

Overview

In this document, you'll find information on the following:

- Purpose of state use questions
- How staff responds to 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.

Purpose of State Use Questions

The Nebraska Department of Education has requested that school staff provide additional information about students.

How Staff Completes State Use Questions

About this task

After test day, test coordinators take the following steps to indicate the reason why a student did not test.

1. Sign in to PearsonAccess^{next} at <https://testadmin.act.org>.
2. Select the **Setup** icon.
3. Select the **Students** title.

Result: The Students screen is displayed with a table of students.

4. Select the checkbox next to an examinee (or the checkbox at the top of the column to select all examinees).

5. Under Tasks, use the Start dropdown and select **Create / Edit Students**.

The screenshot shows the 'Students' management interface. At the top, there is a 'Tasks' section with a 'Start' dropdown menu. The dropdown menu is open, showing options: 'All Tasks', 'Create / Edit Students', 'Registration', and 'Delete Students'. The 'Create / Edit Students' option is highlighted. Below this, there is a search bar for 'Find Students' with a search button. A filters section on the left includes 'Across All Organizations' and 'Student Code' filters. A table on the right shows 20 results with columns for 'Student Code*' and 'Last Name*'. Two rows are visible, both checked: one with Student Code 8290676501 and Last Name STUDENTA, and another with Student Code 4335290514 and Last Name STUDENTB.

Result: The Details screen is displayed.

6. Select an examinee on the left.

The screenshot shows the 'DETAILS' screen for an examinee. The header reads 'STUDENTA, BOB (8290676501)'. Below this, there is an 'Organization*' dropdown menu showing 'BRAVO HIGH SCHOOL (BRAVO)'. The form contains several fields: 'Student Code*' (8290676501), 'First Name*' (BOB), 'Gender' (Male), 'State Student ID*' (9677430017), 'Middle Initial' (empty), 'Date of Birth*' (01/31/2000), 'Local Student ID' (empty), 'Last Name*' (STUDENTA), and 'Actual Grade of Student*' (11th Grade).

Result: The details for an examinee are displayed.

7. Scroll down to State Use Questions.

The screenshot shows the 'State Use Questions' section. It contains three questions, each with a dropdown menu for the answer: 'State Use Question 1', 'State Use Question 2', and 'State Use Question 3'.

8. For each State Use Question, select an answer to the question using the dropdown menu.

9. Select the **Save** button. A "Success – changes saved" message is displayed.
10. Repeat steps 4–8 to answer state use questions for other examinees.
11. When you are finished, select the **Exit Tasks** button.