
State-funded ACT Administration at JVSD/ESC

Reporting Training – Option 1

Please call: 1.800.260.0712

Participant code: 431827

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Testing at JVSD/ESC/Career Centers

Option 1: Your site is an “approved testing site”

- You Manage Participation
 - You load student data and request accommodations/supports
 - You receive materials and return them to ACT
 - You administer the test
-
- As long as you follow the steps covered today, Home school and district receives students’ scores

Please call: 1.800.260.0712

Participant code: 431827

Testing at JVSD/ESC/Career Centers

Option 2: Your site participates as an “off-site testing site”

- Home school/district: Manages participation, loads student data, requests accommodations and supports, receives/returns materials
- Home school/district is responsible for getting materials to and from your site
- You administer the test
- Home school and district receives students' scores

Please call: 1.800.260.0712

Participant code: 431827

Introduction to Option 1

Your site has been set up as its own reporting entity. To ensure that your reports go to the home sites you will need to complete additional steps. These steps differ based on your testing format (online/paper).

Reporting Training: Paper testing

Grid Block K on students' answer folders with home high school code.

Must be completed before test day:

Before OR during Non-Test Information session

Reporting Training: Paper testing

A NAME AND MAILING ADDRESS—REQUIRED
Do not place label here. Use a soft lead No. 2 pencil only.

Last Name _____ First Name _____ (M) Middle Initial _____

House Number & Street (Apt. No.); PO Box & No.; or RFR & No. _____

City _____ State _____ ZIP Code _____

B NAME—All examinees must enter their names and fill in the corresponding ovals.

Last Name _____ First Name _____ MI _____

C RESERVED FOR FUTURE USE.

D DATE OF BIRTH

Month	Day	Year
<input type="radio"/> Jan.		
<input type="radio"/> Feb.		
<input type="radio"/> Mar.	<input type="radio"/> 01	<input type="radio"/> 00
<input type="radio"/> Apr.	<input type="radio"/> 01	<input type="radio"/> 01
<input type="radio"/> May	<input type="radio"/> 02	<input type="radio"/> 02
<input type="radio"/> June	<input type="radio"/> 03	<input type="radio"/> 03
<input type="radio"/> July	<input type="radio"/> 04	<input type="radio"/> 04
<input type="radio"/> Aug.	<input type="radio"/> 05	<input type="radio"/> 05
<input type="radio"/> Sept.	<input type="radio"/> 06	<input type="radio"/> 06
<input type="radio"/> Oct.	<input type="radio"/> 07	<input type="radio"/> 07
<input type="radio"/> Nov.	<input type="radio"/> 08	<input type="radio"/> 08
<input type="radio"/> Dec.	<input type="radio"/> 09	<input type="radio"/> 09

E GENDER

Female

Male

F RACE/ETHNICITY BACKGROUND

F1. Indicate if you are of Hispanic or Latino background.

Yes
 No
 Prefer not to respond

F2. Indicate your race. Mark all that apply. (Leave blank if none of these apply to you.)

American Indian/Alaska Native
 Asian
 Black/African American
 Native Hawaiian/Other Pacific Islander
 White
 Prefer not to respond

G WHAT IS YOUR CITIZENSHIP STATUS?
Mark only one.

U.S. citizen
 U.S. national
 Permanent legal resident of U.S.
 Citizen of country other than U.S.
 Other or unknown

H TELEPHONE NUMBER & TYPE

Home Cell Other

Area Code	Number
<input type="radio"/> 000	<input type="radio"/> 0000
<input type="radio"/> 111	<input type="radio"/> 1111
<input type="radio"/> 222	<input type="radio"/> 2222
<input type="radio"/> 333	<input type="radio"/> 3333
<input type="radio"/> 444	<input type="radio"/> 4444
<input type="radio"/> 555	<input type="radio"/> 5555
<input type="radio"/> 666	<input type="radio"/> 6666
<input type="radio"/> 777	<input type="radio"/> 7777
<input type="radio"/> 888	<input type="radio"/> 8888
<input type="radio"/> 999	<input type="radio"/> 9999

I RESERVED FOR FUTURE USE.

J RESERVED FOR FUTURE USE.

K ACT HIGH SCHOOL CODE (School Use Only)

<input type="radio"/> 000	<input type="radio"/> 000
<input type="radio"/> 111	<input type="radio"/> 111
<input type="radio"/> 222	<input type="radio"/> 222
<input type="radio"/> 333	<input type="radio"/> 333
<input type="radio"/> 444	<input type="radio"/> 444
<input type="radio"/> 555	<input type="radio"/> 555
<input type="radio"/> 666	<input type="radio"/> 666
<input type="radio"/> 777	<input type="radio"/> 777
<input type="radio"/> 888	<input type="radio"/> 888
<input type="radio"/> 999	<input type="radio"/> 999

L EDUCATIONAL OPPORTUNITY SERVICE

Would you like to receive information about educational and financial aid opportunities through the new ACT Educational Opportunity Service from ACT, colleges, universities, financial aid and scholarship agencies, and organizations that offer educational programs?

(See instruction booklet for details.)

Yes
 No

M COLLEGE PLANNING/REPORTING SCORES

To send score reports for this test, list in order of preference the codes for up to four college choices. See your instruction booklet for a list of valid college codes. Fill in the ovals corresponding to the codes you enter.

1st Choice	2nd Choice	3rd Choice	4th Choice
<input type="radio"/> 000	<input type="radio"/> 000	<input type="radio"/> 000	<input type="radio"/> 000
<input type="radio"/> 111	<input type="radio"/> 111	<input type="radio"/> 111	<input type="radio"/> 111
<input type="radio"/> 222	<input type="radio"/> 222	<input type="radio"/> 222	<input type="radio"/> 222
<input type="radio"/> 333	<input type="radio"/> 333	<input type="radio"/> 333	<input type="radio"/> 333
<input type="radio"/> 444	<input type="radio"/> 444	<input type="radio"/> 444	<input type="radio"/> 444

Non-reporting Option: Fill in the oval below only if you do not plan to go to college.

I currently do not plan to go to college.

USE A SOFT LEAD PENCIL. DO NOT USE INK OR A BALLPOINT PENCIL.

The ACT® 2017 State and District Testing Answer Folder

ACT, Inc.—Confidential Restricted when data present

Reporting Training: Paper testing

Failure to grid Block K will cause your site to be listed as the reporting school in all reports and home sites will not receive reporting.

This cannot be modified by ACT.

Please note the following procedures are only for online testing; paper testing **MUST** complete Block K.

Reporting Training: Online testing

Indicate home high school's ACT high school code in student data.

Must be completed before test day:

During Student Data Upload (SDU) or by editing student data in PearsonAccess^{next}

Reporting Training: Online testing

Student Data Upload

Indicate the home high school's ACT high school code in your SDU file

“Reporting High School School Code” (column AK).

AH	AI	AJ	AK	AL
Use Question 18	WorkKeys State Use Question 19	WorkKeys State Use Question 20	Reporting High School School Code	Student Test Code k

Reporting Training: Online testing

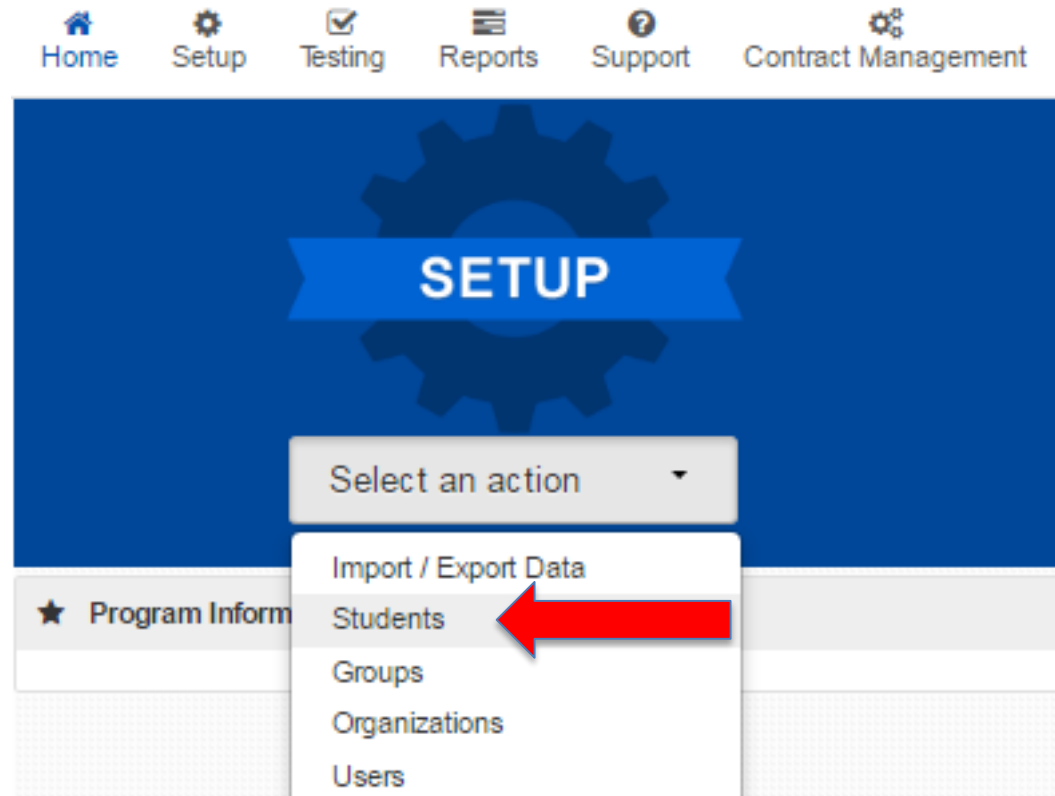
Editing Student Data in PearsonAccess^{next}

Only if you did not include home high school code in SDU file.

Reporting Training: Online testing

Editing Student Data in PearsonAccess^{next}

Navigate to Setup>Students



Reporting Training: Online testing

Editing Student Data in PearsonAccess^{next}

Click “Show all results”

The screenshot displays the ACT PearsonAccess next interface. At the top, the ACT logo is visible, followed by a navigation bar with icons for Home, Setup, Testing, Reports, Support, and Contract Management. Below this is a blue header for the 'Students' section. A 'Tasks' dropdown menu is set to '0 Selected', and a 'Start' button is visible. A 'Find Students' section is active, showing 'Registered to ACT Bravo 2017'. A search input field contains 'Last Name starts with'. A 'Search' button is highlighted with a red arrow. A dropdown menu is open, showing a 'Show all results' option with a tooltip that reads 'This action clears the search and filters'. Below the search area, there are filter sections for 'Filters' (with 'Across All Organizations' selected), 'Student Code' (with 'Starts with' input), and 'State Student ID' (with 'Starts with' input). A 'Toggle secondary filters' link is also present. The main content area shows 'No Results' and a message: 'Search or select a filter to view results.'

Reporting Training: Online testing

Editing Student Data in PearsonAccess^{next}

Select Student

The screenshot displays the ACT PearsonAccessNext interface. At the top, there is a navigation bar with the ACT logo and a breadcrumb trail: ACT > Bravo > ACT Bravo. Below this is a menu with icons for Home, Setup, Testing, Reports, Support, and Contract Management. The main header is blue and contains the word 'Students'. Below the header, there are two task bars: 'Tasks 0 Selected' and 'Students 1 Selected Clear'. The 'Students 1 Selected' bar has a 'Manage' button. The main content area is titled 'Find Students Registered to ACT Bravo 2017'. It features a search box with the text 'Last Name starts with' and a 'Search' button. To the left of the search results is a 'Filters' panel with a 'Clear Hide' link. The filters include 'Across All Organizations' (checked), 'Student Code' (with a 'Starts with' input field), and 'State Student ID' (with a 'Starts with' input field). A red arrow points to the 'Starts with' input field under 'Student Code'. To the right of the filters, it says '21 Results'. Below this is a table with columns for 'Student Code*', 'Last Name*', and 'First Name*'. The table contains 11 rows of student data, with the first row selected (checkbox checked).

	Student Code*	Last Name*	First Name*
<input checked="" type="checkbox"/>	10000038 ⓘ	STUDENTA	BOB
<input type="checkbox"/>	10000039 ⓘ	STUDENTB	BOB
<input type="checkbox"/>	10000040 ⓘ	STUDENTC	BOB
<input type="checkbox"/>	10000041 ⓘ	STUDENTD	JANE
<input type="checkbox"/>	10000042 ⓘ	STUDENTE	JANE
<input type="checkbox"/>	10000043 ⓘ	STUDENTF	JANE
<input type="checkbox"/>	10000044 ⓘ	STUDENTG	BOB
<input type="checkbox"/>	10000045 ⓘ	STUDENTH	JANE
<input type="checkbox"/>	10000046 ⓘ	STUDENTI	BOB
<input type="checkbox"/>	10000047 ⓘ	STUDENTJ	JANE

Reporting Training: Online testing

Editing Student Data in PearsonAccess^{next}

Start>Create/
Edit Students

The screenshot displays the ACT PearsonAccess next interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, Support, and Contract Management. Below this is a blue header for the 'Students' section. A 'Tasks' dropdown is set to '0 Selected', and a 'Start' dropdown is open, showing a menu with the following options: 'All Tasks', 'Create / Edit Students', 'Registration', 'Move Student Tests (select exactly 2 students)', and 'Delete Students'. A red arrow points to the 'Start' dropdown. Below the header, there is a search bar for 'Find Students' with a filter set to 'Registered to ACT Bravo 2017'. A search input field contains 'Last Name starts with' and a 'Search' button. To the left, there are filter options: 'Filters' with a 'Clear Hide' link, a checkbox for 'Across All Organizations', and input fields for 'Student Code' and 'State Student ID', both with 'Starts with' text. A 'Toggle secondary filters' link is also present. On the right, a table shows '21 Results' with columns for 'Student Code*', 'Last Name*', and 'First Name'. The first row is selected with a checkmark.


	Student Code*	Last Name*	First Name
<input checked="" type="checkbox"/>	100000038 ⓘ	STUDENTA	BOB
<input type="checkbox"/>	100000039 ⓘ	STUDENTB	BOB
<input type="checkbox"/>	100000040 ⓘ	STUDENTC	BOB
<input type="checkbox"/>	100000041 ⓘ	STUDENTD	JANE
<input type="checkbox"/>	100000042 ⓘ	STUDENTE	JANE
<input type="checkbox"/>	100000043 ⓘ	STUDENTF	JANE
<input type="checkbox"/>	100000044 ⓘ	STUDENTG	BOB
<input type="checkbox"/>	100000045 ⓘ	STUDENTH	JANE

Reporting Training: Online testing

Editing Student Data in PearsonAccess^{next}

Enter Reporting High School Code and Click Save

DETAILS

STUDENTA, BOB (100000038) 

Organization*

Student Code* First Name* Gender

State Student ID* Middle Initial Date of Birth*


Local Student ID Last Name* Actual Grade of Student*

Reporting High School Code - Online Only

Complete this field only if the examinee's score report should be sent to a school other than your own (see administration manual for instructions).

High School Code

*Required



[Show Student Details](#)
[Show Audit Trail](#)

Failure to indicate the home site's ACT high school code will cause your site to be listed as the reporting school in all reports and home sites will not receive reporting. This cannot be modified by ACT.

Your site may still elect to use Option 2.

- Must coordinate with home district/school(s)
- Under Option 2, there is no need to indicate the reporting school via Block K or PearsonAccess^{next}

ACT Contact Information & Resources

- Phone: 800.553.6244, ext. 2800 (state code 36)
- Email: statetesting@act.org
 - Include “Ohio” in subject line
- www.act.org/stateanddistrict/ohio