



TEST COORDINATOR TRAINING

NOVEMBER 2025

**District
ACT[®]**

March 10 - 19, 2026

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What's New!

What's new?



- ACT Online via iPads
 - 4 SPPS schools piloted administering the ACT online via student iPads in March 2025
 - Pros: eliminates some time-consuming Non-Test Activities tasks (labeling answer documents and students bubbling in demographic info.), no test booklets and answer documents to manage, uses the same app we have been using for years with the MCA (TestNav), don't have to test everyone on the same day leading to more flexibility in scheduling (testing window),
 - Cons: if there is an internet or service provider outage it affects testing, potential for tech errors

What is Enhanced ACT?

The ACT has been redesigned with shorter tests and more options for student.

What's Changing	What's Staying the Same
❖ Reduced Number of Questions ❖ Shortened Test Time ❖ More Time per Question ❖ Reduced Answer Choices of Math Questions (5 to 4) ❖ Science Test is Optional (for National ACT, SPPS is offering ACT with Science)	❖ ACT Scale and Benchmarks Remain Unchanged (0-36) ❖ Prior Test Scores Will Remain Unchanged ❖ No impact on Predicting 1st-Year College Success ❖ Both Paper and Online Tests Still Offered (SPPS is offering ACT online only)

More information on the [SPPS/REA ACT Test Coordination website](https://act.org/content/act/en/products-and-services/the-act/test-changes/enhancements.html) and at act.org/content/act/en/products-and-services/the-act/test-changes/enhancements.html



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 to all 11th graders and to any 12th graders who have not yet taken the District ACT at SPPS
- ACT is **NOT** a Graduation Requirement
- SPPS offers the **ACT** in an online format
 - Some accommodations, such as Braille, require a paper test
- SPPS will cover the registration costs for all SPPS students to take the District ACT
 - Districts receive ACT reimbursement from the state only for students on Free-Reduced-Lunch (FRL)

Test Overview – Timing

New!

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
- Students must complete the ACT the same day they start (exception: multi-day accommodation)

Test	Time (min.)	# of Items	Notes
English	35	50	
Mathematics	50	45	4 answer choices instead of 5
Break	15	-	
Reading	40	36	
Science	40	40	
Total testing time:	2 hours & 45 minutes	Total time scheduled will be about 3.5 hours as it includes logging in, directions, break, etc.	

➤ New times and number of items with the change to Enhanced 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 16

Test Overview – Break

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 (paper testing only)
- **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



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.

Important Dates

Test Dates:

- | | |
|------------------------------|----------------------------|
| District Wide Test Window: | - March 10 – 19, 2026 |
| District Makeup Test Window: | - March 24 – April 3, 2026 |

Accommodations and Supports Deadlines:

- | | |
|---|--|
| Case Managers and ELL Teachers
give documentation to Test Coordinator: | - December 1, 2025
- “Last call”: December 15 |
|---|--|

- | | |
|--|---------------------------|
| Window for TCs to enter requests and
Reconsideration into TAA system Test Event 1: | - Now – Jan. 28, 2026 |
| Window for TCs to enter requests and
Reconsideration into TAA system Test Event 2: | - Now – February 11, 2026 |
| Qualified Exemption Requests: | - Feb. 12 – Mar. 20, 2026 |



Material Shipments:

- | | |
|--|--|
| Shipment, including Non-Test Activities: | - Feb 17 – Feb 20, 2026 |
| FedEx Picks up Test Materials from school: | - work with FedEx, by last day of window |
| • For Accommodated materials only | |



Important Dates continued

Other Deadlines:

- | | |
|---|--------------------------------------|
| ACT Now accounts available: | - November 19, 2025 (by end of day) |
| Confirm Organization Participation: | - January 9, 2026 |
| Table and Chair Requests: | - January 23, 2026 |
| Student Data Upload: | - January 23, 2026 |
| • Upload completed by REA/SPPS | |
| Add uploaded students to Test Event 1: | - January 30, 2026 |
| Add New students to Test Event 1: | - February 27, 2026 (3/9 for online) |
| Add students to Makeup (2 nd) Test Event | - March 13, 2026 |
| • Online allows students to be added to 2 nd Test Event until test day | |
| • Note: last minute adds won't have ACT approved accommodations | |

Schedule of Events:

- Timeline and deadlines provided by ACT
 - 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
 - Scores are posted in Campus about a month after they appear on Online Reporting



PREPARING FOR TESTING:

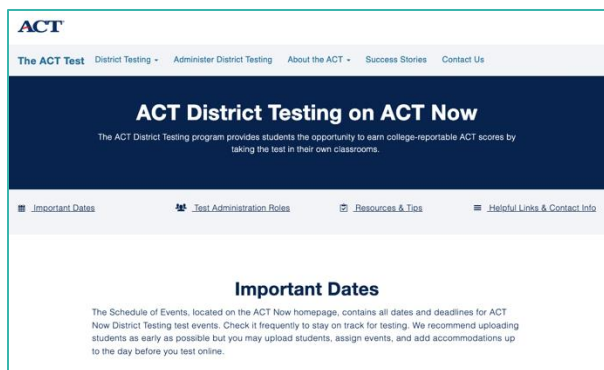
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Websites and Accounts

Resource websites:

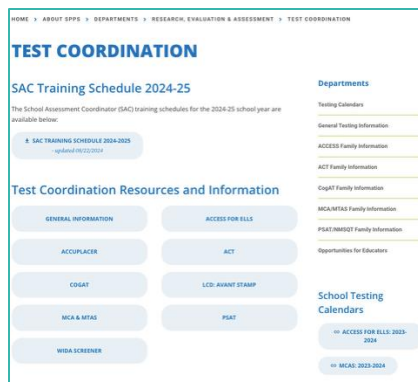
ACT District Testing Resource Website:

<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:

spps.org/about/departments/research-evaluation-assessment/test-coordination



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
 - User Resources
- 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

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/>
Confirm Org participation, invite staff, assign students to test events

ACT TCM →
Access via ACT Now or directly via <https://tcm.act.org/>
Training (ACT Policies), coordination and administration check-lists, create rooms, assign staff to rooms, assign students to rooms, print rosters, administer and monitor tests, enter irregularities



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](#)

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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 (send out announcement letter)
 - Complete TCM training modules and view videos from ACT District Resources site
 - Completes Test Event Checklist activities in TCM
 - Including creating rooms, assigning students and staff
 - With administrator, determine who will be Test Day staff
 - Invite School Test Day Staff to ACT Now
 - 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 (if applicable)

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



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 ACT District



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 Test Administration > TCM Resources > Set up TCM: > Using TCM as a Room Supervisor or Proctor (video)
 - Simulation for practice available

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](https://tinyurl.com/2y4rvj35)

Recommended resource for all: User Resources within the ACT Policy/Modules

- Lots of videos, pdf guides, and simulators to support learning how to use the ACT systems

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, 2025**
 - SpEd: Electronic copy of IEP or 504 Plan
 - EL: EL status confirmation
 - ACCESS 2025 ISR or letter from MLL Dept. confirming ELL Eligibility, contact Jess if you need assistance finding this documentation
 - 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 year (kept through June 12, 2027)
 - SpEd and EL: Student Accommodation/Support Application (paper form used to gather information):
 - Link to Application Form on REA site: spps.org/about/departments/research-evaluation-assessment/test-coordination > ACT
 - One copy include in ACT TC folder
- Only 'One and one-half time, single day' needs to be requested for EL Support, others supports are locally approved
- If accommodation requests for the **Early Spring 2025 ACT** are not entered into TAA by **January 30**, the student will NOT be able to test with accommodations!

January 28



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Accommodation and EL Support Requests continued

- TC (and/or TAC) enters accommodation application selections and uploads documents to TAA System
 - The TAA System is open now **January 28**
 - **DEADLINE: ~~January 30, 2026~~ for Test Event 1** (Test Event 2: February 11, 2026) 
- Accommodated materials are ordered automatically based on approved accommodation/support requests
- TC confirms accommodation/support requests in ACT Now
- 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 accommodation requests between years
 - EL supports requiring ACT authorization expire every 2 years on July 31
 - If the student is **not** in TAA, create a new request and submit for new Test Event/Date
- Reconsideration (new-no separate window):
 - 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 – **deadline ~~1/30/2026~~ January 28**
- Accommodations Roster will be available in TCM
- The [Requests for Qualified Exemptions](#) window is February 12 – March 20, 2026
 - Qualified Exemption is if any of the following are true for a student post the original request deadline: is new to school, was identified as an EL for the first time, grade changed, or was identified as having a new disability and an initial IEP/504 Plan was developed

Confirm Organization Participation

1. The DAC, Jessica Lang, will invite TCs to ACT Now and connect them to their school
2. In November 2025, 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 9, 2026, 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 2025' 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 10 – Mar 20**, Select Receipt week: **Feb 16 – Feb 19**, 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 23, 2026**

- Via your school's engineering staff

Select test rooms that:

- Have enough bandwidth, approx. 1 WiFi access point for every 30 students
- 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 side-to-side and at least 5 ft. apart front-to-back
- Facing the same direction (except when using a U-shaped configuration)
- 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 29 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:

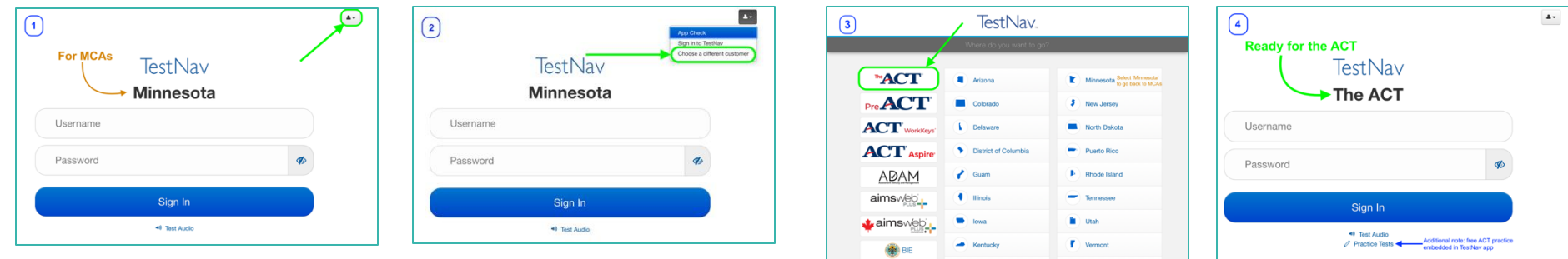
- ☐ Confirm Examinees in ACT Now
 - ☐ Confirm their accommodations/supports that have been approved in TAA are visible in ACT Now
 - ☐ Assign examinees to Test Event in TCM
- ☐ Create Testing Rooms – **by February 17**
 - ☐ This includes
 - ☐ Test Type (Paper) and Test Timing (Standard or Accommodated)
 - ☐ Room layout
 - ☐ Table type and spacing
 - ☐ Number of students who can test in the room
- ☐ Assign Test Day Staff to Testing Rooms – **by February 24**
 - Staff cannot access TCM and trainings until assigned to a Testing Room
 - If Test Coordinator will be Room Supervisor, no need to assign to a room
- ☐ Assign examinees to Testing Rooms – **by March 3**
 - If new students join your school (after Jan. 23), email student information to Jess and she will add them to ACT Now and to your test event (you will still need to assign them to a Testing Room)
- ☐ Print Rosters: TCM > Test Event > Examinees & Rosters > Rosters (Type of Roster: Check-in)

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

Technology Preparation

Students will use the TestNav app to take the ACT on their iPads

- Same app as used for MCAs
- Should be on all grade 11 iPads by beginning of March, installable via Self Service if needed
 - Version 1.14 or higher required
 - iOS 17.3+, 18.x, 26.x
- Will need ACT selected to access ACT testing:



- To ensure you have enough bandwidth when selecting testing rooms, have approx. 1 WiFi access point for every 30 students

Receive Testing Materials

ACT Shipments

- Refer to Schedule of Events for dates
 - Feb. 16-19
- 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 10, 2026)

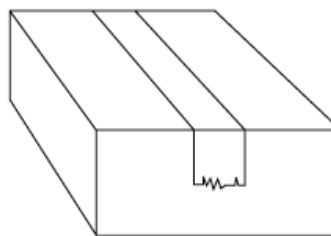
Materials sent for Online ACT:

- *Taking the ACT Test: State Testing & District Testing*
- *MyACT Instructions for Students* (secure material)

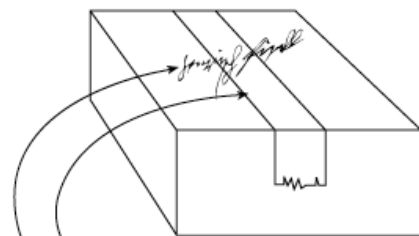
- Call ACT immediately at 1-800-553-6244 ext. 2800 if there is a security breach at any time
- Then contact Jess Lang at 651-744-2119 or jessica.lang@spps.org

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.



Non-Test Activities

Non-test activities consist of three parts:

1. Test Coordinators preparing answer documents
 - Only for accommodated paper tests (very rare)
2. **Examinees completing non-test information online in MyACT**
3. Examinees completing answer document demographics (must be completed before testing begins)
 - Only for accommodated paper tests (very rare)

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

2 Examinees complete non-test information online in MyACT – my.act.org

- Must complete done by March 13
 - It is **strongly** recommended to do before start of test window (March 10)
- 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 Non-Test Instructions for Students Form*
 - Additional resources on the [ACT Now District Testing website](#): Step 1 Pre-Administration > MyACT Resources
- Sections that students will complete
 - Demographic Information
 - High School Resume
 - College plans
 - Score recipients

TEST DAY ACTIVITIES:

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Sample Test Day Schedule

(Standard-time testing)

7:30am	Arrival of testing staff
7:45am	Briefing session with school/testing staff
8:30am	Arrival, identification, and seating of examinees
8:45am	1) Begin reading verbal instructions
	2) Distribute test materials
	3) Administer all 5 tests in order:
	English 35 minutes
	Mathematics 50 minutes
	Break 15 minutes
	Reading 40 minutes
	Science 40 minutes
	4) Collect/verify test materials
~12:30pm	Dismiss examinees

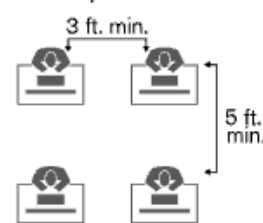
- **Start time:**
 - Verbal instructions may begin as soon as all examinees have been identified and seated
 - Each room progresses through the test at their own schedule (no need to sync rooms)
 - Verbal instructions start no later than 9:00 am in all rooms
- **Students must complete the ACT the same day they start** (exception: multi-day accommodation)

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

Acceptable

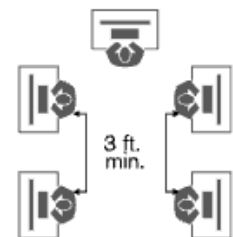
Without Dividers, Carrels, or Partitions



With Dividers, Carrels, or Partitions



U-Shaped Seating



Briefing Session with Testing Staff

Test Day Briefing:

- Required to take place the morning of testing
 - All testing staff for that day 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:

- Room Rosters and Student Authorization Tickets
- Any test booklets and answer documents for accommodations 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
- Pencil Sharpener
- Scratch Paper **New!**
- Reliable backup timepieces for Room Supervisor: watch, stopwatch, interval timer, or wall clock
- Permitted calculators (if your site chooses to provide them to examinees)

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/about/departments/research-evaluation-assessment/test-coordination
 - Post inside & outside of testing room
 - 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
- Also post “Testing Do Not Disturb” signs outside of each testing room

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**.

In the Testing Rooms

Ensure examinees have their iPads

- iPads need to be charged
- All other apps closed
- ACT should be selected in TestNav (instead of Minnesota), guide on SPPS/REA website

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 (each students' test is timed individually, timer in Room Supervisor Task Cards is for reference)
 - 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 Test 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.
 - Rosters
 - Student Authorization Tickets
 - Scratch Paper
 - Test Booklets and 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.

Test Coordinators: securely destroy the following

- Student Authorization Tickets
- Scratch Paper



AFTER TESTING:

- Pack and Ship Secure Test Materials 37
- Makeup Testing 39
- Results Reporting 40

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:

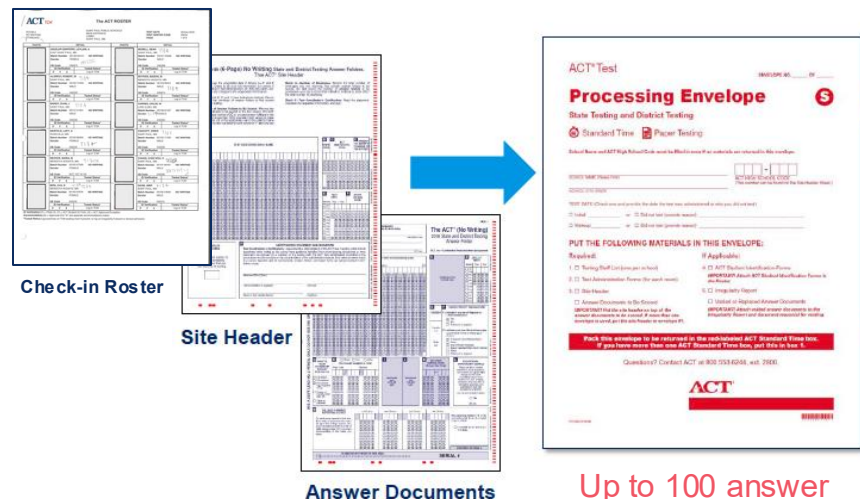
- Only return USED Answer Documents
 - If a student filled out the demographic information on an Answer Sheet but did not test – securely destroy that Answer Sheet, do NOT send to ACT

Test Coordinators must schedule a pickup by FedEx



Pack and Return Materials to ACT continued

Packing the Processing Envelope:

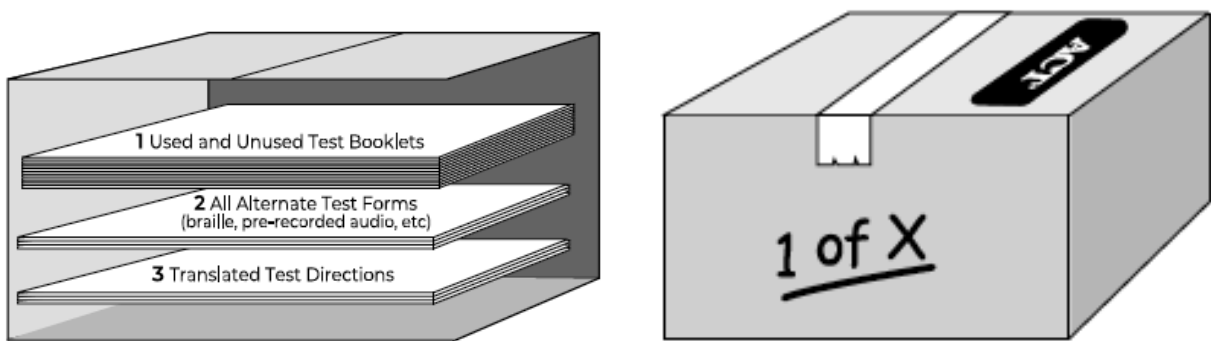


The following forms are embedded in ACT TCM and are not mailed physically to ACT:

- Test Admin.
- Staffing List
- Irregularity Reports
- Seating Chart
- Material assignments

Guidance video available on the [ACT District Resource website](#) > Step 2 > [Returning Materials](#)

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 24 – April 3, 2026
 - “Test Event 2”

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

Actions TC must take:

- Assign Makeup Testing students to Test Event 2 (Mar 24 – Apr 3) in ACT Now by day before test date (for online only) – by Mar13 for paper accommodations
- Ordering Makeup Materials:
 - Not necessary for online testing
 - ACT TCM automatically ‘orders’ materials for paper accommodations for students assigned to Test Event 2 (when applicable)
- 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

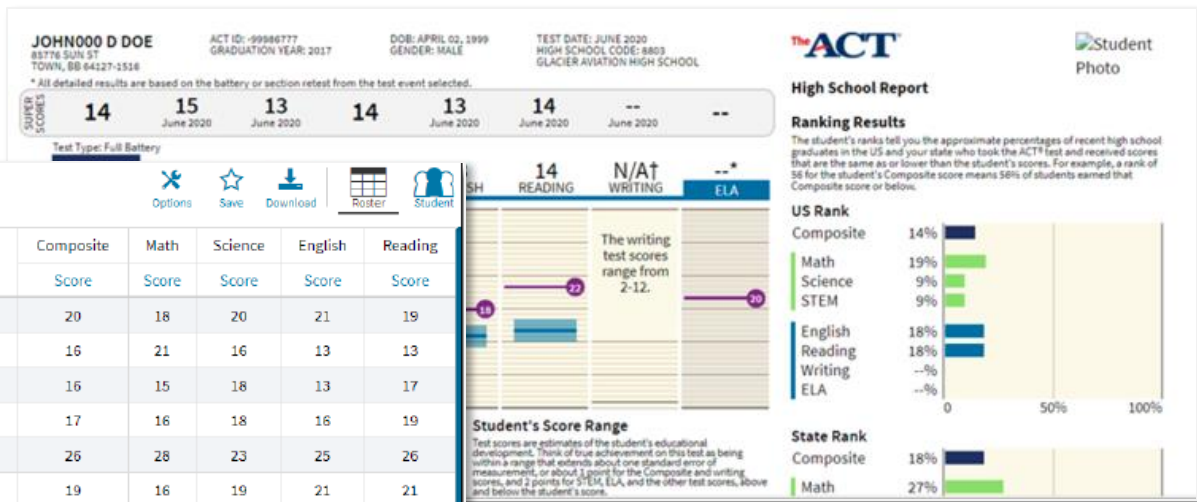
Notes:

- 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
-11707656	Doe	John157	September 2018	03/15/1999	24	25	24	23	22



Sample Individual Student Report (ISR)

APPENDIX

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■ <u>Test Day Checklist</u>	44
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Resources for Examinees

Test Prep

- ACT Academy
 - act.org/content/act/en/products-and-services/the-act/test-preparation.html

New!

- Includes links to free test prep

ACT – Game On

- <https://quizme.act.org/>
- Preparing for the ACT test – includes a full-length practice ACT test
 - <https://www.act.org/content/dam/act/secured/documents/Preparing-for-the-ACT.pdf>
- SPPS: Virtual ACT Test Prep via Xello app – Office of College and Career Readiness
 - spps.org/academics/college-and-career-readiness
- SPPS ACT Family Information website
 - <https://www.spps.org/about/departments/research-evaluation-assessment/test-coordination/act-family-information>

MyACT

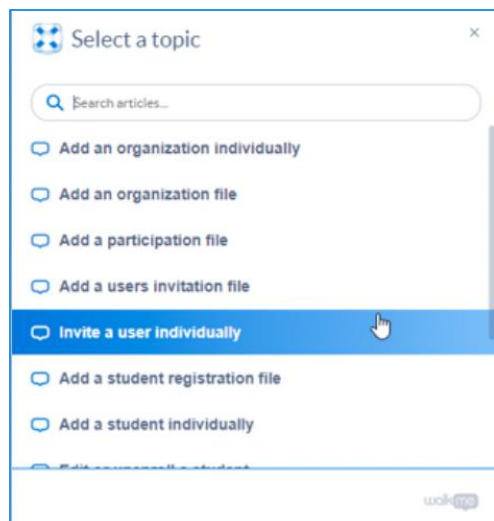
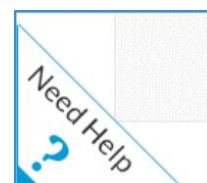
- my.act.com
- *Taking the ACT Test*
 - act.org/content/dam/act/secured/documents/TakingTheACT-StateandDistrict.pdf



Saint Paul
PUBLIC SCHOOLS

> 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 Test Administration Office Hours & Accommodations Office Hours and

> Test Administration Training webinars

- Register via [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)
- 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



Saint Paul
PUBLIC SCHOOLS

Research, Evaluation and Assessment

Contact Information

SPPS District

Assessment Coordinator:

Jessica Lang

jessica.lang@spps.org

Office: 651-744-2119

360 Colborne St.

REA – 2nd Floor

ACT:

act.org/stateandddistrict/contactus

General Questions –

Phone: 800-553-6244 ext. 2800

Email: actdistricttesting@act.org

Accommodations –

Phone: 800-553-6244 ext. 1788

Email: 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



