ACT Now

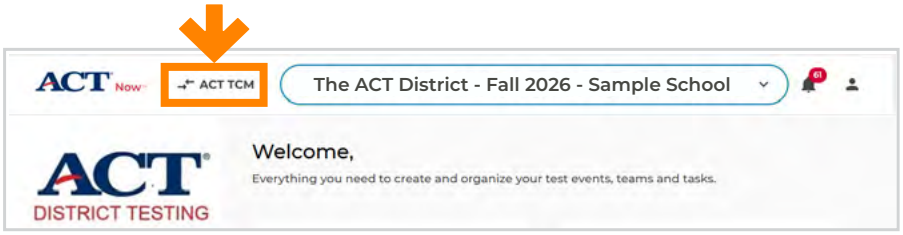
Before Test Day Checklist

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™

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.



ACT TCM™

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* Using 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, select the checkbox to the left of the item to mark it as done and save your progress.

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Before Test Day Activities

Test Coordinator Checklist

1. Launch the ACT Now Application

Log in to ACT Now (https://now.act.org/login).

*DAC will provide access by 11/20

2. Confirm Participation

Confirm your participation in the test event, after you receive your invitation, by selecting **Manage an administration** on the **Administration** tile in ACT Now.



Confirming Participation

*Please confirm by 1/8

3. Manage Staffing

Add/invite staff after selecting **Manage an administration** on the **Administration** tile in ACT Now.



Invite and Assign Staff

*Please invite by 2/12

4. Upload Students

If applicable to your contract, upload students.

Task completed by DAC on 1/22

5. Assign Students to the Test Event

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

Note: *For PreACT® Assessments and WorkKeys®, you may alternatively use manual ordering if your contract allows.*



Adding Students and Assigning Test Events

*Test Event 1 Deadline: 1/29

6. Prepare Site for Online Testing—Online Testing

a. Work with your technical coordinator to prepare devices and confirm system readiness for testing.

b. Refer to the *Technical Guide for Online Testing* and the *Technical Readiness Checklist*, available on your ACT-hosted web page, for instructions on installing TestNav and completing required system checks.

*SPPS has system in place to push out TestNav app to student iPads
*Do make sure "ACT" is selected in TestNav

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Before Test Day Activities

7. Receive and Prepare Materials

a. When materials arrive (if applicable), inspect shipment for damage or tampering and follow the receiving and check-in instructions in the Test Materials module in TCM or your test administration manual.

b. Provide students with the *MyACT Instructions for Students* document, available on your ACT-hosted web page, so they can create or update their MyACT account for demographic non-test information and online report access after testing.

8. Track Materials

Track materials for ACT Now shipments:

a. Select the **Orders** tile on the homepage.

b. Select **Shipments tracking**.

c. Select the number under **Order**.

d. Select **General Details**, **Tracking**, or **Materials** for more information.

9. Launch the TCM Application

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

b. Under **Assignments**, select your test day coordinator event.

10. Complete TCM Training and Prepare Staff

a. In TCM, review and agree to the training modules for your role.

b. Ensure room supervisors and proctors complete their required TCM training modules before test day.

ACT TCM Training Modules Overview

Additional staff training resources are available in the User Resources module in TCM and on your ACT-hosted web page.

*Coordinators should complete training modules by the end of December

11. Create Rooms and Assign Staff

Create rooms in TCM and assign staff to roles and rooms. Select **Manage rooms & staff**.

PDF Create a Test Room

*Create rooms by 2/16

*Test Day Staff must be assigned to rooms in TCM in order to access training modules, assign by 2/23

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Before Test Day Activities

12. Assign Students to Rooms

Assign students to rooms in TCM:

a. Select **Examinees & rosters**.

b. Select students to assign to a room.

c. Select **Manage assignment** for rooms.

*Please assign by 3/2

Assign Students to Rooms

Note: *For PreACT and WorkKeys, if your contract selected manual ordering, and you're testing paper, this step is not required.*

13. Print Materials and Prepare Site

Create Test Day Rosters

a. Print both rosters (check-in and accommodations). If posting rosters to direct examinees to their rooms, use the *Names Only* roster to protect student privacy.

b. Print the prohibited device and calculator policy posters from your ACT-hosted web page and make them visible to examinees.

c. Cover any classroom materials that could assist examinees during testing.

d. Confirm seating arrangements meet ACT facility requirements.

   i. Select **Examinees & rosters**.

   ii. Select **Rosters**.

14. Assign Test Booklets—Paper Testing

*Most likely N/A

Manage and Track Test Materials

Assign test booklet numbers to each room in TCM that will be used for paper testing. Select **Test booklets**.

Note: *Assigning test booklet numbers is not applicable for PreACT Assessments or WorkKeys.*

15. Print Student Authorization Tickets—Online Testing

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

a. Select **Examinees & rosters**.

b. Select the **Online** tab, if not already selected.

c. Select **Student auth tickets** in the upper right corner.

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