Welcome to the Louisiana Test Administration Q&A Session for the ACT© Test

For Audio Please Call: 888.219.1458
Your Testing Program

- the ACT® (no writing) test
- the ACT taken on paper
- all public school Grade 11 & select grade 12 students

For Audio Please Call: 888.219.1458
## Test Dates

<table>
<thead>
<tr>
<th>Administration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ACT taken on paper Initial Test Date</td>
<td>March 21, 2017</td>
</tr>
<tr>
<td>The ACT Accommodations Testing Window</td>
<td>March 21 – April 4, 2017</td>
</tr>
<tr>
<td>The ACT WorkKeys Accommodations Testing Window</td>
<td>March 21 – April 4, 2017</td>
</tr>
<tr>
<td>The ACT taken on paper Makeup Test Date</td>
<td>May 3, 2017</td>
</tr>
</tbody>
</table>

For Audio Please Call: 888.219.1458
What’s New in 2016-2017?

• Off-site testing
• Test materials shipment quantity
• Non-college reportable accommodations
• Tracking test materials information

For Audio Please Call: 888.219.1458
PearsonAccess\textsuperscript{nextTM}

- Test administration management system
- Manage school & district Test Coordinator
- Manage student information
- Materials ordering
- Tracking shipments
PearsonAccess\textsuperscript{nextTM}

Tasks for Organizations

- Create / Edit Organizations
- Manage Participation
- Edit Enrollment Counts
- Manage Completion Statuses
- Manage Contacts
- Delete Organizations

CONTACTS (3)

- Create Contacts
- UAT HIGH SCHOOL (UAT)
- Test Coordinator
- Shipping Contact Address

CONTACT DETAILS

Test Coordinator

Staff Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Work Phone*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1234567890</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First and Last Name*</th>
<th>Work Phone Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill McTester</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email*</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:billtest@mailinator.com">billtest@mailinator.com</a></td>
</tr>
</tbody>
</table>
PearsonAccess™
PearsonAccessnextTM
**PearsonAccess**

Verifying Student Information

<table>
<thead>
<tr>
<th>STUDENTS (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Students</td>
</tr>
<tr>
<td>STUDENTA, BOB (100000078)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTA, BOB (100000078)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization*</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAT HIGH SCHOOL (UAT)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000078</td>
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</table>

<table>
<thead>
<tr>
<th>State Student ID*</th>
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</thead>
<tbody>
<tr>
<td>9677430017</td>
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</table>

<table>
<thead>
<tr>
<th>Local Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOB</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth*</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual Grade of Student*</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th Grade</td>
</tr>
</tbody>
</table>
PearsonAccess™ Next

Creating a New Student

[Image of a screenshot from PearsonAccess™ Next showing the Import/Export Data options]
PearsonAccess<sup>nextTM</sup>

Creating a New Student

ACT WorkKeys: Louisiana - Pearson Access Next Guides

- System Basics (<a href="#" target="_blank">PDF</a>)
- Managing Contacts and Participation Guide (<a href="#" target="_blank">PDF</a>)
- ACT WorkKeys Ordering Initial ACT WorkKeys Materials for State and District Testing (<a href="#" target="_blank">PDF</a>)
- ACT Verifying Student Information for Initial ACT Material - State and District Testing (<a href="#" target="_blank">PDF</a>)
- ACT How to Complete Blank Pretest Information for Online Testing Form (<a href="#" target="_blank">PDF</a>)
  - Student Data Upload (SDU) Template (<a href="#" target="_blank">Excel</a>)
  - Student Data Upload (SDU) File Layout and Loading Instructions (<a href="#" target="_blank">PDF</a>)
  - Student Data Upload (SDU) Troubleshooting Guide (<a href="#" target="_blank">PDF</a>)

If a school test coordinator needs to be updated, contact your district test coordinator. The district test coordinator needs to make this change in PearsonAccess<sup>nextTM</sup>
PearsonAccessnextTM

WorkKeys
Test Accessibility and Accommodation System (TAA)

- Submit ACT-approved accommodations requests
- Review decision notifications from ACT
- Access TAA PIN Report (replacing preliminary & final rosters)
- Roles access to TAA
Accommodations Q&A session
January 24, 2017
1pm

https://act.ilinc.com/register/rkkekfmf
PearsonAccess\textsuperscript{nextTM}

TAA PIN

Tasks for Students

- Create / Edit Students
- Enroll Students
- Register Students
- Manage Student Tests
- Move Student Tests (select exactly 2 students)
- Delete Students

Test Filter

Filter by Test Status

- Complete
- Assigned
- Apply

STUDENT TESTS (1)

- Create Student Tests
- STUDENTA, BOB (100000078)

The ACT (DNR) - Assigned

TEST DETAILS

STUDENTA, BOB (100000078)

The ACT

- Assigned

Organization

Liat High School (Liat)

Group Name

Select

Delivery Format

- Paper

Form Code

Student Test Code Key (UUID)

b73dc475-7ed0-42aa-b5d9-b1ef

Do Not Report

Do Not Report Reason

TAA PIN for ACT-Approved Accommodations

- Accommodations needed?

TAA PIN

Retrieve Accommodations
PearsonAccessnextTM

TAA PIN

Accommodations Materials

Timing Accommodations
- TC1 - Standard Time
- TC2 - Double Time (over multiple days)
- TC3 - Triple Time (over multiple days)
- TC4 - Standard Time (over multiple days)
- TC5 - Standard Time with stop-the-clock breaks (one day)
- TC6 - Time-and-one-half, self-paced (one day)
- TC7 - Time-and-one-half (over multiple days)
- TC8 - Extended time on essay/constructed response only

Setting & Location Accommodations
- Administration from Home or Care Facility
- Special Lighting
- Modified Acoustics (FM system)
- Background noise/noise buffers (auditory calming)
- Adaptive/Special Furniture

Response & Navigation Accommodations
- Scribe
- Respond Verbally
- Speech to Text
- Braille Essay/Constructed Response

Presentation & Formats
- Large Print Test Book and Answer Document (18 pt. font)
- Braille Book (Braille questions with raised line drawings)
Resources

www.act.org/stateanddistrict/louisiana

ACT Testing: Louisiana
State Contact Information
Phone: 877.453.2721
Website: Louisiana Department of Education

The ACT | ACT WorkKeys: Louisiana
Test Dates
The ACT
Initial Test Date: March 21, 2017
Makeup Test Date: May 3, 2017
Accommodations Testing Window: Mar 21-April 4, 2017
## Resources

### ACT WorkKeys: Louisiana - Pearson Access Next Guides

- System Basics *(PDF)*
- Managing Contacts and Participation Guide *(PDF)*
- *ACT WorkKeys Ordering Initial ACT WorkKeys Materials for State and District Testing (PearsonAccess Next)* *(PDF)*
- ACT Verifying Student Information for Initial ACT Material - State and District Testing (PearsonAccess Next) *(PDF)*
- ACT How to Complete Blank Pretest Information for Online Testing Form *(PDF)*

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Resources

ACT WorkKeys: Louisiana - Manuals and Supplements

- The ACT Taken Online or Paper (PDF)
- Accommodations on the ACT® Test (PDF)
- Instructions for Retesting with Accommodations (PDF)
- Test Accessibility and Accommodations (TAA) User Guide (PDF)
- ACT Calculator Policy
- ACT Administration Supplement for State and District Testing (PDF)
- ACT Manual Supplement for District Shipping - State and District Testing (PDF)

Online Testing

- Technical Requirements
- Technical Guide for the ACT Test Taken Online (PDF)
- Mock Administration Guide (PDF)
- Administration Manual for State and District Testing (Online) (PDF)
- Test Administration Forms Folder for the ACT Test (Standard Time, Online Testing) (PDF)
- Test Administration Forms Folder for the ACT Test (Accommodations, Online Testing) (PDF)
- ACT WorkKeys Administration Manual for Online Testing (PDF)

Paper Testing

- ACT Administration Manual for State and District Testing (Standard Time, Paper) (PDF)
- The ACT Administration Manual for State and District Testing (Accommodations, Paper) (PDF)
- ACT Administration Manual for State and District Testing (Non-College Reportable, Paper) (PDF)
- ACT Test Coordinator Information for State and District Testing (Paper) (PDF)
- Test Administration Forms Folder for the ACT Test (Standard Time, Paper Testing) (PDF)
- Test Administration Forms Folder for the ACT Test (Accommodations, Paper Testing) (PDF)
- Taking the ACT (PDF)
- WorkKeys Administration Manual for State and District Testing (Accommodations, Paper) (PDF)
- Test Administration Forms Folder for ACT WorkKeys (Accommodations, Paper Testing) (PDF)
ACT Contact Information

- For ACT test administration inquiries:
  - phone: 800.553.6244
    - standard time ext. 2800
    - accommodations ext. 1788
  - email:
    - www.act.org/aap/state/contact.html
    - ACTStateAccoms@act.org

- ACT-hosted website for Louisiana:
  - http://www.act.org/stateanddistrict/louisiana

- WorkKeys Online
  - Phone: 800.967.5539
  - Email: workkeys@act.org
We will now take questions.