TEST COORDINATOR TRAINING

NOVEMBER 2026

District ACT®

Test Event 1: March 9 – 19, 2027

Test Event 2: Mar 23 – Apr 2, 2027

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Saint Paul Public Schools
Research, Evaluation and Assessment

What's New!

New!

Schedule Flexibility Policy

- Starting this year test coordinator decides if a school's examinees test with or without an Extended Break
  - This decision applies to ALL standard time and single-day accommodations testing rooms and administrations for that school's test event/window
  - There is an option for testing over two days, but we are NOT facilitating that in SPPS
- Details available within the Test Administration policy module and the Schedule Flexibility Policy guide

Taking the ACT (doc)

- Previously this document was shipped with the ACT materials in February, now it is only available digitally from the ACT District Resources website
  - Still needs to be provided to students

Fed-Ex

- If your site has any paper test materials (rare), Fed-Ex does not automatically come to pick them up post testing
- ACT Test Coordinators must schedule a Fed-Ex pick up or drop materials off – if applicable

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

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

Test	Time (min.)	# of Items	Notes
English	35	50	
Mathematics	50	45	4 answer choices instead of 5
Break	15	-	
Reading	40	36	
Extended Break		-	OPTIONAL New!
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.	

*not including Extended Break

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

➢ 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(s)

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*
- **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

Extended Break after Test 3 (Reading) - OPTIONAL:

- Test Coordinators may determine the length of the Extended Break (e.g. lunch or snack break). All rooms must resume testing on the same schedule and complete testing by the end of the school day.
- All test security rules must be maintained (e.g. no access to cell phones/electronic devices)

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 (Test Event 1):	- March 9 – 19, 2027
District Makeup Test Window (Test Event 2):	- March 23 – April 2, 2027

Accommodations and Supports Deadlines:

Case Managers and ELL Teachers give documentation to Test Coordinator:	- December 1, 2026 - "Last call": December 14
Window for TCs to enter requests and Reconsideration into TAA system **Test Event 1**:	- Now – Jan. 27, 2027
Window for TCs to enter requests and Reconsideration into TAA system **Test Event 2**:	- Now – February 10, 2027
Qualified Exemption Requests:	- Feb. 11 – Mar. 19, 2027

Material Shipments:

Shipment, including Non-Test Activities:	- Feb 15 – Feb 18, 2027
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 20, 2026 (by end of day)
Confirm Organization Participation:	- January 8, 2027
Table and Chair Requests:	- January 22, 2027
Student Data Upload:	- January 22, 2027

- Upload completed by REA/SPPS

Add uploaded students to Test Event 1:	- January 29, 2027
Add New students to Test Event 1:	- February 26, 2027 (up to 3/8 for online)
Add students to Makeup (2nd) Test Event	- March 12, 2027

- Online allows students to be added to 2nd Test Event until test day
  - Note: 3/13 deadline is if students have approved accommodations that need paper materials

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

SPPS/REA Test Coordination website:
spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination

SPPS Testing Accommodations website:
spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination/accommodations

SPPS Room Supervisor/Proctor website:
spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination/test-administrator-resources

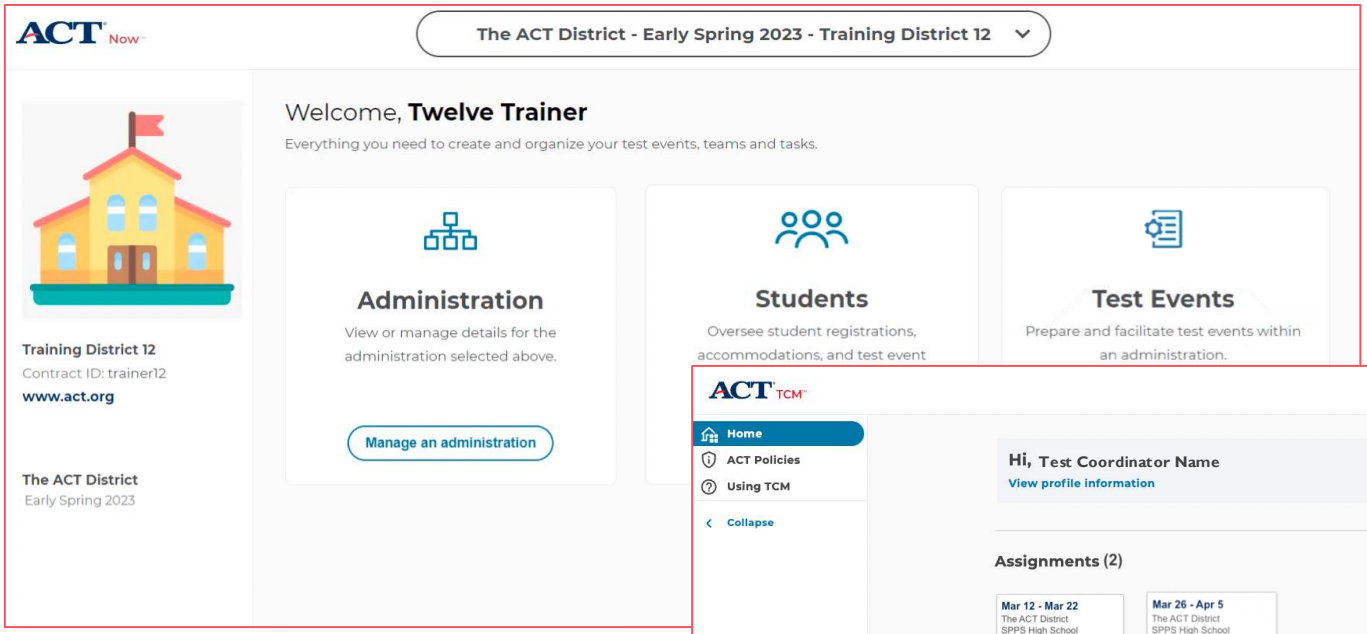
Test Management and accounts:

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

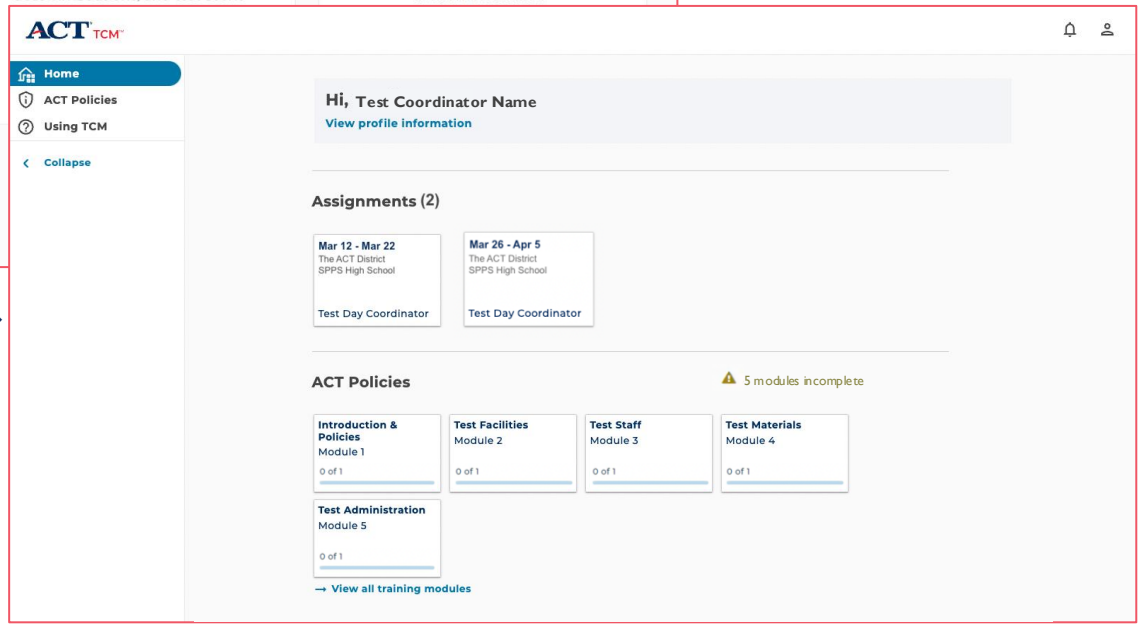
Websites and Accounts – ACT Now & ACT TCM



← 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

Testing Staff: Roles and Responsibilities

ACT

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 by Jan.)
  - 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 admin team, 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.

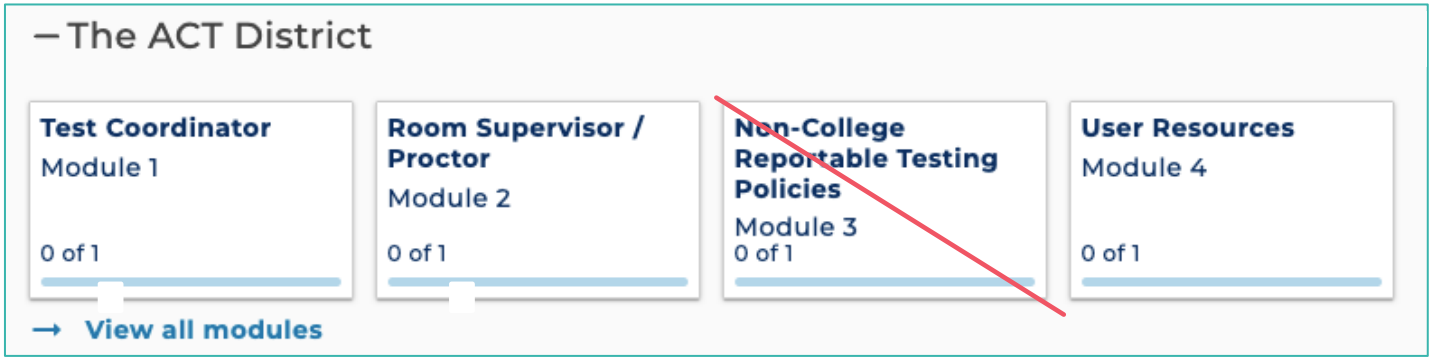
Who May Not Act as Testing Staff

- 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
  - REQUIRED to be read through
  - Coordinators have more Modules to complete compared to Test Day Staff



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 > How to Access … Modules in TCM > Set up TCM: > Using TCM as a Room Supervisor or Proctor – Online (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

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

November:

- TCs gain access to Success.ACT.org (TAA System) – provided by Jess Lang
  - TCs can assign additional staff to enter requests in TAA – connect with Jess Lang for guidance
- TCs start connecting with their SpEd and EL teams - to prepare for Accommodation/Support requests
- TCs start connecting with Counselors and 11th grade advisory teams to determine who wants to test

December:

- SpEd and EL teams provide TCs with information on who needs what Accommodation/Support (and the required documentation: e.g. IEP or 504 Plan, WIDA ACCESS ISR for EL Support, ect.)
  - We try to have these all gotten to TCs by the beginning of December, but some will likely be shared in January
- TCs start entering requests into the TAA system
  - TAA User Guide and video tutorials available

January:

- TCs continue to enter requests into the TAA system and submit reconsiderations as needed
  - **DEADLINE: January 27, 2027 for Test Event 1** (Test Event 2: February 10, 2027)
  - FYI: Accommodated materials are ordered automatically based on approved accommodation/support requests

February:

- TC confirms accommodation/support requests in ACT Now
- Submit Requests for Qualified Exemptions if needed (window is Feb 11 – Mar 19, 2027)

Reconsideration (no separate window)

- If request is denied, the request for reconsideration can be submitted by the deadline
  - Edit the denied request: fix error and/or add missing documentation
- Also, can fix request Test Event/Date errors prior to deadline

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



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Accommodation and EL Support Requests cont.

Documentation for requests:

- Accommodation/Support Application – filled out by SpEd Case Manager or EL teacher (NOT student), provides the information TCs need when submitting requests
  - Form housed on SPPS website
- SpEd: Electronic copy of IEP or 504 Plan
- EL: EL status confirmation
  - WIDA ACCESS 2026 ISR or letter from MLL Dept. confirming ELL Eligibility, contact Jess if you need assistance finding this documentation
- Parent Consent Form – Required per ACT
  - Consent can be completion of the Parent Consent Form, an email, or phone consent from parent/guardian
  - Consent form/email is kept at school for 1 year post test year (kept through June 11, 2028)

➢ If accommodation/support requests for the **Early Spring 2026 ACT** are not entered into TAA by **January 27**, the student will NOT be able to test with accommodations!

Resources and guidance:

- Success.act.org – TAA website (also where results are housed)
- TAA User Guide
- ACT District Resource website > Step 1: Pre-Administration > Requesting Accommodations
  - Includes videos and user guides

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
    - Exception: 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

Everything listed on this page is linked on the SPPS Assessment Accommodations website: https://www.spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination/accommodations

Confirm Organization Participation

1. The DAC, Jessica Lang, will invite TCs to ACT Now and connect them to their school
2. In November 2026, 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 8, 2027, 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 > ACT Now – Confirm Organization Participation Status (video)
    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 9 – Mar 19**, Select Receipt week: **Feb 15 – Feb 18,** 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 22, 2027**
- 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

Required:
- Different timing codes need different rooms

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 27 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:

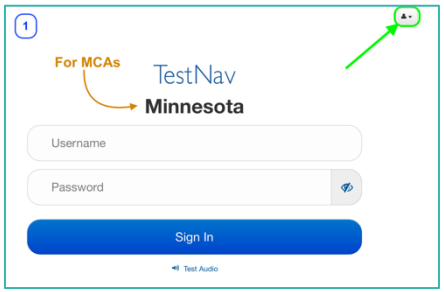
- ❑ Confirm Examinees in ACT Now
  - ❑ Confirm their accommodations/supports that have been approved in TAA are visible in ACT Now
  - ❑ Assign examinees to Test Event in TCM
- ❑ Create Testing Rooms – by February 16
  - ❑ This includes
    - ❑ Test Type (Paper) and Test Timing (Standard or Accommodated)
    - ❑ Room layout
    - ❑ Table type and spacing
    - ❑ Number of students who can test in the room
- ❑ Assign Test Day Staff to Testing Rooms – by February 23
  - ➢ 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 2
  - ➢ If new students join your school (after Jan. 22), **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

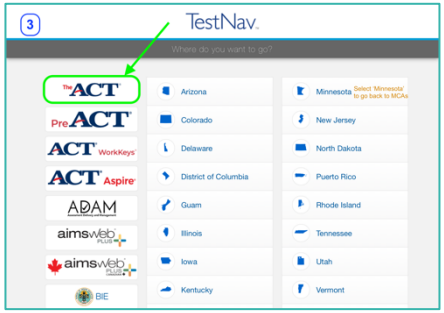
Technology Preparation

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 1.15
  - iOS 18.x, 26.x, 27.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
- If testing in a large room with multiple WiFi access points: have students turn off WiFi on their iPads, then once they are in their assigned testing seats, have them turn the WiFi back on so they sync to the access point closest to them

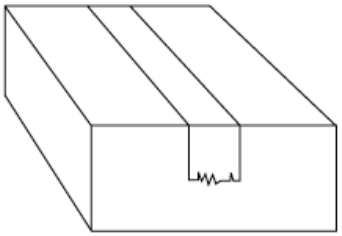
Receive Testing Materials

ACT Shipments

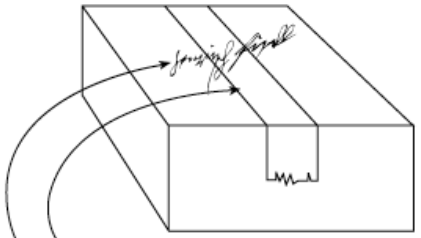
- Refer to Schedule of Events for dates
  - Feb. 15-18
- ACT will send email notices when materials are scheduled to arrive
- Within 24 hours of delivery, the Test Coordinator must open and verify the receipt of all test materials using the packing list
- Treat ALL materials as secure; inventory immediately and keep in a secure, locked location
- Only the Test Coordinator can access secure materials before the test day

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.

Materials sent for Online ACT:

- *MyACT Instructions for Students* (secure material, has student specific data)
- *Examinee Terms and Conditions and Privacy Policy*

- 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

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

– ***No longer*** included with your test materials shipment, must provide digitally

- 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
- Email a PDF copy to each examinee prior to non-test session
  - Digital Copy available (in English or Spanish) on ACT Now District Testing website
    - Listed under 'Prepare Students for Testing' in the 'Step 1: Pre-Administration' section

Non-Test Activities – continued

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

- Students must complete no later than 2 days post testing
  - It is **strongly** recommended to do before start of test window (March 9)
- 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:
  - *MyACT Non-Test Instructions for Students Form*
    - Comes in material shipment from ACT
  - 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:

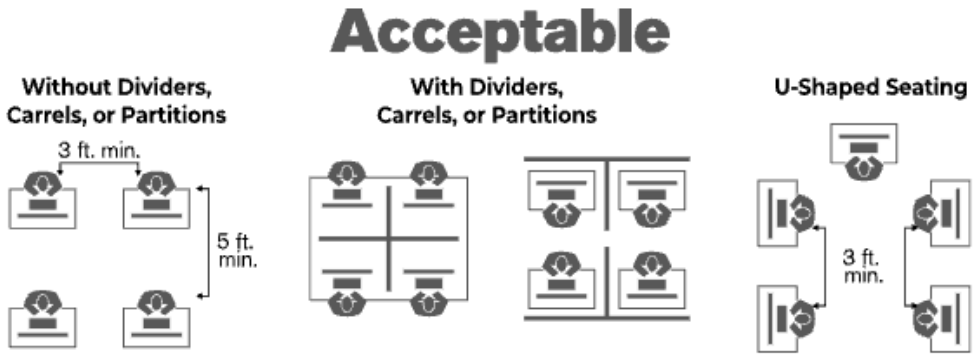
- Prepare Testing Rooms 27
- Briefing Session with Testing Staff 28
- ACT Cell Phone Policy 29
- In the Testing Room 30
- Irregularities 31
- Closing Test Rooms 33

Notes for Test Day

- **Admitting students**
  - Students should know prior to test day where they should report to for testing and what they should and should not bring
  - They should also already know if they are testing with accommodations/support or not
- **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)
    - Extended Break: if one room is going to provide this, all rooms at your school must provide this
  - 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



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
- 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/assessments/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



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 or internet 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 35
- Makeup Testing 37
- Results Reporting 38

Saint Paul Public Schools
Research, Evaluation and Assessment

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

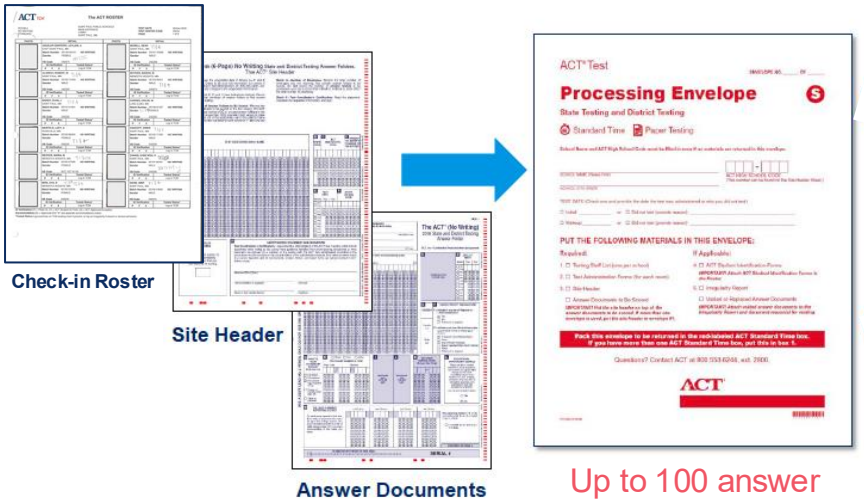
Notes on Returning Materials:

- 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 with FedEx

Pack and Return Materials to ACT continued

Packing the Processing Envelope:



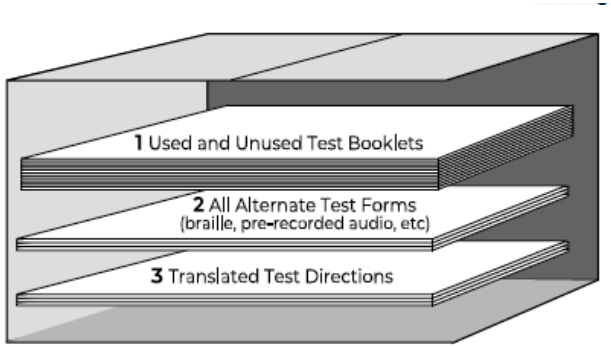
Up to 100 answer documents per Processing Envelope

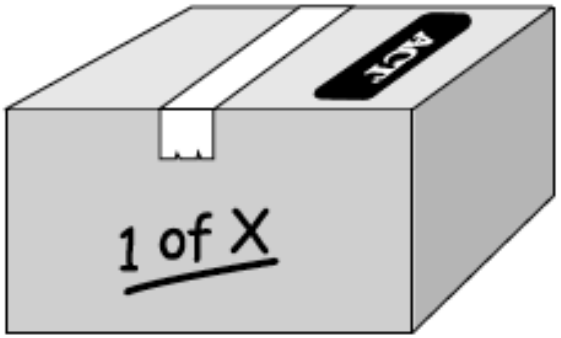
The following forms are embedded in ACT TCM and are not mailed physically to ACT:

- 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 23 – April 2, 2027
  - 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 23 – Apr 2) in ACT Now by day before test date (for online only) – by Mar 12 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:

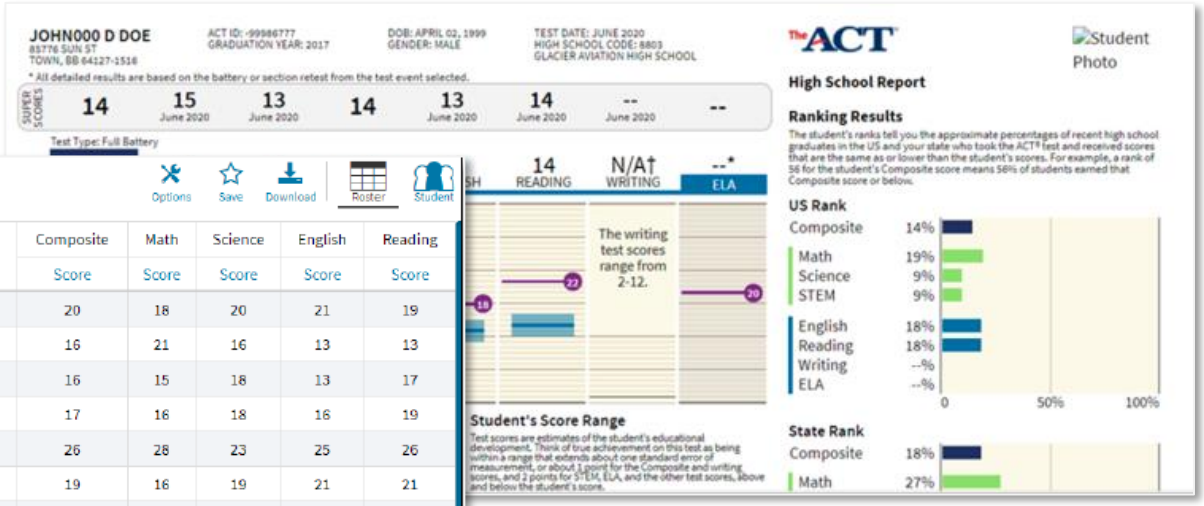
- ACT scores are available 3 – 8 weeks after ACT receives scorable test materials
- Schools/District access student scores via Online Reporting at Success ACT
- Students access their scores via MyACT
- SPPS will upload ACT scores to Campus within 3 months of testing
  - This is true for both District ACT and National ACT

Sample Roster View

Roster View: The ACT,

Options | Save | Download | Roster | Student

ACT ID	Last Name	First Name	Test Date	DOB	Composite Score	Math Score	Science Score	English Score	Reading 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

- Resources for Examinees 40
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- Contact Information 42

Resources for Examinees

Test Prep

- ACT Academy
  - act.org/content/act/en/products-and-services/the-act/test-preparation.html
  - 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 (contains these and addition resources)
  - https://www.spps.org/about/departments/research-evaluation-assessment/assessments/act-family-information

MyACT

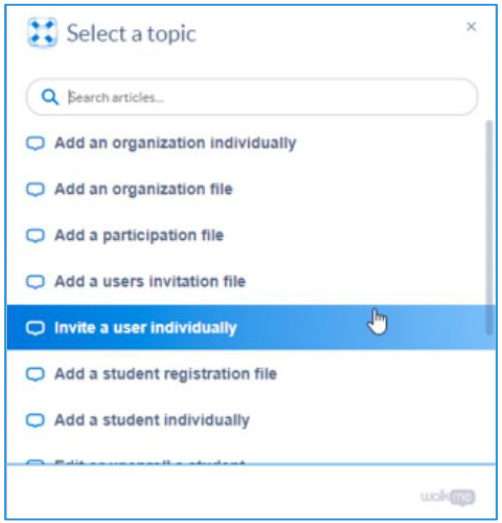
- my.act.com
- *Taking the ACT Test*
  - act.org/content/dam/act/secured/documents/TakingTheACT-StateandDistrict.pdf

Help and Resources

> 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
- 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

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/stateanddistrict/contactus
General Questions –
Phone: 800-553-6244 ext. 2800
Email: actdistricttesting@act.org

Accommodations –
Phone: 800-553-6244 ext. 2800
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