




# The ACT<sup>®</sup> Test Coordinator Checklist

Resources to complete tasks can be found on your ACT-hosted webpage.  
Deadlines for associated tasks can be found in your Schedule of Events.


## STEP 1: ORIENTATION




- 1. Learn about Test Formats and Policies** 
  - Read What's New to find out what has changed since the last time you may have tested with us.
- 2. Select Test Dates/Provide Shipping Information** 
  - Select test dates and shipping dates in PearsonAccess<sup>next</sup>.
- 3. Select Test Staff and Set Up Accounts** 
  - Manage contacts in PearsonAccess<sup>next</sup> to ensure staff receive ACT communications.

## STEP 2: CONFIGURATION






- 1. Upload Student Data Records (SDU File)** 

*\* If your state or district completes this task for you, still mark it off to note that it is done for your school.*

  - Create an SDU file using the Student Data Upload Header Template found on your ACT-hosted website.
  - Upload student data in PearsonAccess<sup>next</sup>.
- 2. Verify Enrollment Counts** 
  - Verify that the number of examinees expected to test in PearsonAccess<sup>next</sup> is correct.
  - Add or remove students, if needed.

## STEP 3: ACCOMMODATION



- 1. Learn about Accessibility Supports** 
  - Read about the accommodations and supports available to examinees.
- 2. Request Accommodations and/or EL Supports** 
  - Request ACT-authorized accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).
  - If examinees have been previously authorized by ACT to test with accommodations, apply the accommodations to the upcoming test date in TAA.
- 3. Request Qualified Exceptions to the Deadline** 
  - For new students or newly-diagnosed students (who were not identified by the initial deadline), request qualified exceptions to the deadline in TAA.

Key:  **Could Do:** Activities that are recommended but not mandatory  **Should Do:** Activities strongly recommended for a successful administration  **Must Do:** Activities that are mandatory and should not be skipped

## STEP 4: PREPARATION



- 1. Order Test Materials** ⚠️
  - Make sure your material needs are accounted for. If you have new students you plan to test, order additional materials for this test window in PearsonAccess<sup>™</sup>.
- 2. Complete Non-Test Activities** ●
  - Decide if non-test information in MyACT will be completed with an in-school session or by examinees at home. If using an in-school session, schedule the session.
  - Distribute *Taking the ACT* and personalized *MyACT Non-Test Instructions for Student* forms to examinees.
- 3. Provide examinees test prep information** ⚠️
  - Information can be found at <http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/act-info-for-examinees.html>.
- 4. Prepare your facility, staff, and test materials** ●
  - Select your test rooms using ACT guidelines.
  - Schedule a training session for your staff using the Training Session Outline in your ACT State and District Testing Administration Manual.
  - Track material shipments in PearsonAccess<sup>™</sup>. When materials arrive, designate someone to sign for them and check them in to ensure you have everything on the packing list.
- 5. Update examinee information** ⚠️
  - Make sure all examinees you plan to test are loaded in PearsonAccess<sup>™</sup>. Correct grade level and other identifying information as needed.

## STEP 5: ADMINISTRATION



- 1. Administer the test** ●
  - Administer the test and complete all applicable test administration forms.
  - Prepare for makeup testing, if applicable.

## STEP 6: TRANSPORTATION




- 1. Return Test Materials** ●
  - Return test booklets, used answer documents, and used test administration forms to ACT.

## STEP 7: INTERPRETATION



- 1. Access and understand score reports** ⚠️
  - View your reports in the Online Reporting system.
- 2. Share reporting information with examinees** ⚠️
  - Information can be found at <http://www.act.org/content/act/en/products-and-services/the-act/scores/understanding-your-scores.html>.

Key:

 **Could Do:**  
Activities that are recommended but not mandatory



**Should Do:**  
Activities strongly recommended for a successful administration



**Must Do:**  
Activities that are mandatory and should not be skipped