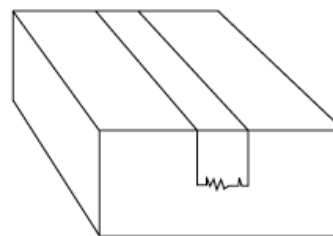
# Receive Testing Materials

## ACT Shipments

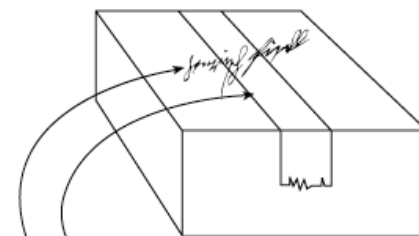
- Refer to Schedule of Events for dates
- ACT will send email notices when materials are scheduled to arrive
- Within **24 hours of delivery**, the Test Coordinator must open and verify the receipt of all test materials using the packing list
- Treat ALL materials as secure; inventory immediately and keep in a secure, locked location
- Only the Test Coordinator can access secure materials before the test day (March 12, 2024)

After you have counted and checked the condition of all materials in your shipment, securely store them.

1. Reseal the boxes with the provided tape.
2. Write your name across the seal.



When delivered, the box will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.



- a. Reseal in the same place as before.
- b. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

3. Lock the boxes in secure storage.
4. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

- Call ACT immediately at 1-800-553-6244 ext. 2800 if there is a security breach at any time
- Then contact Jess Lang at 651-435-0179 or [jessica.lang@spps.org](mailto:jessica.lang@spps.org)



Saint Paul  
PUBLIC SCHOOLS

Research, Evaluation and Assessment

# Non-Test Activities

## Non-test activities consist of three parts:

1. Test Coordinators preparing answer documents
2. Examinees completing non-test information online in MyACT
3. Examinees completing answer document demographics (must be completed before testing begins)

**Taking the ACT State and District Testing** – included with your test materials shipment

- Provides instructions on how to complete the MyACT non-test information
- Also provides information to examinees and their families about policies, privacy, and use of personally identifiable information
- Distribute 1 copy to each examinee prior to non-test session
  - Examinees should keep their copies for future reference
- Digital Copy available (in English or Spanish) on [ACT Now District Testing website](#)

# Non-Test Activities – continued

## 1 Test Coordinator prepares Answer Documents (Barcode Labels)

- Population generated from CAMPUS as of **January 25, 2024**
- Labels may arrive in a separate materials shipment
- Check that information on Barcode Labels is correct

Sample barcode label

<p> LASTNAMEXXXXXX, FIRSTNAMEXXXXX M Grade: 99  DOB: MM/DD/YYYY  ACT HS CODE: 999-999  HS Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  District Code:  District Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX </p>  <p>9 9 9 9 9 9 9 9 - 9</p>
---

Note: Your barcode labels might not contain the same data, nor appear in exactly the same format as the sample shown.

Apply the labels



### BARCODE LABEL PLACEMENT

(If a label is being used, please place it inside the four corner marks shown below.)

Look for the shaded area marked “BARCODE LABEL PLACEMENT” on the back page, lower right corner of the answer document.



# Non-Test Activities – continued

## 1 Test Coordinator prepares Answer Documents (w/o Barcode Labels) ~ If Student Does not Have a Barcode Label

- Students **MUST** be in ACT Now to receive a Student Code
- If you have a new student who is **NOT** in ACT Now:
  - Send new student information to REA (Jessica Lang) to have them added
- Student Code is listed next to student name in ACT Now
- Student Code IS: Generated automatically in ACT Now
- Student Code IS NOT: StateID/MARSS number or CIF/Student Number

**J**

**STUDENT CODE**  
*(To be completed by school staff, **not** the student.)*

If the student has a student code and there is no barcode label, enter the student's code here and fill in the ovals.

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

## Non-Test Activities – continued

### 2 Examinees complete non-test information online in MyACT – [my.act.org](https://my.act.org)

- Must complete done by March 14
  - It is **strongly** recommended to do before test day (March 12)
- Students will either access their existing MyACT account or create one (most likely)
- Options for completing non-test info. in MyACT:
  - Hosting classroom sessions during school hours (recommended)
  - Using in-school, non-class time
  - Ask examinees to complete on their own time
- Resources for competing non-test activities:
  - [Taking the ACT State Testing and District Testing](#) booklet
  - [MyACT Quick Start Guide](#)
  - *MyACT Non-Test Instructions for Students Form*
- Sections that will be completed
  - Demographic Information
  - High School Resume
  - College plans
  - Score recipients

# Non-Test Activities – continued

## 3 Examinees complete answer document demographics

### Must be completed before testing begins

- Can be done at an in-school session before test day (recommended) or the morning of test day before Test 1

### Must be completed even if there is a correct student barcode label

#### Examinees complete:

- **Blocks A, B, C, D, E, F, and G**
  - Name, address, and DOB fields
  - These blocks must be completed accurately for scores to be reported
- **Block K (High School Code)**
  - If testing at home school, leave blank
    - Only for students testing not at their high school
  - If needed find the high school code for examinees' home high school at [actstudent.org/regist/lookups](https://actstudent.org/regist/lookups)
  - Use the high school code 969-999 for homeschooled examinees



# TEST DAY ACTIVITIES:

■ <u>Sample Test Day Schedule</u>	29
■ <u>Prepare Testing Rooms</u>	30
■ <u>ACT Cell Phone Policy</u>	31
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■ <u>In the Testing Rooms</u>	33
■ <u>Irregularities</u>	34
■ <u>Closing Test Rooms</u>	36

# Sample Test Day Schedule

(standard-time testing)

7:30am	Arrival of testing staff
7:45am	Briefing session with school/testing staff
8:15am	Arrival, identification, and seating of examinees
8:30am	1) Begin reading verbal instructions
	2) Distribute test materials
	3) Administer all 5 tests in order:
	English                      45 minutes
	Mathematics                60 minutes
	Break                        15 minutes
	Reading                     35 minutes
	Science                     35 minutes
	Break                        5 minutes
	or Extended Break        45 minutes
	Writing                      40 minutes
	4) Collect/verify test materials
1:30pm	Dismiss examinees

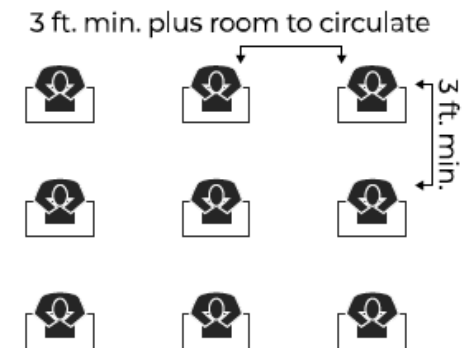
## ➤ Start time:

- Verbal instructions may begin as soon as all examinees have been identified and seated
- Verbal instructions start no later than 9:00 am in all rooms



# Prepare Testing Rooms

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day
- Room Supervisors need a laptop w/power, internet access and TCM account
- Rooms are quiet and free from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock or other timepiece
- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics (Geographic maps and the periodic table do not need to be covered)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Examinees testing with extended time must be tested in a separate room from examinees testing with standard time
- Arrange the room so that:
  - The Room Supervisor will be facing the examinees during testing
  - Testing staff can freely circulate the room and have a clear view of all examinees and materials
  - Seating minimizes the possibility of prohibited behavior



# ACT Cell Phone Policy

## Must Post!

- A copy is included in your folder
  - Posters of this should arrive with your ACT Test Materials
- Can be found on REA Testing website: [spps.org/Domain/10086](https://spps.org/Domain/10086)
- Students should have nothing with them other than pencils and approved calculators
- Student bags/backpacks etc. should be gathered at the front of the room
  - Students may NOT access them during testing
- Cell phones may NOT be accessed at any time during testing, including during breaks

## IMPORTANT:



**No cell phones or electronic devices!**

- Turn off your phone or device **NOW**.
- Put it away before you enter the test room.
- Keep it out of sight until you leave the test center.

### If you don't follow these rules:

- You will be **dismissed**.
- You will receive **NO test score**.
- Your phone or device may be **taken away**.

# Briefing Session with Testing Staff

## Test Day Briefing:

- Required to take place the morning of testing: Tuesday, March 12, 2024
  - All testing staff must attend
- Refresh everyone on
  - Policies and procedures
  - How to reach Testing Coordinator if needed
  - Ensure access to TCM
  - Arrangements for accommodations
  - Plan for breaks
  - Plan for examinees dismissed for prohibited behavior

➤ See ACT Policies & Procedures for full list of permitted and prohibited items

## Distribute Test Materials to Room Supervisors:

- Personally ensure each room gets the correct number of test booklets and answer documents and the materials are given directly to the Room Supervisor
  - Serial numbers must match what was entered into TCM
- Ensure any extra materials are securely stored

## Materials Provided by Your Site:

- No. 2 pencils w/erasers to lend to examinees who don't bring them-must not use mechanical pencils or pens
- Pencil Sharpener
- Reliable backup timepieces for Room Supervisor: watch, stopwatch, interval timer, or wall clock
- Permitted calculators (if your site chooses to provide them to examinees)



# In the Testing Rooms

**Ensure examinees have completed answer document demographics.** Students must have this completed before testing can start.

For more information:

- See page 27
- Within ACT Now

## **Room Supervisors are responsible for their Testing Room**

- Verbal instructions may begin as soon as all examinees have been identified and seated
- Room Supervisors follow the script/instructions in TCM
  - Complete Setup Tasks and Open Testing Room
  - Follow Task Cards for step-by-step instructions
    - Open and complete Task Cards to progress
  - Timer is embedded in the Test Day Task Cards
  - Enter any Irregularities and Close Room
- Ensure active test monitoring
  - Students must always be monitored, even during breaks
  - Materials must never be left unsecured

**Prior to test day Room Supervisors MUST watch the Using TCM as a Room Supervisor video**

Pathway to access video: ACT Now District Resource Page > Step 2 Administration > TCM Resources >

Set up TCM: > Using TCM as a Room Supervisor or Proctor (video)



# Irregularities

**Room Supervisors enter Irregularities in TCM. Test Coordinators monitor all rooms' entries via TCM.**

- Absent students must be marked as an Irregularity in TCM

## Examples of Irregularities:

Prohibited Behavior by Students	Individual Irregularities	Group Irregularities
Working or looking behind or ahead in the test booklet	Examinees who leave early	Interrupting a test
Giving or receiving assistance	Test Item challenges	Disturbances and distractions
Marking ovals after time is called	Defective Test Materials	Emergency evacuation
Copying or removing Test Materials	Duplicating Test Materials	Rescheduled examination
Using notes or aids (including prohibited calculators)	Failure to follow directions in marking responses	Missing or stolen Test Materials
Accessing electronic devices (including cell phones and smart watches)	Examinees who become ill	Mistiming of tests or breaks
Using inappropriate behavior or causing distractions	Irrational behavior	Power failure
	Prohibited behavior at the Test Site	
	Dismissal for prohibited behavior	

## Irregularities continued

Reasons for Scores to be Cancelled	
Rooms not set up correctly	Standard time use with accommodated materials
Conflict of Interest with staff	Accommodated use of Standard Time Materials
Unauthorized transferred materials	Additional information provided (to examinee)
Advanced access to test content	Tests timed incorrectly
Pre-test info completed on test day	Tests administered on the wrong day
Tests not given in correct order	Different timing codes in same room
Test Materials are duplicated/attempted	Answers not transferred properly



# Closing Test Rooms & Collect Testing Materials

- Room Supervisors close testing rooms following the directions in TCM.
- Room Supervisors are responsible for collecting and getting all test materials to the Test Coordinator.
  - Test Booklets
  - Answer Documents
- Test Coordinators ensure all testing rooms are closed in TCM and reviews all submitted Irregularities.
- Test Coordinators receive test materials from Room Supervisors and ensure they are securely stored while they wait to be inventoried and packed.



# AFTER TESTING:

- Pack and Ship Secure Test Materials 38
- Makeup Testing 40
- Results Reporting 41

# Pack and Return Materials to ACT



## Guide from ACT:

- ACT TCM > ACT Policies > Test Coordinator Manual > Test Materials
  - Materials must be ready for return on the day immediately following test date
  - Return materials information, return labels, and return envelopes will be included with your ACT materials shipment

## Notes on Returning Materials:

- Only return USED Answer Documents
  - If a student filled out the demographic information on an Answer Sheet but did not test – securely destroy that Answer Sheet, do NOT send to ACT

Test materials will be picked up by FedEx between March 13 and March 15.

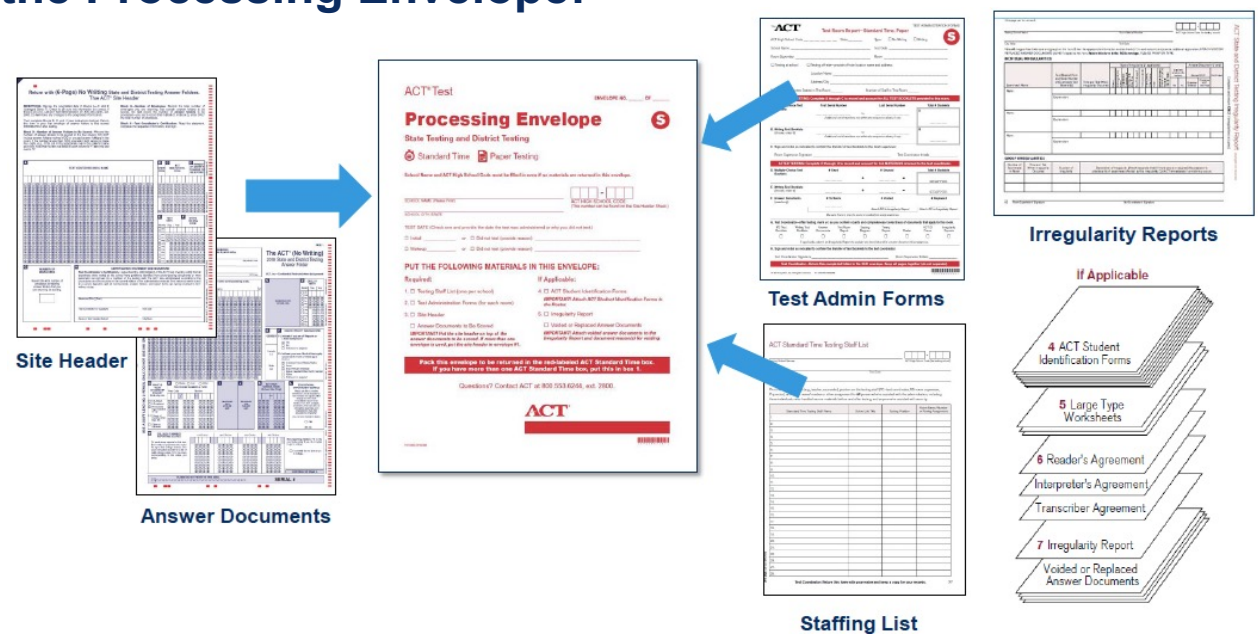
- If materials are not picked up by March 15, contact Jessica Lang



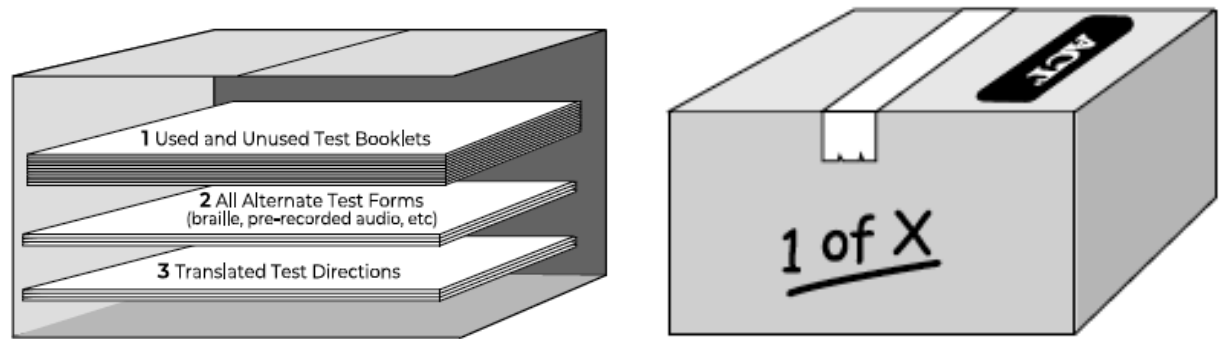
# Pack and Return Materials to ACT continued



## Packing the Processing Envelope:



## Packing the Boxes:



# Makeup Testing

## Eligibility for Makeup Testing

The examinee...	Is the examinee eligible for makeup testing?	
	Yes	No
Was absent on the scheduled test day	X	
Arrived too late to begin testing	X	
Began but did not complete testing (partially completed answer documents)	X	
Completed testing		X
Was dismissed for prohibited behavior		X

## Makeup Dates:

- March 26, 2024
- March 26 - April 5, 2024
  - Accommodation Window

Students may only complete the ACT one time during test administration.

## Actions TC must take:

- Assign Makeup Testing students to second test event (Mar 26 – Apr 5)
- Ordering Makeup Materials:
  - New!** ACT TCM will automatically generate makeup materials for students who are assigned to the second test event assignment. Manage student information to ensure makeup testing materials are sent.
- Coordinate Makeup: assign rooms and test day staff, communicate details to staff and students, receive secure test materials (manage accordingly), coordinate Test Day and ensure materials are returned to ACT



# Results Reporting

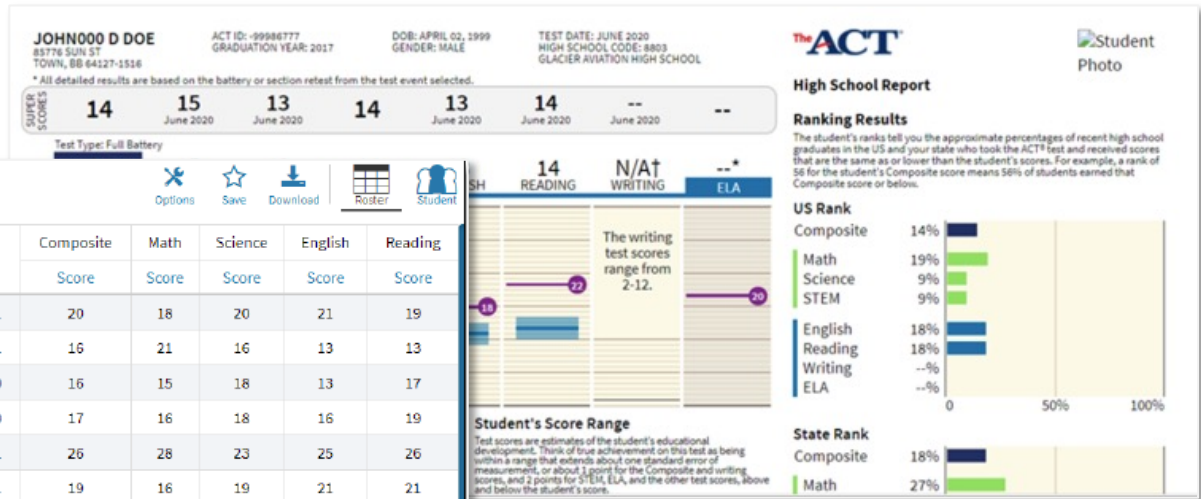
## Notes:

- ACT scores are available 3 – 8 weeks after ACT receives scorable test materials
- Schools/District access student scores via Online Reporting at [Success ACT](#)
- Students access their scores via [MyACT](#)
- SPPS will upload ACT scores to Campus within 3 months of testing
  - This is true for both District ACT and National ACT

## Sample Roster View

Roster View: The ACT,

ACT ID	Last Name	First Name	Test Date	DOB	Composite	Math	Science	English	Reading
					Score	Score	Score	Score	Score
-86295792	Doe	John017	December 2018	05/25/2001	20	18	20	21	19
-40983363	Doe	John019	October 2018	09/18/2001	16	21	16	13	13
-67414080	Doe	John022	October 2018	01/15/2000	16	15	18	13	17
-93724270	Doe	John022	October 2018	10/24/2000	17	16	18	16	19
-33358160	Doe	John029	September 2018	12/25/2001	26	28	23	25	26
-46262124	Doe	John079	December 2018	03/15/2001	19	16	19	21	21
-17298466	Doe	John094	December 2018	07/24/2001	14	15	14	16	12
-07265328	Doe	John118	December 2018	03/19/2001	14	18	13	12	14
-51718515	Doe	John130	September 2018	07/24/2001	31	31	36	27	30
-77315904	Doe	John145	October 2018	07/17/2000	13	16	15	12	10
-11707856	Doe	John157	September 2018	03/15/2000	24	25	24	23	22



Sample Individual Student Report (ISR)

# APPENDIX

■ <u>Resources for Examinees</u>	<u>43</u>
■ <u>Help &amp; Resources</u>	<u>44</u>
■ <u>Test Day Checklist</u>	<u>45</u>
■ <u>Contact Information</u>	<u>46</u>

# Resources for Examinees

## Test Prep

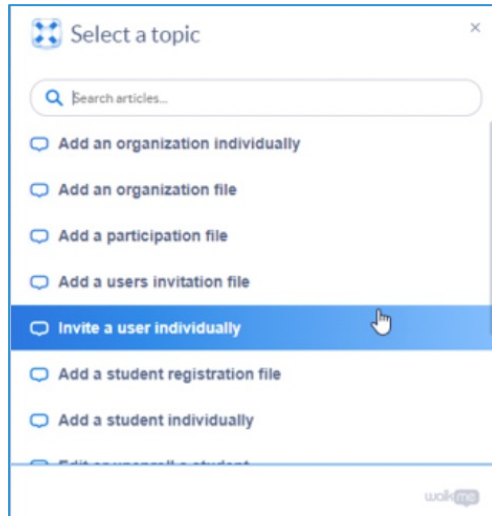
- ACT Academy
  - [act.org/content/act/en/products-and-services/the-act/test-preparation.html](https://act.org/content/act/en/products-and-services/the-act/test-preparation.html)
- Information for Examinees - Preparing for the test
  - [act.org/content/act/en.html](https://act.org/content/act/en.html)
- SPPS: Virtual ACT Test Prep – Office of College and Career Readiness
  - [spps.org/Page/40923](https://spps.org/Page/40923)
- Taking the ACT Test
  - [act.org/content/dam/act/secured/documents/TakingTheACT-StateandDistrict.pdf](https://act.org/content/dam/act/secured/documents/TakingTheACT-StateandDistrict.pdf)

## MyACT

- [my.act.com](https://my.act.com)
- Taking the ACT Test guide for examinees
  - [act.org/content/dam/act/secured/documents/TakingTheACT-StateandDistrict.pdf](https://act.org/content/dam/act/secured/documents/TakingTheACT-StateandDistrict.pdf)
- MyACT Quick Start Guide
  - [act.org/content/dam/act/secured/documents/pdfs/MyACT-Quick-Start-Guide.pdf](https://act.org/content/dam/act/secured/documents/pdfs/MyACT-Quick-Start-Guide.pdf)
- MyACT User Guide for Students
  - [act.org/content/dam/act/secured/documents/pdfs/MyACT-Quick-Start-Guide.pdf](https://act.org/content/dam/act/secured/documents/pdfs/MyACT-Quick-Start-Guide.pdf)

## > Within ACT Now:

### Walk Me



## > ACT Knowledge Hub

<https://success.act.org/s/topic/0TO4v000000DXNOGA4/the-act-district-testing>

## > ACT District Testing Resource Website

<https://www.act.org/content/act/en/products-and-services/the-act-educator/states-and-districts/ACT-Now-District-Testing.html>

## > ACT Now Testing Office Hours: and

## > Accommodations Office Hours:

- Register via [ACT District Testing Resource Website](#)
- Office Hours are recorded for future reference
- Majority of the information covered is useful for School Test Coordinators, some information is specific to District level





## ACT® Now™ and ACT® TCM™

■ PRODUCT: THE ACT TEST ■ PROGRAM: STATE AND DISTRICT ■ STAGES: PRE-TEST AND TEST DAY ■ AUDIENCE: TEST EVENT STAFF

**ACT® Now™** is a web platform used to manage users and make student test assignments (see URL <https://now.act.org/>). **ACT® Test Center Manager™ (TCM™)** is an app used by room supervisors to administer the test and by test coordinators to monitor progress across all rooms (accessed through your ACT Now account).

### BEFORE TEST DAY

#### Test Coordinator

*(Text in parentheses references where the task is performed in the platform)*

- ☐ Assign students to the event in ACT Now (Manage students).
- ☐ Add/invite staff in ACT Now (Manage an administration).
- ☐ Create TCM rooms (Open events page→Launch TCM→select Assignment→Rooms & Staff→Manage rooms & staff).
- ☐ Assign staff to roles and rooms in TCM (Open events page→Launch TCM→select Assignment→Examinee Roster & Room Assignment→Manage roster & assignments).
- ☐ Assign test booklet numbers (#s) to each room in TCM that will be used for paper testing (Open events page→Launch TCM→select Assignment→Materials→Manage test materials).
- ☐ Assign students to rooms in TCM.
- ☐ Print photo and accommodations rosters; names-only is optional. Photo roster is used for check-in but won't contain photos (Open events page→Launch TCM→select Assignment→Examinee Roster & Room Assignment→Manage roster & assignments).
- ☐ For online testing, access each room's dashboard in TCM and print Student Authorization Tickets (Open events page→Launch TCM→select Assignment→Rooms & Staff→Monitor rooms & materials→Manage online testing).

### TEST DAY

*(Text in parentheses indicates what role performs the task.)*

- ☐ Log into ACT Now → Open events page → Launch TCM to confirm access and internet connection (test coordinator and room supervisor).
- ☐ Confirm online student devices are powered up and ready (room supervisor).

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- ☐ Coordinate student check-in at rooms (even if students were checked in at central receiving). Mark student IDs on printed rosters (room supervisor).
- ☐ Distribute materials to room supervisors. Paper test booklets and answer documents or Student Authorization Tickets (room supervisor).

#### Room Supervisor – Paper in TCM

- ☐ Open the room, checking room categories and booklet numbers (#s).
- ☐ Open and complete each blue task card in order.
- ☐ Complete or edit the seating chart.
- ☐ Log irregularities (log absent examinees as an irregularity).
- ☐ Close room, logging used materials and resolving any alerts before marking as "done."
- ☐ Return materials to the test coordinator.

#### Test Coordinator

- ☐ In TCM, monitor progress across all rooms (select Event → Rooms & Staff → Monitor Rooms).
- ☐ Review irregularities, and then mark as reviewed.
- ☐ Collect materials from room supervisors.
- ☐ Review Test Event Checkout to view alerts; don't mark complete until the end of all test dates for this administration.
- ☐ If examinees were unable to test today or at all within this test event window and must be moved to another event window, update the event assignment in ACT Now.
- ☐ If examinees were unable to test today but will be able to test on another day within this test event window, update their room assignments in TCM.

### SUPPORT

**ACT General Questions**  
Phone: 319.341.2500  
Email: [actdistrictesting@act.org](mailto:actdistrictesting@act.org)  
**Accommodations**  
Phone: 800.553.6244, ext. 1788  
Email: [actstateacc@act.org](mailto:actstateacc@act.org)



**Saint Paul**  
PUBLIC SCHOOLS

Research, Evaluation and Assessment

# Contact Information

## SPPS District

### Assessment Coordinator:

Jessica Lang

[jessica.lang@spps.org](mailto:jessica.lang@spps.org)

Cell: 651-435-0179

Office: 651-744-2119

360 Colborne St.

REA – 2<sup>nd</sup> Floor

## ACT:

[act.org/stateanddistrict/contactus](https://act.org/stateanddistrict/contactus)

General Questions –

Phone: 800-553-6244 ext. 2800

Email: [actdistricttesting@act.org](mailto:actdistricttesting@act.org)

Accommodations –

Phone: 800-553-6244 ext. 1788

Email: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## Flow of Communication:

- Test Coordinator (TC) receives email notices directly from ACT
- REA will follow up with repeats of ACT emails along with SPPS specific information
- Test Coordinator communicates with school building staff
- Watch for emails from:
  - ACT District Testing
  - NoReplyTestAdmin@act.org
  - @act.org
  - @operations.act.org



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