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# State-funded ACT Administration at JVSD/ESC

## Reporting Training – Option 1

**Please call: 1.800.260.0712**

**Participant code: 431827**

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Please call: 1.800.260.0712

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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

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**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

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**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).

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# 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 \_\_\_\_\_

**I RESERVED FOR FUTURE USE.**

**J RESERVED FOR FUTURE USE.**

**K ACT HIGH SCHOOL CODE (School Use Only)**

<input type="radio"/> 00	<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03
<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07
<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10	<input type="radio"/> 11
<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15
<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18	<input type="radio"/> 19
<input type="radio"/> 20	<input type="radio"/> 21	<input type="radio"/> 22	<input type="radio"/> 23
<input type="radio"/> 24	<input type="radio"/> 25	<input type="radio"/> 26	<input type="radio"/> 27
<input type="radio"/> 28	<input type="radio"/> 29	<input type="radio"/> 30	<input type="radio"/> 31
<input type="radio"/> 32	<input type="radio"/> 33	<input type="radio"/> 34	<input type="radio"/> 35
<input type="radio"/> 36	<input type="radio"/> 37	<input type="radio"/> 38	<input type="radio"/> 39
<input type="radio"/> 40	<input type="radio"/> 41	<input type="radio"/> 42	<input type="radio"/> 43
<input type="radio"/> 44	<input type="radio"/> 45	<input type="radio"/> 46	<input type="radio"/> 47
<input type="radio"/> 48	<input type="radio"/> 49	<input type="radio"/> 50	<input type="radio"/> 51
<input type="radio"/> 52	<input type="radio"/> 53	<input type="radio"/> 54	<input type="radio"/> 55
<input type="radio"/> 56	<input type="radio"/> 57	<input type="radio"/> 58	<input type="radio"/> 59
<input type="radio"/> 60	<input type="radio"/> 61	<input type="radio"/> 62	<input type="radio"/> 63
<input type="radio"/> 64	<input type="radio"/> 65	<input type="radio"/> 66	<input type="radio"/> 67
<input type="radio"/> 68	<input type="radio"/> 69	<input type="radio"/> 70	<input type="radio"/> 71
<input type="radio"/> 72	<input type="radio"/> 73	<input type="radio"/> 74	<input type="radio"/> 75
<input type="radio"/> 76	<input type="radio"/> 77	<input type="radio"/> 78	<input type="radio"/> 79
<input type="radio"/> 80	<input type="radio"/> 81	<input type="radio"/> 82	<input type="radio"/> 83
<input type="radio"/> 84	<input type="radio"/> 85	<input type="radio"/> 86	<input type="radio"/> 87
<input type="radio"/> 88	<input type="radio"/> 89	<input type="radio"/> 90	<input type="radio"/> 91
<input type="radio"/> 92	<input type="radio"/> 93	<input type="radio"/> 94	<input type="radio"/> 95
<input type="radio"/> 96	<input type="radio"/> 97	<input type="radio"/> 98	<input type="radio"/> 99

**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"/> 00	<input type="radio"/> 00	<input type="radio"/> 00	<input type="radio"/> 00
<input type="radio"/> 01	<input type="radio"/> 01	<input type="radio"/> 01	<input type="radio"/> 01
<input type="radio"/> 02	<input type="radio"/> 02	<input type="radio"/> 02	<input type="radio"/> 02
<input type="radio"/> 03	<input type="radio"/> 03	<input type="radio"/> 03	<input type="radio"/> 03
<input type="radio"/> 04	<input type="radio"/> 04	<input type="radio"/> 04	<input type="radio"/> 04

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.

## The ACT® 2017 State and District Testing Answer Folder

ACT, Inc.—Confidential Restricted when data present

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# 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.

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



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# 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<sup>next</sup>

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# 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

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# Reporting Training: Online testing

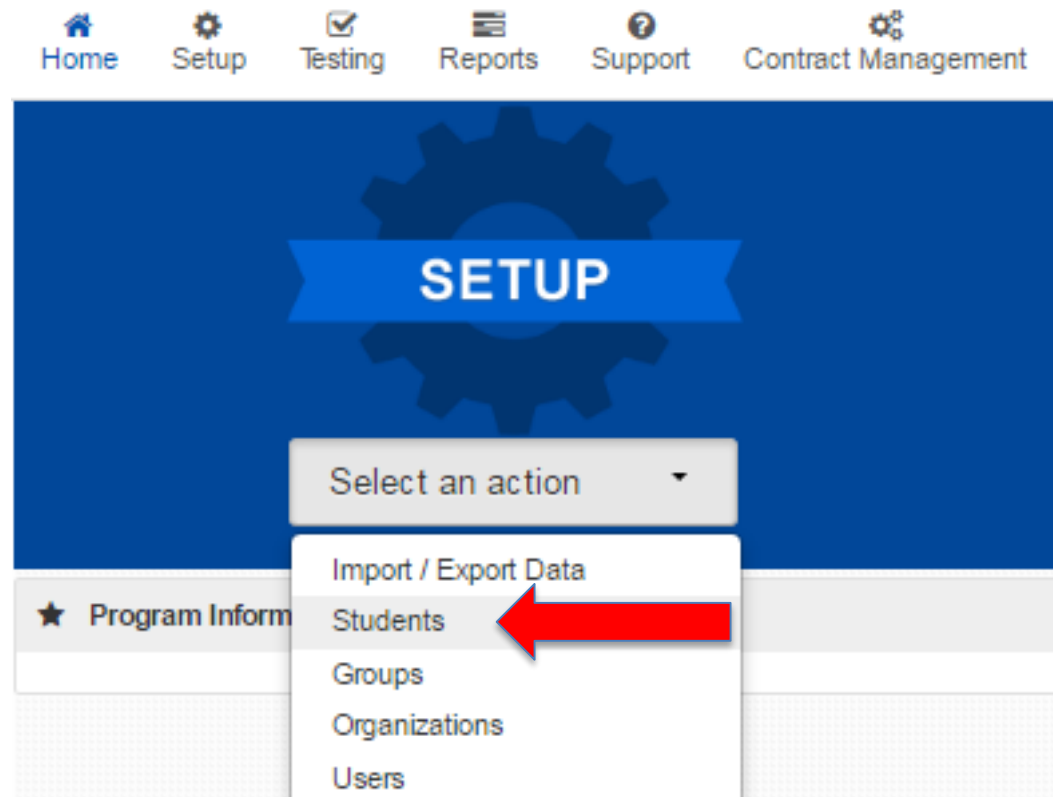
Editing Student Data in PearsonAccess<sup>next</sup>

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

# Reporting Training: Online testing

## Editing Student Data in PearsonAccess<sup>next</sup>

Navigate to Setup>Students



# Reporting Training: Online testing

## Editing Student Data in PearsonAccess<sup>next</sup>

Click “Show all results”

The screenshot displays the ACT PearsonAccess next web application 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', and a 'Search' button is present. A dropdown menu is open, showing a 'Show all results' option with a red arrow pointing to it. A tooltip below the arrow states: 'This action clears the search and filters'. A 'No Results' message is displayed below the search area. On the left, a 'Filters' panel includes options for 'Across All Organizations', 'Student Code' (Starts with), and 'State Student ID' (Starts with). A 'Toggle secondary filters' link is also present.

# Reporting Training: Online testing

## Editing Student Data in PearsonAccess<sup>next</sup>

Select Student

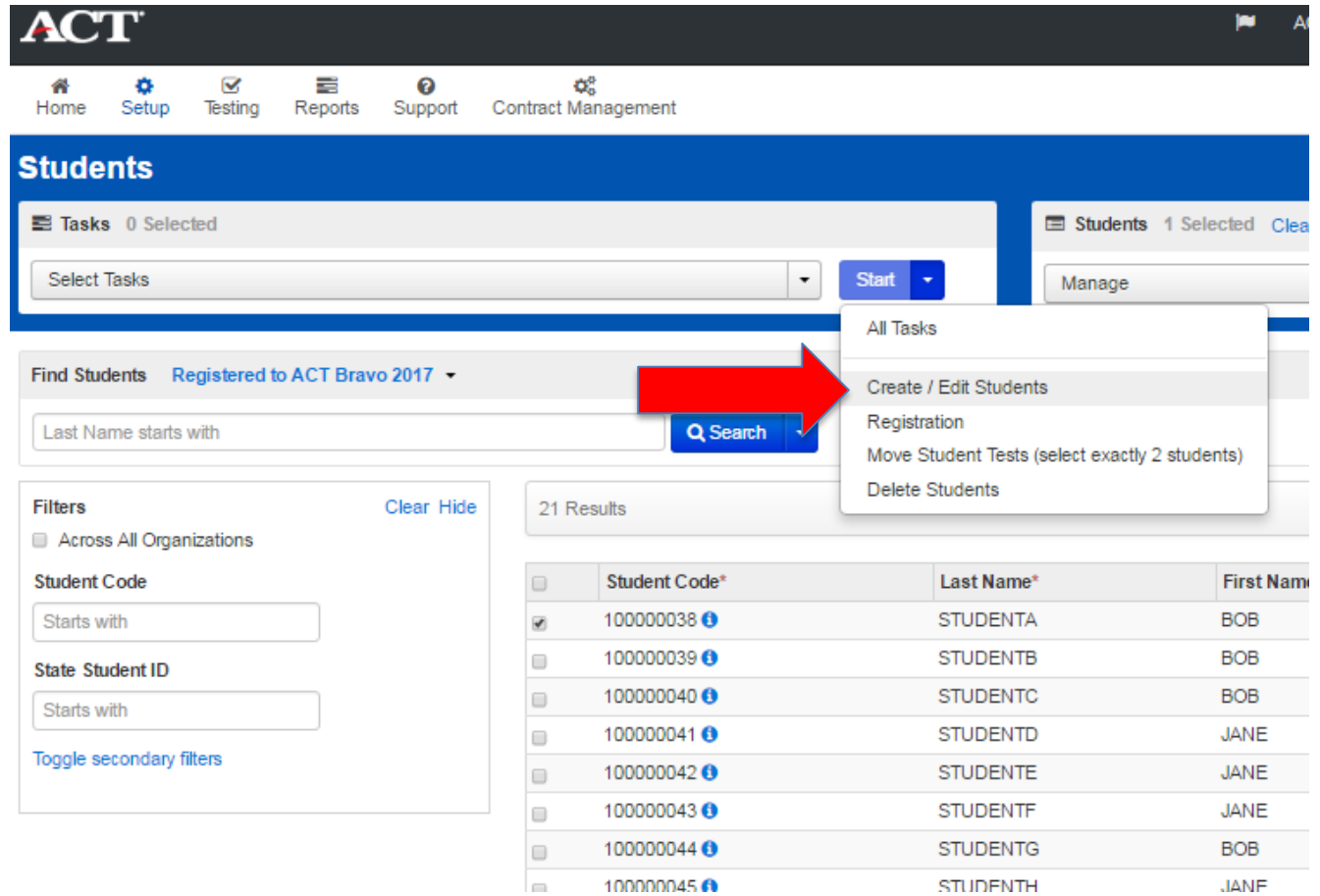
The screenshot displays the ACT PearsonAccessNext interface for managing students. The top navigation bar includes links for Home, Setup, Testing, Reports, Support, and Contract Management. The main header is labeled 'Students' and shows '0 Selected' tasks and '1 Selected' students. A search bar is present with the text 'Last Name starts with' and a 'Search' button. Below the search bar, there are filter options for 'Across All Organizations', 'Student Code', and 'State Student ID'. A red arrow points to the 'Starts with' input field under the 'Student Code' filter. The main content area displays a table with 21 results, showing columns for Student Code, Last Name, and First Name.

<input type="checkbox"/>	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<sup>next</sup>

Start>Create/  
Edit Students



The screenshot shows the ACT PearsonAccess next interface. The top navigation bar includes Home, Setup, Testing, Reports, Support, and Contract Management. The main content area is titled 'Students' and features a 'Tasks' section with a 'Start' button. A red arrow points to the 'Start' button, which has a dropdown menu open showing options: 'All Tasks', 'Create / Edit Students', 'Registration', 'Move Student Tests (select exactly 2 students)', and 'Delete Students'. The 'Find Students' section is set to 'Registered to ACT Bravo 2017' and has a search box for 'Last Name starts with'. The 'Filters' section includes 'Across All Organizations', 'Student Code' (Starts with), and 'State Student ID' (Starts with). The '21 Results' table shows a list of students with columns for Student Code, Last Name, and First Name.


	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<sup>next</sup>

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](#)



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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.

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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<sup>next</sup>

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# ACT Contact Information & Resources

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