## State Questions

The State has requested that ACT collect additional information about examinees that *do not test*. This document covers how this information should be entered by test coordinators in PearsonAccess^next for public school students and students participating in the Wisconsin Choice program.

How to Complete State Questions

To answer State Questions in PearsonAccess^next *f*or examinees, take the following steps*.

1. Sign in to your PearsonAccess^next account at: https://actonline.act.org
2. Select "Setup" and then "Students." The Students page appears.
3. Under "Find Students," use the dropdown arrow next to the **Search button** and select the checkbox beside "Show all results." A list of students appears.
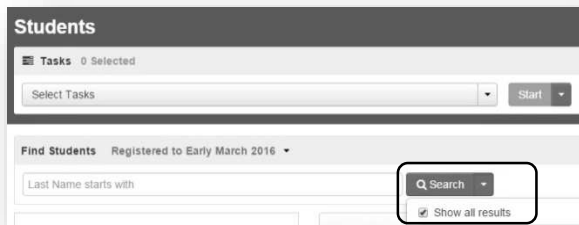
4. Select the box beside an examinee (or at the top of the list for all applicable examinees) and under "Tasks" use the dropdown arrow next to the **Start** button and select "Create/Edit Students." The Details page appears.
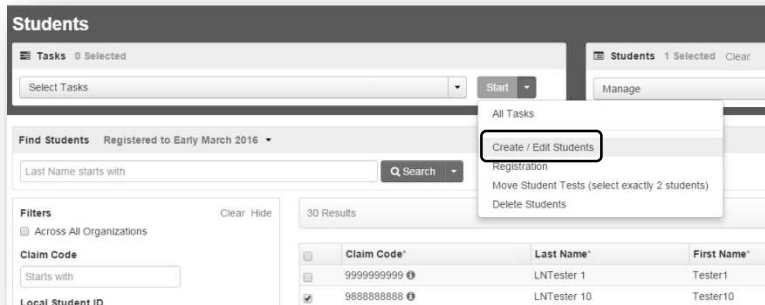
5. Select an examinee on the left under "Create Students." The examinee details appear.

6. Scroll down to "State Use Questions." Select an answer to State Use Questions 1 and 2, using the answer options provided in the table below. Then select the **Save** button. A "Success – changes saved" message appears at the top left of the screen.

State Use Question 1 – The ACT	Response
Select <u>one</u> option (A-J) that reflects the examinee's reason for not testing. *Note: If the examinee's test was invalidated during testing due to prohibited behavior, **do not** complete this information for them, but rather mark the answer document as VOID, and attach to an irregularity report.*	A. Did not test – Examinee took 11th grade alternate assessment B. Did not test – Parent Opt out C. Did not test – Examinee withdrew from school prior to the ACT Administration D. Did not test – Examinee was absent on BOTH initial and makeup test dates for the ACT only E. Did not test – Examinee was absent on BOTH initial and makeup test dates for ACT WorkKeys only F. Did not test – Examinee was absent on BOTH initial and makeup test dates for the ACT and ACT WorkKeys G. Did not test – Significant Medical Emergency (Student absent from March 1-16 for significant medical reasons) H. Did not test ELA– Recently Arrived ELL student (<12 months in US public schools) I. Did not test – Student is not enrolled in 11th grade J. Did not test – Other

State Use Question 2 – ACT WorkKeys	Response
Select <u>one</u> option (A-J) that reflects the examinee's reason for not testing. *Note: If the examinee's test was invalidated during testing due to prohibited behavior, **do not** complete this information for them, but rather mark the answer document as VOID, and attach to an irregularity report.*	A. Did not test – Examinee took 11th grade alternate assessment B. Did not test – Parent Opt out C. Did not test – Examinee withdrew from school prior to the ACT Administration D. Did not test – Examinee was absent on BOTH initial and makeup test dates for the ACT only E. Did not test – Examinee was absent on BOTH initial and makeup test dates for ACT WorkKeys only F. Did not test – Examinee was absent on BOTH initial and makeup test dates for the ACT and ACT WorkKeys G. Did not test – Significant Medical Emergency (Student absent from March 1-16 for significant medical reasons) H. Did not test ELA – Recently Arrived ELL student (<12 months in US public schools) I. Did not test – Student is not enrolled in 11th grade J. Did not test – Other

7. Repeat steps 5 and 6 to answer State Use questions for other examinees as applicable.
8. Select the **Exit Tasks** button at the top of the screen.

How to Add a Student to Your Online Roster

If a student did not test and their name is not included in the list of students available in PearsonAccess[next], you will need to upload a file with the student(s) to be added, and include the answers to State Questions within the file.

The test coordinator must provide ACT with a data file containing the student information to be added using the provided Excel template. Refer to the file layout below for more details about what fields are required.

- Each examinee must have a unique student ID. ACT recommends providing a state assigned student ID. If a state student ID is not available, then a unique local (i.e. school) ID may be provided.
- Complete all required fields* in the file layout and comply with the data specifications.
- Name your file **State Question File for [insert high school code]** and save it as an Excel (.xls or .xlsx) spreadsheet.

*Fields in Bold are Required Fields

Field	Data Specifications
Student Code	Not Required: Leave Blank
Organization Code (ACT High School Code)	Required; 6-digit ACT High School Code
State Student ID	Required; Provide a state assigned student ID. If a state student ID is not available, then a unique local (i.e. school) ID may be provided. ID must be unique for each record in the file. (i.e., a file with multiple records with the same ID will not be accepted)
Local Student ID	Required if State Student ID is not available.
First Name	Required; A-Z, a-z, 0-9, - (dash), . (period), ' (apostrophe), and embedded space
Last Name	Required; A-Z, a-z, 0-9, - (dash), . (period), ' (apostrophe), and embedded space
Middle Initial	Not Required; A-Z, a-z
Date of Birth	Required; Must be provided in MM/DD/YYYY format and date must be valid.
Grade	Required; 11 = 11th Grade
Gender	Not Required: Leave Blank
Reporting High School Code	Not Required: Leave Blank
State Use Question 1 (DID NOT TEST THE ACT)	Required; Valid characters are: A-J. Refer to state use question response options. Select the one that applies for why the examinee did not test the ACT. If examinee did test the ACT, leave blank.
State Use Question 2 (DID NOT TEST ACT WORKKEYS)	Required; Valid characters are: A-J. Refer to state use question response options. Select the one that applies for why the examinee did not test ACT WorkKeys. If examinee did test ACT WorkKeys, leave blank.
State Use Question 3	Not Required: Leave Blank
State Use Question 4	Not Required: Leave Blank
State Use Question 5	Not Required: Leave Blank
State Use Question 6	Not Required: Leave Blank
State Use Question 7	Not Required: Leave Blank

State Use Question 8	Not Required: Leave Blank
State Use Question 9	Not Required: Leave Blank
State Use Question 11	Not Required: Leave Blank
State Use Question 12	Not Required: Leave Blank
State Use Question 13	Not Required: Leave Blank
State Use Question 14	Not Required: Leave Blank
State Use Question 15	Not Required: Leave Blank
Test Code	mw
TAA Code	Not Required: Leave Blank
TAA PIN	Not Required: Leave Blank
Additional Testing Time	Not Required: Leave Blank
Delivery Format	p
Address	Not Required: Leave Blank
City	Not Required: Leave Blank
State	Not Required: Leave Blank
Zip Code	Not Required: Leave Blank
Student Test Code Key (UUID)	Not Required; ACT Use only

To submit your file, take the following steps:

1. Sign in to your PearsonAccess^next account at: https://actonline.act.org.

2. Confirm that your administration, **ACT>State and District>[Administration]**, in the upper right corner is **Early March 2016.**

3. Select "Support" and then "Support Requests". The Support Requests screen appears.

4. In the Tasks window, from the **Select Tasks** dropdown, select the checkbox next to the Create/Edit Requests title.

5. Select the **Start** button. The Create/Edit Requests screen appears.

6. In the Organization field, use the dropdown arrow to select your Organization.

7. In the Title field, enter "State Question File for [insert high school code]".

8. In the Category field, use the dropdown arrow to select **Submit Online Forms**.

9. In the Question/Concern field, enter the name of the file.

10. Attach the file by selecting "Choose Files".

11. Select the **Create** button. A "Success, changes saved" message appears. The report is now listed in the Request List on the left side of the screen.

12. When you have finished, select the **Exit Tasks** button at the top right of the screen.