



ACT Now

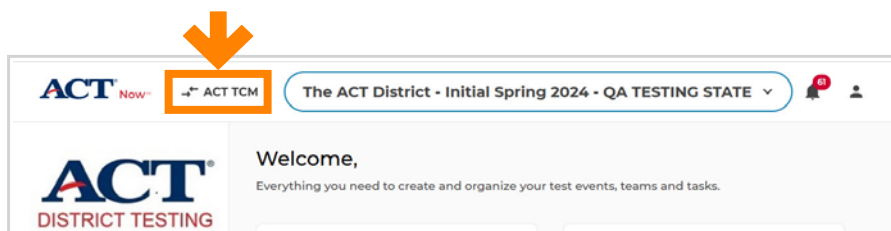
## Before Test Day Checklist

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>. To launch TCM, select **ACT TCM** in the upper left of the ACT Now home page.



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 members to manage site details, administer all paper and online tests (including verbal instructions), review policies, and report all required test event details.

**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.

**Using the checklist:** Resources for each task are linked in the checklist below (as icons on the right) and are also available on your ACT-hosted web page and on TCM's User Resources page. For example, the *Test Materials* module will be found under Step 2: Test Administration on your web page or under ACT Policies and Procedures on TCM. Keep track of your progress as you move through the tasks and resources..

### To track your progress:

1. Download and save this checklist to your local device.
2. As you complete each task, click the checkbox to the left of the item to mark it as done and save your progress.

# Before Test Day Activities



## Test Coordinator Checklist



### 1. Launch the ACT Now Application

Log in to [ACT Now](https://now.act.org/login) (<https://now.act.org/login>).



### 2. Accept the Test Event Invitation Deadline: January 9, 2026

Accept the invitation to join the test administration/manage participation.



### 3. Manage Staffing Deadline: February 24, 2026

Add/invite staff after selecting **Manage an administration**.



### 4. Upload Students REA will upload students on January 23, 2026

If applicable to your contract, upload students.



### 5. Assign Students to the Test Event Deadline: January 30, 2026

Assign students to the event in ACT Now after selecting **Manage students**. This process will automatically place an order for materials if done by deadline within your *Schedule of Events*.



### 6. Track Materials

**Note:** Only for paper based accommodations

Track materials for ACT Now shipments:

- Select the **Orders** tile on the homepage.
- Select **Shipments tracking**.
- Select the number under **Order**.
- Select **General Details, Tracking, or Materials** for more information.



### 7. Launch the TCM Application

To launch TCM, select **ACT TCM** in the upper left of the ACT Now home page.

# Before Test Day Activities



## 8. Create Rooms and Assign Staff

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

- Select **Assignment**.
- Select **Manage rooms & staff**.

Deadlines:

- Create Rooms: February 17
- Assign Staff: February 24



Create a  
Test Room



## 9. Assign Students to Rooms

Deadline: March 3, 2026

Assign students to rooms in TCM:

- Select **Assignment**.
- Select **Examinees & rosters**.
- Select students to assign to a room.
- Select **Manage assignment** for rooms.



Test  
Facilities



## 10. Print Rosters

Deadline: day before test day

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

- Select **Assignment**.
- Select **Examinees & rosters**.
- Select **Rosters**.



Correct Test  
Day Rosters



## 11. Assign Test Booklets—Paper Testing

Deadline: day before test day

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

- Select **Assignment**.
- Select **Test booklets**.

**Note:** Only for paper based accommodations



Manage and  
Track Test  
Materials

# Before Test Day Activities

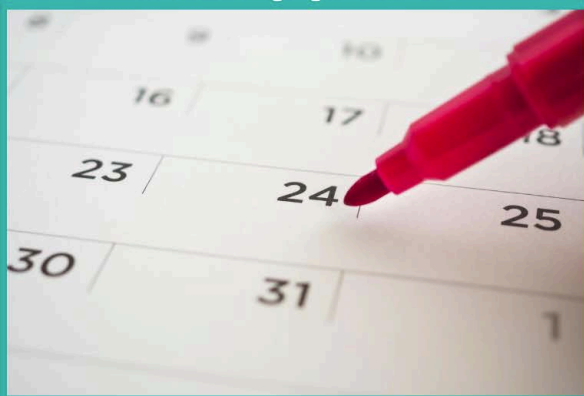


## 12. Print Student Authorization Tickets—Online Testing

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

- Select **Assignment**.
- Select **Examinees & rosters**.
- Select the **Online** tab, if not already selected.
- Select **Student auth tickets** in the upper right corner.

## Important Dates 2026: Accommodations & Supports



## Early Spring District ACT 2026

September 8, 2025

TAA Request Window Opens

December 2025

Deadline for SpEd Case Managers and ELL teams to get request information to ACT TCs

January 28, 2026

Deadline for Schools to submit requests ACT Authorized Accommodations and Requests for Reconsideration (via TAA)  
**For Test Event 1**

NEW!

February 11, 2026

Deadline for Schools to submit requests ACT Authorized Accommodations and Requests for Reconsideration (via TAA)  
**For Test Event 2**

Feb 12 – Mar 20, 2026

Request Qualified Exemptions to Deadline Submission Window

March 10 – 19, 2026

Test Event 1

Mar 24 – Apr 3, 2026

Test Event 2

### Resource links:

- [TAA User Guide](#)
- [Success.ACT](#)
- [SPPS/REA Accommodations website](#)