

ACT National Testing Center Resource Guide

As a listed or unlisted test center, your school provides:

- A staff member to serve as the Test Coordinator
- Other school staff to serve as room supervisors and proctors
- Quiet rooms for testing on ACT test dates
- Plenty of space between examinees, for security purposes
- A secure testing environment consistent with ACT requirements
- A secure location to store test materials
- Provide seating options for all three testing types (no writing, with writing, and extended time)

ACT Provides

- Test Center Management Application (TCM) – provides all instruction, staff training, manuals, and other test information all within the easy-to-use application. App can be accessed on any device with internet capability.

Instructions on how to access TCM can be found in the attachment.



How to Access
TCM_Test Coordinato

- Test materials shipped based on student registration to arrive the week prior to test day.
- Materials return instruction, prepaid shipping labels, and prescheduled FedEx pick-up the Monday after test day.
- Test Day phone support at 800.553.6244 ext. 1510

Staff Roles

Test Coordinator Role

The test coordinator may serve at only one location and must be on file at ACT. He or she must also complete, sign, and submit a Test Coordinator Profile. The test coordinator has overall responsibility for coordinating test operations, including storing materials and setting up test rooms. The test coordinator provides the continuity and administrative uniformity necessary to ensure that the examinees are tested under standardized and secure conditions.

If the listed test coordinator cannot be present for a test date, he or she must transfer responsibility for that test date to a qualified substitute test coordinator and notify ACT Test Administration before the test date.

Substitute Test Coordinator Role

If the test coordinator becomes ill or is otherwise unable to be present on test day, the substitute serves as test coordinator and must complete, sign, and submit a Substitute

Test Coordinator Profile. The person actually serving as test coordinator on a given test date will receive the test coordinator’s compensation. The person named to be the substitute test coordinator will not be paid unless he or she replaces the test coordinator or acts as a room supervisor or proctor.

Room Supervisor Role

Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

Proctor Role

As test rooms increase in size, proctors are required to assist the room supervisors.

Number of Standard Time Examinees	Proctors Needed
1–30	0
31–60	1
61–100	2
101–150	3
151–200	4

Staff Compensation (Listed Test Centers Only – Unlisted are not paid by ACT)

- ACT pays suppliers—any individual, organization, or business—that provide services for ACT. The test coordinator, room supervisors, proctors, sign language interpreters, readers, transcribers, and facility staff (e.g., security and custodial) are classified as suppliers.
- All suppliers must agree to the terms and conditions to work for ACT.
- ACT reserves the right to update its payment processes and procedures, including the terms and conditions, at any time.

Method of Payment

In the United States, US territories, and Puerto Rico, payments are issued in the form of direct deposit or pay card. Outside those locations, payment is issued by wire or by check.

Requesting Payment

After the administration, the test coordinator must log in to his or her Supplier Registration and Payment System (SRPS) account and submit the payment request online. This may be done any time on or after the Saturday test date. All test date staff should be registered in SRPS before the test coordinator submits the payment request. The payment request for an administration can be submitted only once. Contact ACT Test Administration to make any corrections; corrections will delay payment. Once a site is registered as a National testing center, ACT will provide detailed information on how to access SRPS.

Staff Responsibilities

Table 1. Prepare Facilities

Task	Test Coordinator	Room Supervisor	Proctor	Roving Proctor
Select and reserve rooms and prepare for test day.	Yes	No	No	No
Create and activate your TCM account.	Yes	Yes	Yes	Yes
Create TCM rooms for your site.	Yes	No	No	No
Verify internet access from test room by logging into TCM (if possible).	No	Yes	No	No

Table 2. Assign and Train Staff

Task	Test Coordinator	Room Supervisor	Proctor	Roving Proctor
Select substitute test coordinator/test day coordinator and submit their profile to ACT.	Yes	No	No	No
Select qualified staff to fill all roles.	Yes	No	No	No
Contact staff, collect a valid email for TCM, and invite them to tie TCM accounts to your center.	Yes	No	No	No
Assign staff to roles in the TCM rooms you created.	Yes	No	No	No
Complete TCM training modules and view Using TCM resources.	Yes	Yes	Yes	Yes
Conduct training sessions prior to testing.	Yes	No	No	No

Table 3. Coordinate Testing Activities

Task	Test Coordinator	Room Supervisor	Proctor	Roving Proctor
Receive, check in, log serial numbers in TCM, and securely store materials.	Yes	No	No	No
Plan seating arrangements and print rosters of examinees for each room.	Yes	No	No	No
Organize test materials for room supervisors.	Yes	No	No	No
Help the test coordinator and other staff set up for test day.	No	No	Yes	Yes
Arrange for all accommodations authorized by ACT.	Yes	No	No	No
Distribute test materials for assigned examinees to each room supervisor.	Yes	No	No	No

Table 4. Administer the Test

Task	Test Coordinator	Room Supervisor	Proctor	Roving Proctor
Take responsibility for the test room to ensure it's prepared and conducive to testing.	No	Yes	Yes	No
Count test booklets on receipt from the test coordinator.	No	Yes	Yes	No
Make sure all staff are assigned to the proper role and/or room in TCM; delete any unneeded rooms.	Yes	No	No	No
Log into TCM and click your test day assignment to access event dashboard.	Yes	Yes	Yes	Yes
Monitor check-in area and direct examinees arriving to the test center.	Yes	No	No	Yes

Identify and check-in examinees.	Yes	Yes	Yes	Yes
Assist with check-in and/or directing examinees to test rooms and seats.	Yes	Yes	Yes	Yes
Distribute test materials in sequential serial number order.	No	Yes	Yes	Yes
Collect admission tickets.	No	Yes	Yes	Yes
Complete task cards to administer the test in TCM.	No	Yes	No	No
Read verbal instructions verbatim to examinees.	No	Yes	No	No
Properly start and end tests through TCM.	No	Yes	No	No
Monitor site-wide room progression via the TCM rooms menu.	Yes	No	No	No
Monitor testing progress.	No	Yes	Yes	No
Assume room supervisor duties as needed.	Yes	Yes	Yes	No

Social Distancing Guidelines

In addition to the recommendations of local, county, state and CDC social distancing guidelines, ACT has created the below social distancing guidelines for National testing.



ACT-National-Test-Ce
nter-Social-Distancing

Becoming a National Test Center

Registration Deadlines:

To become an ACT National testing center, you must register your site by the following deadlines:

National Testing Date	Registration Deadline
Saturday, July 17	June 18, 2021
Sunday, July 18	June 18, 2021

Current or Prior National ACT Test Center:

Please contact ACT at 800.553.6244 ext.1510 as soon as possible. You will need to have the following information ready:

- Reporting Location- Name of test center, address, test coordinator contact information
- ACT Testing Code
- Capacity for July test dates

New National Test Center:

Complete the online [ACT National Test Center Request Form](#) as soon as possible.

- An ACT representative will follow up with you within 24-48hrs for additional information and request your site to complete a Test Center Establishment Form

Reminder: As a public open testing center, your site will be posted to the ACT website and will be first come, first served registration. Your school and ACT will not be able to prioritize registration (e.g. untested 11th grade students with vouchers).

Unlisted Test Center:

As an unlisted test center, your site would receive a private ACT test center code and not be publicized on ACT's website. Only students with the private test center code could register for your testing site (e.g. untested 11th grade students with vouchers or other students from your school/district/neighborhood district). Sites would be responsible for providing this code to your students before registration.

To register as an unlisted test center:

- Complete the Unlisted Test Center Establishment Form (below):



Unlisted Unpaid.pdf

Note: Even if your school plans on administering the ACT with writing only to your untested 11th graders with vouchers, you must indicate your space availability to administer the exam with no writing and extended time on the establishment form (Capacity Information). Zero availability will not be accepted by ACT and will delay the registration process.

- Email the completed Unlisted Test Center Establishment Form, as soon as possible to: TestACT@act.org. Include “Wisconsin Unlisted Test Center Request” as subject line.
- Within 24-48 hours of your email, an ACT representative will contact you with additional information