



# The ACT® Test Administration Supplement

## State Use Questions

### State Testing

## Overview

---

### In this Document

---

In this document, you'll find information on the following:

- Purpose of state use questions
- How to collect information for the state
- How staff complete questions

*Note: Use the information in this document in addition to procedures provided in the administration manual(s). Follow these directions to accurately report scores to the examinee, school, and for accountability purposes. Incorrect information may also prevent examinees from receiving scholarship opportunities.*

---

### Purpose of State Use Questions

---

The Alabama State Department of Education (ALSDE) has requested that ACT collect additional information for their student data file. The state uses this information for any of the following reasons:

- Information about your school system
- Potential scholarship data
- Students who do not test

# ACT<sup>®</sup> Test Information

## Introduction

The information in this section covers procedures about state use questions for the ACT<sup>®</sup> test.

## ACT: How to Collect Information for the State

Use the table below to determine how to complete and collect state use questions for accommodated students.

If your accommodated examinees are testing ...	And the state questions are to be completed by ...	Then he or she ...
Paper/Online	Staff	Enters responses to questions using PearsonAccess <sup>next™</sup> . <i>Note: See the "ACT: How Staff Complete State Use Questions in PearsonAccess<sup>next™</sup>" section of this document. This activity occurs prior to or on test day.</i>

## ACT: Answering State Use Questions about Examinees

All questions should be answered only by the test coordinator. They are to select only one response for each question.

Number	Question	Response
1	Which of the following most accurately describes this examinee's <b>reason for using test accommodations</b> ?	A. IEP B. Section 504 Plan C. I-ELP D. Rapid Medical Onset
2	Were accommodations provided on the English test?	A. Yes B. No
3	Were accommodations provided on the mathematics test?	A. Yes B. No
4	Were accommodations provided on the reading test?	A. Yes B. No
5	Were accommodations provided on the science reasoning test?	A. Yes B. No
6	Were accommodations provided on the writing test?	A. Yes B. No
7	Were English learner (EL) supports provided for this examinee?	A. Yes B. No
8	Which of the following most accurately describes this examinee?	A. An IB student B. A Virtual student C. A Homebound student D. An Alternative HS student

## ACT: How Staff Complete State Use Questions in PearsonAccess<sup>next</sup><sup>™</sup>

After test administration, test coordinators, and with the assistance of room supervisors, take the following steps to answer state use questions in PearsonAccess<sup>next</sup> for all examinees who are testing, or who did not test.

1. Sign in to PearsonAccess<sup>next</sup> at <https://testadmin.act.org>.
2. Select the **Setup** icon.
3. Select the **Students** title. The *Students* screen appears with a table of students.
4. Select the box next to an examinee (you may select all applicable examinees). Then under **Tasks**, use the **Start** dropdown and select **Create / Edit Students**.

The screenshot shows the 'Students' interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' dropdown menu. Below that, there's a search bar for 'Find Students' with a filter for 'Registered to ACT Bravo 2017'. A table of students is displayed with columns for 'Student Code' and 'Last Name'. Two students are listed: STUDENTA (code 8290676501) and STUDENTB (code 4335290514). A dropdown menu is open over the 'Start' button, showing options: All Tasks, Create / Edit Students, Registration, and Delete Students.

The *Details* screen appears.

5. Select an examinee on the left.

The screenshot shows the 'DETAILS' screen for an examinee named STUDENTA, BOB (8290676501). The screen is divided into several sections: Organization (BRAVO HIGH SCHOOL (BRAVO)), Student Code (8290676501), First Name (BOB), Gender (Male), State Student ID (9677430017), Middle Initial, Date of Birth (01/31/2000), Local Student ID, Last Name (STUDENTA), and Actual Grade of Student (11th Grade).

The details for an examinee appears.

6. Scroll down to **State Use Questions**. Select answers to the questions below using the dropdown menu for each question. Then select the **Save** button. A *Success – Changes saved* message appears at the top left of the screen.

The screenshot shows the 'State Use Questions' section. It contains eight numbered questions, each with a dropdown menu for selecting an answer.

7. Repeat steps 4-6 to answer state use questions for other examinees as applicable
8. Select the **Exit Tasks** button at the top of the screen.

