

Introduction

This document guides test coordinators through the non-test process for the ACT[®] taken online. It includes:

- Instructions to the personalized forms generated for students
- An overview of the non-test information screens completed by students

Non-test Instructions for Online Testing (NIFOT) Form

ACT provides a personalized *Non-test Instructions for Online Testing* (NIFOT) form for each student assigned to take the ACT test online.

- These forms are generated for students entered in PearsonAccess^{next}[™] by the end of the initial ordering window.
- The information in the upper-right corner of each form is customized for each student.
- You will receive these forms in the online testing materials shipment.

Distributing the NIFOT Forms to Students

Before the non-test session begins, distribute the NIFOT forms to your students. Verify that each student receives his or her own form.

Note: If you do not have a form for a specific student, follow the instructions under Blank NIFOT Forms to manually create a form.

To complete the non-test information correctly, it is important that each student uses his or her own form.

Blank NIFOT Forms

If you did not receive a NIFOT form for a student in your online materials shipment, follow the instructions below to manually create a form. See the sample form on page 4.

Note: You can locate the blank version of this form on your ACT State or District webpage.

How to Complete a Blank NIFOT Form

Complete the following fields in the top-right corner of the NIFOT form exactly as they appear in PearsonAccess^{next}:

- First name
- Middle initial
- Last name
- Student code

Note: To locate the student code, see the next section.

- ACT high school code
- Deadline

Note: The deadline for completing the non-test information is four business days after the end of the testing window. Students have until that deadline to complete the non-test information.

How to Find the Student Code in PearsonAccess^{next}

To find a student code in PearsonAccess^{next}, take the following steps:

1. Go to PearsonAccess^{next} at <https://testadmin.act.org>.
2. Select the **Sign In** button.
3. Enter your **Username** and **Password**, and select the **Log In** button.
4. Select the **Setup** icon and choose **Students**.
5. Type at least two letters of the student's last name in the "last name starts with" field and select the **Search** button.
6. Locate the student code in the first column on the students screen.
7. Sign out when you're finished.



How to Complete the Non-test Information

This section describes the non-test sections of the ACT. Students receive an abbreviated version of these instructions on their NIFOT forms. This document provides additional information to help you (the test coordinator) ensure all non-test sections are successfully completed.

ACT Web Account

1. Go to www.actstudent.org/account.

If...	Then...
The student already has an account	Enter the user ID and password and select Log In .
The student does not have an account	Select Create Account and follow the on-screen instructions to create and log in to the account.

2. On the account home page, select **Non-test for State and District** from the left-hand menu.
3. Enter the first name, last name, and student code exactly as they appear at the top of the NIFOT form.
Note: If the student experiences an issue with his or her student code, see “Student Code Errors” on page 3.
4. Select **Continue**.

From this point forward, the non-test information is divided by screen title. The table below lists the title of each screen, a brief description, and an “X” to indicate if the information is required.

It is in the student’s best interest to complete all of the requested information. Doing so results in a complete score report for students, high schools, and any other recipients to review and identify opportunities for that student.

Screen Title	Description	Required
5. Who is Providing this Information?	Indicate if anyone is helping the student complete the non-test information.	X
6. The ACT State and District Terms and Conditions	The official terms and conditions are provided for required review and agreement.	X
7. Your Information	This previously completed page appears again to allow the student to change his or her information if necessary.	
8. Your High School Summary	An opportunity to include information about high school accomplishments and experiences.	
9. Extracurricular Activities	An opportunity to list applicable extracurricular activities.	
10. Background Information	An opportunity to include additional background information that may be useful for scholarships or other opportunities.	
11. ACT Interest Inventory	An opportunity to indicate current interests. Results (provided on score reports) can suggest college majors and occupations worth considering.	
12. Your High School Courses and Grades	Adds significantly to the student’s academic profile reported to colleges and scholarship agencies.	X
13. Attending College?	Indicate post-high school plans.	X
14. College Plans	An opportunity to provide additional college plan information.	
15. College Interests	An opportunity to provide details about college interests.	

16. Special Interests	An opportunity to list any assistance the student might like to receive in college.	
17. Paying for College	An opportunity to provide financial plans for college.	
18. Your Plans for the Future	The student indicates his or her planned area of study, specific major, general occupation, specific occupation, and confidence level for each area.	X
19. Your College Choices	An opportunity to list the institution(s) that will receive a score report for this test.	
20. Review Your Information	An opportunity to review the student's information before finalizing the non-test information.	
21. The ACT State and District Confirmation	The final confirmation page lists the student's unique ACT ID.	

22. Make note of the ACT ID.

23. Select the **Log Out** button to log out of the system.

Student Code Errors

If an error message shows after entering a student code, check the following items before contacting ACT:

- Verify the name and student code match the information in PearsonAccess^{next}.
- Is the student test format listed as online in PearsonAccess^{next}?
If not, change the test format from paper to online. Wait 24–48 hours for the student code to activate.
- Were there any changes to the student's registration in PearsonAccess^{next} within the last 48 hours?
If so, wait 48 hours and try again.

Contact ACT

For additional assistance, you may call ACT at 800.553.6244, ext, 2800.



First Name: _____
Middle Initial: _____
Last Name: _____
Student Code: _____
ACT High School Code: _____
Deadline: _____

Non-test Instructions for Online Testing

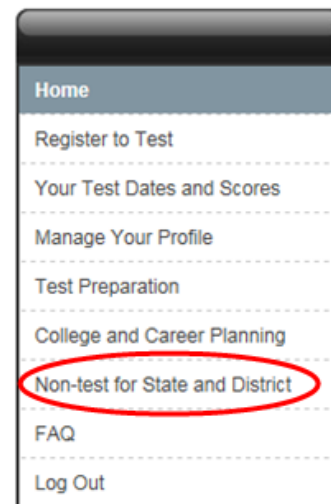
Introduction

This document contains instructions for completing your non-test information. If you complete your non-test information by the deadline listed at the top of this page, you can send your scores, for free, to up to four colleges or scholarship agencies of your choosing.

How to Complete Your Non-test Information

Take the following steps to complete your non-test information.

1. Verify that your name is printed at the top of this page. If it is not your name, then immediately stop and do not proceed to the next step. Contact the test coordinator at your school as soon as possible to receive your Non-test Instructions for Online Testing.
2. Go to www.actstudent.org/account.
3. If you already have an ACT web account, enter your user ID and password and select **Log In**. Otherwise, select **Create Account** and follow the on-screen instructions to create and log into your account. You should now be on your account home page.
4. From the left-hand menu, select **Non-test for State and District**. A form requesting your first name, last name, and student code appears.
5. Enter your first name, last name, and student code exactly as they appear at the top of this page, and select **Continue**. The “Who is Providing This Information?” page appears.
6. From this point forward, follow the on-screen instructions to complete and submit your information.
7. At the end of the non-test section, you will be asked to review your information. Verify that everything is correct and select **Continue**. The “ACT State and District Confirmation” page will appear.
8. Make note of your ACT ID and **Log Out**.



Thank You!

ACT Test Administration