

Test Day Activities

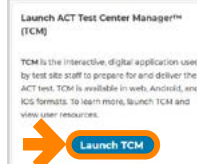


Room Supervisor Checklist



Launch Application

1. Access TCM, by logging into [ACT Now](https://now.act.org/login) (<https://now.act.org/login>).
2. Select **Open events page** on the Test Events tile on the homepage.
3. Select **Launch TCM** to confirm access and internet connection.



Prepare Devices

Power up and ready student devices.



Receive Materials

Receive materials from the test coordinator:

- **Paper testing:** Rosters, paper test booklets, and answer documents.
- **Online testing:** Student authorization tickets.



Check-in Examinees

- Coordinate examinee check-in at rooms (even if students were checked in at central receiving).
- Mark student IDs on printed rosters.



Open Room

From the **Room dashboard** complete the **Room setup and examinee check-in** task to open the room and review room details.

1. **Verify room details:**
 - Check to ensure that your room categories are correct in your **Room dashboard**.
 - For paper testing only, check to ensure booklet numbers are correct in your **Room dashboard**. **Note 1:** *Assigning test booklet numbers is not applicable for PreACT Assessments.* **Note 2:** *Enter two 9s before WorkKeys test booklet numbers.*
2. **Finish seating chart:** Complete or edit the seating chart when prompted.



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3. **Update room roster:** If an examinee is absent, select the examinee in the roster, open the dropdown menu next to **Remove from room**, and mark the student absent. Once marked, the student will be cleared from all room and seating chart assignments.



4. **Enter seal codes (online testing only):** Provide seal codes when prompted.

5. **Unlock tests (online testing only):** Select all the students who are testing in the room, and click **Unlock** to unlock their tests.

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Complete Task Cards

Open and complete each TCM task card in order.

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Monitor Examinees

Monitor each examinee's status, refreshing the page as needed.

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Log Irregularities

Log irregularities. Marking a student absent on the roster will automatically log an irregularity. **IMPORTANT!** Do not mark an absent examinee's test complete.

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Lock Tests

Lock the tests at the end of the day.

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Return Materials

Return materials to the test coordinator.

