



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 in the questions
- How staff complete questions

Note: In addition to procedures provided in the administration manual(s), follow these directions to accurately report scores to the examinee, school, and/or 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 to determine which students were provided accommodations and/or supports.

ACT[®] Test Information

How to Collect Information

Use the table below to determine how to complete and/or collect state use questions.

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

Answering State Use Questions about Examinees

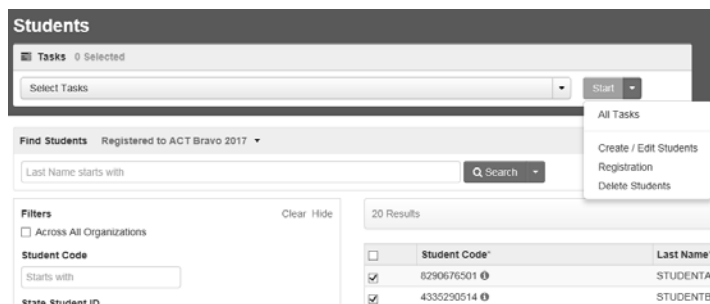
All questions should be answered only by the test coordinator. They are to select only one response for each question.

Number	Question	Response
1	Which of the following most accurately describes this examinee's reason for using test accommodations ?	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

How Staff Complete State Use Questions in PearsonAccess^{next}

Prior to or after test day, test coordinators, with the assistance of room supervisors, take the following steps to answer state use questions in PearsonAccess^{next} for all examinees who are testing, or who did not test.

1. Sign in to PearsonAccess^{next} 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 *Details* screen appears.

5. Select an examinee on the left.

DETAILS

STUDENTA, BOB (8290676501)

Organization*

STUDENTA, BOB (8290676501)

Student Code*	First Name*	Gender
8290676501	BOB	Male
State Student ID*	Middle Initial	Date of Birth*
9677430017		01/31/2000
Local Student ID	Last Name*	Actual Grade of Student*
	STUDENTA	11th Grade

The details for an examinee appears.

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

State Use Questions

State Use Question 1

State Use Question 2

State Use Question 3

State Use Question 4

State Use Question 5

State Use Question 6

State Use Question 7

State Use Question 8

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

