

Manage Breaks as Needed

TEST COORDINATORS AND ROOM SUPERVISORS: Set up your test room for breaks as needed in the ACT® Test Center Manager™ (TCM™). You can access TCM via the web at <http://tcm.act.org>.



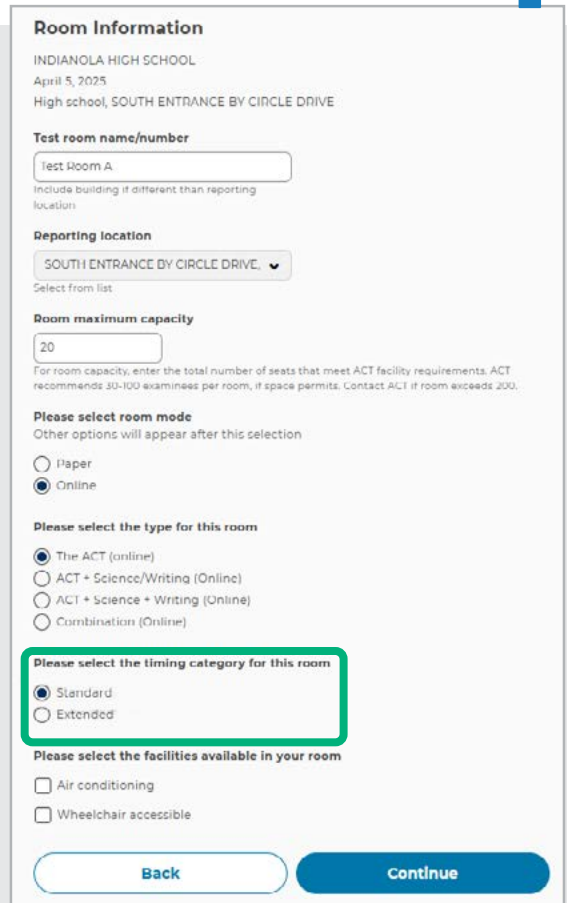
Set Up the Room for Breaks

TEST COORDINATORS:

- For examinees approved to get breaks as needed, select the timing category on the student roster.
- Make sure the roster also has the appropriate testing option—The ACT, ACT + science, ACT + writing, or ACT + science + writing.

ROOM SUPERVISORS:

- Review the room details by selecting **Manage rooms & staff**.
- Breaks as Needed accommodations may be used with either Standard or Extended timing conditions. If you are unsure which is the correct timing category for your test room, reach out to your test coordinator for confirmation.
Note: Room details cannot be changed after you select **Confirm and open room**.
- Set the Room maximum capacity to **1**, as Breaks as Needed testing requires a 1-to-1 room set up.



Room Information

INDIANOLA HIGH SCHOOL
April 5, 2025
High school, SOUTH ENTRANCE BY CIRCLE DRIVE

Test room name/number
test room A
Include building if different than reporting location

Reporting location
SOUTH ENTRANCE BY CIRCLE DRIVE
Select from list

Room maximum capacity
20
For room capacity, enter the total number of seats that meet ACT facility requirements. ACT recommends 30-100 examinees per room, if space permits. Contact ACT if room exceeds 200.

Please select room mode
Other options will appear after this selection
☐ Paper
☒ Online

Please select the type for this room
☒ The ACT (online)
☐ ACT + Science/Writing (Online)
☐ ACT + Science + Writing (Online)
☐ Combination (Online)

Please select the timing category for this room
☒ Standard
☐ Extended

Please select the facilities available in your room
☐ Air conditioning
☐ Wheelchair accessible

Back **Continue**

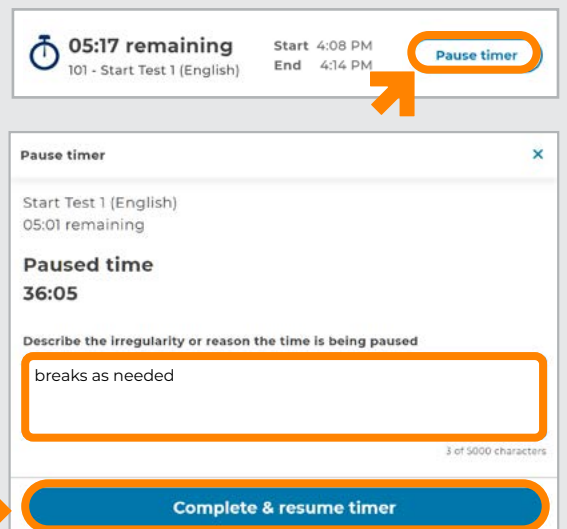


Pause the Timer for Breaks

ROOM SUPERVISORS:

- Each time an approved examinee wants a break during testing, select the **Pause timer** button.
- Select **Yes** when asked if you're sure.
- Enter "breaks as needed" or "SCB" in the provided space as the reason for pausing.
- When the examinee is ready to resume testing, select **Complete & resume timer**.
- Continue testing as normal.

Note: Time for breaks as needed must NOT exceed a total of 90 minutes, and a single break cannot exceed 59 minutes.



05:17 remaining Start 4:08 PM End 4:14 PM **Pause timer**

Pause timer

Start Test 1 (English)
05:01 remaining

Paused time
36:05

Describe the irregularity or reason the time is being paused
breaks as needed
3 of 5000 characters

Complete & resume timer