

LAYOUT REQUIREMENTS—PAPER TESTING

Operational Reports

PROGRAM: STATE | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

PearsonAccess^{Next}: This web-based technology platform is used to administer state testing of the ACT[®] test on paper. This document provides information on the layout requirements for *Operational Reports* in PearsonAccess^{Next} for various functions of test administration.

Accommodations and Supports Roster

Students will appear in this report when Test Accessibility and Accommodations Systems (TAA) PINs are applied. These PINs will only be applied when a student is approved for at least one ACT-authorized accommodation.

Column	Field Name	Description
A	Organization Code	Six-digit organization code where the student is enrolled
B	Organization Name	Name of the organization where the student is enrolled
C	Student Code	A unique identifying number generated by the system at the time the student record is loaded
D	Last Name	Last name of student
E	First Name	First name of student
F	Middle Initial	Middle initial of student, if provided
G	Date of Birth	Student date of birth
H	Test Name	Test on the student's registration as determined by the state or district
I	Delivery Format	Paper or online
J	TAA PIN	Eight-character PIN number assigned in TAA to each student approved for at least one ACT-authorized accommodation
K	Timing Code	Authorized timing for the student; for descriptions, see the administration manual for accommodations
L	Other Approvals	<ul style="list-style-type: none"> TEXT2SPEECH: Text-to-speech

Column	Field Name	Description
		<ul style="list-style-type: none"> • LG_PRINT_DOCS: Large print test book and answer document (18 pt. font) • UEB_RLD: Raised-line drawings (UEB) with Nemeth • READER: Reader (human) • PRE_RECORDED_AUDIO: Pre-recorded audio • EEO: EEO (exact English-signing only for Items) • AUDIO_IND: Audio indicator (time remaining) • COMPUTER: Computer (essay or short answer for paper testing only) • READ_ALOUD: Student reads test aloud • UNIFIED_ENG_BRAILLE: Unified English braille (UEB) with Nemeth code and raised-line drawings • HOMECARE: Administration from home or care facility • AUDITORY_CALM: Background noise/noise buffers (auditory calming) • SPECIAL_LIGHT: Special lighting • ADAPTIVE_FURNITURE: Adaptive/special furniture • MOD_ACOUSTICS: Modified acoustics (FM System) • SCRIBE: Scribe • VERBAL_RESP: Respond verbally • SPEECH2TEXT: Speech-to-text • BRAILLE: Braille essay/constructed response • ELL_W2W_DICTIONARY: Approved word-to-word bilingual dictionary • UEB_NN_BRAILLE: Unified English braille UEB math/science contracted • UEB_NN_RLD: Unified English braille UEB math/science contracted and raised-line drawings • SCREEN_RDR: Screen reader • VIDEO_ASL: Video American Sign Language <p>English Learner Supports:</p> <ul style="list-style-type: none"> • ELL_INST_ARABIC • ELL_INST_CHINESE_CANTONESE_SIMP • ELL_INST_CHINESE_MANDARIN_TRAD • ELL_INST_FRENCH • ELL_INST_HAITIAN_CREOLE • ELL_INST_RUSSIAN • ELL_INST_SPANISH • ELL_INST_CHINESE_CANTONESE_TRAD • ELL_INST_CHINESE_MANDARIN_SIMP • ELL_INST_GERMAN • ELL_INST_HMONG • ELL_INST_JAPANESE • ELL_INST_KOREAN • ELL_INST_NAVAJO • ELL_INST_PORTUGUESE • ELL_INST_SAMOAN

Column	Field Name	Description
		<ul style="list-style-type: none"> • ELL_INST_SOMALI • ELL_INST_TAGALOG • ELL_INST_TONGAN • ELL_INST_VIETNAMESE
M	Accommodations Materials Kit(s)	Materials to be used
N	Online Session Name	The online session name from PearsonAccess ^{next} when a student is assigned to a session
O	Online Form Group Type	The name of the group of forms associated with the session to which the student is assigned
P	Accommodation Retrieval	Timestamp when the approved accommodations and/or supports were applied to the student test. If a student has opted out from accommodations and/or supports, the timestamp indicates when the accommodations were removed from the student test.
Q	Additional Materials Needed	May be populated by ACT if additional materials for accommodations and/or supports are needed. Reserved for ACT use.

Student Org Enrollment Report

Column	Field Name	Description
A	Student Code	A unique identifying number generated by the system at the time the student record is loaded
B	Student Last Name	Last name of student
C	Student First Name	First name of student
D	Student Middle Name	Middle initial of student, if provided
E	Local Student Code	Also referred to as the state student ID, this code uniquely identifies the student for mapping this ACT data to customer-maintained student records.
F	Date of Birth	Student date of birth
G	Gender	If provided: F = Female M = Male A = Another gender P = Prefer not to respond

Column	Field Name	Description
H	Org Name	Name of the organization where the student is enrolled
I	Org Code	Six-digit organization code where the student is enrolled
J	Enrollment Date-Time	Date and time when the student was loaded to PearsonAccess ^{next}

Students Tests Assigned but Not Yet Completed

Column	Name	Description
A	Student Code	A unique identifying number generated by the system at the time the student record is loaded
B	Last Name	Last name of student
C	First Name	First name of student
D	Middle Name	Middle initial of student, if provided
E	Test Name	Test on the student's registration as determined by the state or district
F	Test Code	mc (multiple choice) or mw (multiple choice with writing)
G	Test Format	Paper or online
H	Student Test Status	Assign: A paper test has not yet been matched with this student test record; this may be because the answer document wasn't received yet, the answer document is in a queue waiting to be matched with this test record, or the student has not yet tested online Testing: The student's online test is in progress
I	Student Test Session Assign Status	Status of the student's online test
J	Organization Name	Name of the organization where the student is enrolled
K	Organization Code	Six-digit organization code where the student is enrolled
L	Session Name	Name of the session to which the test is assigned (online only)

Packing List

Column	Name	Description
A	Shipment	Shipments numbered 1, 2, 3, etc.
B	Box Number	Box number that contains the item
C	Item	Item code
D	Description	Abbreviated description of item
E	Details	Details of how quantity is determined
F	Quantity Packed	Amount of each item packed
G	Quantity Backordered	Amount of each item on backorder
H	Material Type	Secure or non-secure

Note: An order ID must be entered to download this report. The Order ID can be found in PearsonAccess^{next} on the Orders and Shipment Tracking screen and is printed on your physical packing list.

Users with Role Access

Column	Name	Description
A	Parent Organization	Name and six-digit organization code of the organization over the user's organization (e.g., if user is assigned to a school, the name of the district is in this column)
B	Organization	Name and six-digit organization code of the organization to which the user is assigned
C	Username	Username of user
D	Last Name	Last name of user
E	First Name	First name of user
F	Email Address	Email address of user
G	Active Begin Date	If populated, date that user is authorized to begin accessing PearsonAccess ^{next} . If blank, the user immediately has access.
H	Active End Date	If populated, date that user is no longer authorized to access PearsonAccess ^{next} . If blank, the user immediately has access.
I	Disable Date	Date and time the user was disabled

Column	Name	Description
J	Delete Date	Date and time the user was deleted
K	Last Login Date	Date and time the user last logged into PearsonAccess ^{next}

Note: You must select a role and whether the report should include disabled and deleted users prior to running the report. Users will appear multiple times if assigned to multiple organizations under your hierarchy.