

## Before Test Day Activities Checklists

PROGRAM: STATE, DISTRICT | PRODUCT: THE ACT, PREACT ASSESSMENTS, WORKKEYS

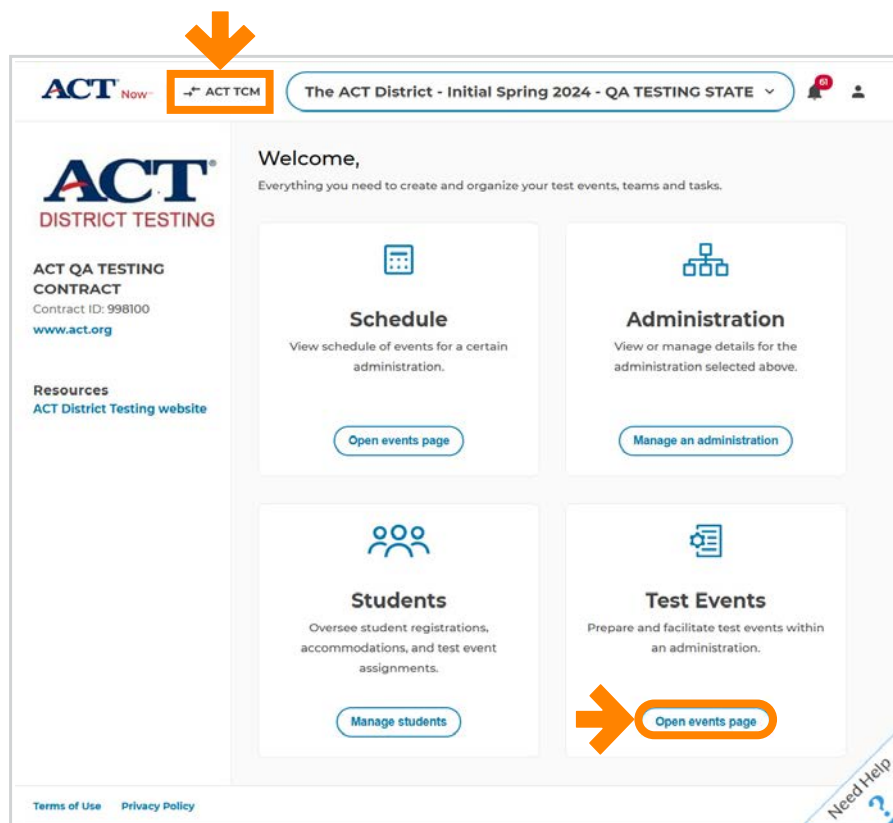
**TEST COORDINATOR:** You will use two ACT applications before test day—ACT® Now™ and ACT Test Center Manager™ (TCM™). This checklist itemizes what to do within these applications before test day. Use it to help ensure a successful testing experience. You can access TCM by logging into ACT Now at <https://now.act.org>. From the Test Events tile, select **Open events page** and then **Launch TCM**.



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



TCM is the application used by test center staff to manage site details, administer all paper and online tests (including verbal instructions), review policies, and report all required test event details. TCM is accessed via the **Switch to TCM** button available on most screens in ACT Now or by launching TCM through the Test events page.



Resources for completing each task can be found on your ACT-hosted web page. Additional task-related infographics and short videos can be found in User Resources in TCM. After launching TCM from ACT Now, click on the + symbol next to the test you are administering to expand the list of ACT Policies and Resources, and select **User Resources**.

Once you feel confident you can complete the task on test day, simply click on the box to the left of the task to check it off. (You can download this checklist locally to save your progress.) We've identified some helpful resources in the checklist that follows.

**Note:** Test event checklists in TCM will measure your progress within the application. For information about how to access and use these checklists, check out the [Use Test Event Checklists](#) infographic.

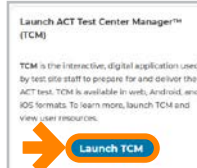
# Before Test Day Activities



## Test Coordinator 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.



### Manage Staffing

Add/invite staff in ACT Now after selecting **Manage an administration**.



### Assign Students to Event

Assign students to the event in ACT Now after selecting **Manage students**.



### Track Materials

Track materials for ACT Now shipments:

1. Select **Open events page** on the Test Events tile on the homepage.
1. Select **Shipments tracking**.
2. Select the number under Order.
3. Select **General Details, Tracking, or Materials** for more information



### Create Rooms and Assign Staff

Create rooms in TCM and assign staff to roles and rooms:

1. Select **Open events page** on the Test Events tile on the homepage.
2. Select **Launch TCM**.
3. Select **Assignment**.
4. Select **Manage rooms & staff**.



# Before Test Day Activities

## Assign Students to Rooms

Assign students to rooms in TCM:

1. Select **Open events page** on the Test Events tile on the homepage.
2. Select **Launch TCM**.
3. Select **Assignment**.
4. Select **Examinees & rosters**.
5. Select students to assign to a room.
6. Select **Manage assignment** for rooms.



## Print Rosters

Print both rosters (check-in and accommodations); names-only is optional:

1. Select **Open events page**.
2. Select **Launch TCM**.
3. Select **Assignment**.
4. Select **Examinees & rosters**.
5. Select **Rosters**.



## Assign Test Booklets—Paper Testing

Assign test booklet numbers to each room in TCM that will be used for paper testing:

1. Select **Open events page**.
  2. Select **Launch TCM**.
  3. Select **Assignment**.
  4. Select **Test booklets**.
- Note 1:** Assigning test booklet numbers is not applicable for PreACT Assessments.
- Note 2:** Enter two 9s before WorkKeys test booklet numbers.



## Print Student Authorization Tickets—Online Testing

Download and print student authorization tickets for each room in TCM that will be used for online testing:

1. Select **Open events page**.
2. Select **Launch TCM**.
3. Select **Assignment**.
4. Select **Examinees & rosters**.
5. Select the **Online** tab, if not already selected.
6. Select **Student auth tickets** in the upper right corner.

# State and District Use Test Event Checklists

**TEST COORDINATORS:** Use the pre- and post-test lists on the Test Event Checklists page in ACT® Test Center Manager™ (TCM™) to guide and track your activities before and after testing. You can access TCM by logging into ACT Now at <https://now.act.org>. From the Test Events tile, select **Open events page** and then **Launch TCM**.

Hi, Brenda Dobbs  
View profile information

Assignments (6)

July 15, 2023  
The ACT National  
DOBBSS SCHOOL

Test Day Coordinator

Apr 15, 2024  
The ACT National  
DOBBSS SCHOOL

Room Supervisor

+ Show assignments

## Select Your Test Event Assignment

- From the Assignment dashboard, select your test event role to access your Test Event Checklists.

Event dashboard  
July 15, 2023 DOBBSS SCHOOL

Request update for this event

Test Event Checkout  
Test event checkout complete.  
View test event checkout details

+ Shipping Information

Test event checklists  
Pre-test: 7 of 9 completed  
Post-test: 10 of 10 completed

Manage test event checklists

+ Capacity & assigned counts

## Manage the Checklists

- Open the **Test Event Checklists** menu to see completed task counts.
- Select **Manage test event checklists** to view each list and mark items as complete.

Test event checklists  
July 15, 2023 DOBBSS SCHOOL

Pre-test Post-test

Read ACT Policies and event checklists for guidance. Unless noted on a task, marking it as Done is optional.

To do (2)

Set Up Payment Accounts  
Incomplete

Receive, Secure, and Check In Test Materials  
3 of 5 completed

Completed (7 of 9)

Confirm Test Event Participation  
Completed

Select and Set Up Test Rooms  
8 of 8 completed

## Complete Pre-Test Tasks

- Before testing, select each task under the Pre-test tab to open details and complete the task.
  - On standard tasks, select the **Mark as done** button to mark the task done. It will then show as complete on your Test Event Checklist.
  - On checklist tasks, select the checkbox next to each sub-tasks as you complete it. When all checkboxes are marked, the main task will show as completed on your Test Event Checklist.

*Note: Select the **Save** button to save progress as you work through your checklist.*

Confirm Test Event Participation  
July 15, 2023 DOBBSS SCHOOL

Incomplete

To confirm participation for this test event, select "Mark as done" below. If any event details (capacity and location, admission ticket message, shipping information) need to be updated, follow up by using the "Request update for this event" button on the event page.

To close or reschedule this event, select "Back" and leave this task incomplete. Then, use the "Request update for this event" button on the event page and to submit a Close/Reschedule request.

Mark as done

Receive, Secure, and Check In Test Materials  
July 15, 2023 DOBBSS SCHOOL

3 of 5 completed

Complete all materials check-in activities within 24 hours of delivery.

- ☐ Ask the personnel who receive shipments at your institution to expect secure shipment and arrange to have it delivered directly to you, if needed.
- ☒ As soon as the shipment arrives, lock materials in secure storage.
- ☒ Carefully inspect the shipment for damage or tampering, and check in materials. Make sure you have the exact quantity and serial numbers shown on your Packing List. When counting, do not remove the shrink wrap from writing test booklets until test day and do not break any seals in the test booklets.
- ☐ Open the box(es) in a location where you can work securely and without interruption. You should have the following materials:
  - Packing list - Indicates quantities, booklet form numbers, and booklet serial numbers

Test event checklists  
July 15, 2023 DOBBSS SCHOOL

Pre-test Post-test

Read ACT Policies and event checklists for guidance. Unless noted on a task, marking it as Done is optional.

To do (0)  
No tasks in progress.

Completed (10 of 10)

Collect Materials from Each Room  
6 of 6 completed

## Complete Post-Test Tasks

- When testing concludes, return to your Test Event Checklists and complete each task under the Post-test tab in the same way as you completed those under the Pre-test tab.