

PAPER TESTING—NCR Managing Testing Enrollment and Materials

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

Decreasing enrollment to reduce materials sent: This document will direct you about how to decrease your enrollment for the ACT[®] test, taken on paper. Doing this will limit the number of materials sent for the test date selected in PearsonAccess^{next}. You may choose to do this if the number of students you plan to test is less than the number present in PearsonAccess^{next}. You may also choose to do this if you plan to test some students on the first date available and others on the second test date available.

Decreasing Paper Enrollment

During the verify enrollment window, a school may decrease the number of paper standard time secure test materials in PearsonAccess^{next} by adjusting enrollment counts. Follow the steps below to do this:

- 1. Select the Setup icon, then Organizations.
- 2. On the Organizations screen, take one of the following steps.
 - a. If you are a district test coordinator, select the drop-down on the Search button. Check Show all results to see a list of all organizations in your hierarchy.
 - b. If you are a school test coordinator, your organization should be on screen.
- 3. Select the box beside the organization for which you wish to order materials.
- 4. Select the drop-down on the **Start** button, then **Test Administration**. The Test Date Selection screen appears.
- 5. Select the **Edit Enrollment Counts** tab at the top left. The school(s) appear(s) on the left.

- 6. Select the school, if not selected by default.
- 7. Select the plus sign (+) icons on the right to view each type of materials.
 - a. The standard time testing quantity was populated using the student data imported using the *Student Data Upload (SDU)* file.
- 8. Standard time counts: Use the down arrows to decrease the standard time testing paper count. Make sure the number listed matches the number of students you plan to test on the first standard time test date. This is what you selected on the Test Date and Materials Receipt Selection screen. DO NOT use this process to increase student counts.

Note: Do not reduce enrollment counts to zero. If reduced to zero, secure materials will not be sent.

- 9. Accommodations and supports counts: Accommodations and support formats are not adjustable on this screen.
 - a. The test window for accommodations must match the standard time test date.
 - ACT will send all accommodations and supports materials on the date selected on the Test Date and Materials Receipt Selection screen. Students using accommodations and supports are expected to test in that test window.

Note: If the school is unable to test a student during this window, contact ACT for assistance with ordering materials for a subsequent test window and have the Accommodations and Supports Roster available for reference.

- b. Accommodations and supports counts will be adjusted when the Test Administration and Accommodations (TAA) PIN is entered on the Manage Student Tests screen.
 - ACT will apply TAA PINs once accommodations are authorized through TAA. Accommodation counts may not be reflected when you complete this task. See *PearsonAccess^{next} User Guide* for instructions to apply TAA PINs if desired.
- 10. Select **Save**. A "Changes saved" message appears.

Note: Saving data in this screen does not generate a confirmation email.

11. Select Exit Tasks.

SDU deadline: Students must be present in PearsonAccess^{next} prior to the SDU deadline to receive barcode labels in the initial shipment.

Note: It is not necessary to submit an unenroll form when decreasing enrollment counts for the first test date prior to the SDU deadline.

Ordering Materials for Subsequent Test Windows

Before ordering additional materials, add students as necessary by using the instructions to enroll or unenroll examinees located in the Add or Remove Students section of the *PearsonAccess^{next} User Guide*.

Follow the steps below to order materials for subsequent test windows by referring to the *Schedule of Events* to determine when the ordering windows are open:

- 1. Order additional standard time materials by selecting one of the following for the appropriate test date:
 - a. ACT No Writing Standard Time Kit for date
 - b. ACT with Writing Standard Time Kit for date

Note: Different materials are designated for each administration. Order materials during the appropriate order window to ensure the correct materials are shipped.

- 2. Order non-college reportable accommodations materials by selecting one of the following for the appropriate test date:
 - a. ACT Non-College Reportable No Writing Standard Time Kit for date
 - b. ACT Non-College Reportable with Writing Standard Time Kit for date

Note: Different materials are designated for each administration. Order materials during the appropriate order window to ensure the correct materials are shipped.

- 3. Select Setup, then Orders & Shipment Tracking.
- 4. On the Orders & Shipment Tracking screen, select the drop-down beside the **Start** button, then the **Orders** option. The Additional Orders screen appears.
- 5. In the **Test Date/Test Window Start Date** field, use the calendar icon to enter the test date for the test administration during which you plan to use these materials.

Note: ACT will determine the shipping method and when to ship the materials.

- 6. Select the drop-down beside **Reason** to select why additional materials are needed.
- 7. Leave the school test coordinator's contact information under **Use a Stored Contact**.
- 8. Verify the information on the screen. Under Materials Order, select Add Items.
- 9. The Edit Materials Order screen appears with a list of available items to order. Use the up and down arrows or enter the number in the **Amount** field(s) until your order is complete. If you need items that are not listed, contact ACT.
- 10. Select **Save**.
- On the Additional Orders screen, verify that your order is correct, then select **Create**. A "Changes saved" message appears, and a confirmation email is sent to you from noreply@testadmin.act.org.
- 12. Select Exit Tasks.