Welcome to navigating your ACT district testing webpage.

Important announcements will appear here at the top of the screen. You can jump directly to these sections by clicking on the links.

The test administration process is seven steps.

These steps will guide you through the test administration process from start to finish.

To see descriptions of each step click the small arrow on the right side of the tray, here you will see a brief description of what each step in the process entails.
Just below the process steps are the important dates associated with the test administration.

Your schedule of events contains all dates and deadlines for your test event, check it frequently to ensure you are on track for a successful administration.

Below the important dates are the tips for success, read through these and familiarize yourself with the steps. We highly recommend bookmarking your act hosted webpage.

Below your tips for success are helpful links,
to expand each of the sections click the arrow

at the top right of each tray. The quick links section contains links for Pearson Accessnext,

which is the web application used by testing staff to select test dates verify and register students order materials and manage online testing, the TAA link is for requesting act authorized accommodations for students the Spring district testing. Frequently asked questions link

and the content search link will allow you to search for articles on a certain subject.
The office hours tray contains the schedule for office hours which are opportunities to ask any questions you may have about the district testing program, how to use act platforms and test administration questions. The contact information tray has the contact information for ACT, general questions, as well as accommodations questions. Scroll down below the helpful links to see detailed information for each process step. Step one is orientation and this is where you get started with your testing program.
You will learn about test formats and policies
select test dates and verify shipping addresses

and select staff and set up accounts. Step 2 is configuration and will help you ensure

all systems are set up and data is submitted for testing. Step 3 is accommodation. This

step is where you learn about the accommodations and supports available to examinees. Submit any

needed requests to ensure your examinees can test with the supports they needs

Step four is preparation, this step contains the task to be completed in preparation for
test day make sure your students staff facilities and materials are ready to go.

Step five is administration, this step includes the manuals supplements and forms you need for a successful test administration. Step 6 is transportation this step contains information for returning test materials and data to ACT. Step 7 is interpretation - this step has everything you need to help you and your students access and understand score reports.

We briefly discussed the content search earlier now I will show you the content search in more
detail. Use the content search link to find a variety of articles with detailed information about the test administration process. Begin your search by typing the subject in the search bar you can choose one of the suggested articles that will show up below or just click the magnifying glass.

Articles relevant to your search will appear. Click an article to read the contents.

The drop-down under an article shows you all the articles where that topic appears. You can refine your search using the filters on the left hand
side. Once in the reading pane read and scroll through content just like you would a document. At the top you will see the article title - you can search within the article for more specific topics. Use the table of contents to jump directly to that section of the article. Use the back button to bring you back to your search results.

The two icons next to the article topic will allow you to either print the topic - you can print just part of the entire article or send feedback to ACT via email.
These seven steps will list everything you need to administer the ACT test.

Following these steps will help ensure a successful test administration.

ACT also sends emails over the course of testing to remind you of these activities.